



Operation HOPE* Update (How to Open with Patience and Endurance)

August 3, 2020

Dear Chapelgate family,

I hope this finds you doing well; I am reaching out to give you another update on our school reopening plans. Our senior staff and HOPE (How to Open with Patience and Endurance) Committee are continuing to work together with Chapelgate Presbyterian Church's Medical Advisory Board, and following the guidance from state and local officials including the CDC, the State of Maryland, and the Maryland State Department of Education. The health and well-being of our entire community is our top priority as we create plans for fall.

The CDC has released updated guidelines, and we have adapted our plans to reflect their guidance. I am thrilled to announce that we have recently purchased high-definition cameras to be installed in each classroom, so that ALL classes for grades 6-12 are able to be live-streamed in real time. This will give middle and high school families the option for their students to learn 100% from home.

Admissions

- We have been very busy this summer taking applications! At this point, our Lower School is almost completely full, and 6th and 7th are approaching full. There is still limited space available in 8-12th.
- We are thrilled to announce that we will be opening 4th grade this year! We are still taking applications for 4th grade, but have very limited openings.

Academic Plan – Preschool

- Our preschool students will return to school five days a week.
- Class sizes will be limited to ensure social distancing.
- Students, faculty, and staff will be temperature checked upon arrival.
- Parents will not be permitted in the building, and students will be escorted to and from their cars by a staff member.
- Students are required to wear masks at all times. We are strongly encouraging families to begin (or continue to) have their children practice wearing masks on a daily basis and increasing the time they wear them as we get closer to the start of school.
- Students will be socially distanced in the classrooms (at tables and at circle times, and in lines when in the hallways).
- We will practice a high level of hygiene by frequent, regular hand washing and use of hand sanitizer, regular cleaning of surfaces, toys, and manipulatives, and insuring that children only touch and eat their own food (snacks and/or lunches) and drinks brought from home.
- We will supply each student with school supplies for their own individual use.

Academic Plan – Lower School

- Our Pre-K- 4th grade students will return to school on campus five days a week.
- PE class will not be held; lower school students will have daily recess.
- Class sizes will be limited to maintain social distance.
- Parents will not be permitted in the building, and students will be escorted to and from their cars by a staff member.

Academic Plan – Middle School

- For our middle school students, we are offering parents two options. Parents will be asked to select an option for their student for the first quarter (Sept 1 – Nov 4).
 - Option 1: return to school four days a week (Mon/Tues and Thurs/Fri). Students may be assigned asynchronous work to complete at home on Wednesdays, but will not be required to check in online or livestream.
 - Option 2: learn from home by participating in livestream classes all four days.
- PE and choir classes will not be held; middle school students will have recess time.
- Class sizes will be limited to maintain 6' of social distance.

Academic Plan – High School

- For our high school students, grades 9-12, we are offering parents two options. Parents will be asked to select an option for their student for the first quarter (Sept 1 - Nov 4).
 - Option 1: for Quarter 1, students will be divided into cohorts and will return to school two days a week (parents will choose either Mon/Tues or Thurs/Fri) and participate in livestream classes the other two days. Students may be assigned asynchronous work to complete at home at Wednesdays, but will not be required to check in online or livestream.
 - Option 2: learn from home by participating in livestream classes all four days.
- Both PE and Choir classes will not be held in the 2020-21 school year.
- Students in high school will have the opportunity to take another class to fulfill a graduation requirement, and their PE requirement for graduation will be waived.
- Class sizes will be limited to maintain 6' of social distance.

Preschool Student Orientation

- A zoom orientation will take place on Wednesday, September 2nd. Details will be sent to preschool parents from Mrs. Siggins.

Lower School Student Orientation

- Orientation for all lower school families (new and returning) will take place on Friday, August 28th. Details will be sent to Lower School parents from Mrs. Spisz.

New Student Orientation – Grades 6 -12

Normally, new student orientation is one of favorite days of the year, and we love having families join their students to see what they will be experiencing. This year, however, we will only be allowing students to attend, and will have parent orientation on zoom.

- New student orientation for grades 6-12 will take place on Monday, August 31st in our building. Please note that parents will not be permitted to attend orientation, but will have an online orientation on zoom.

6 th grade	8:30am – 9:30am
7 th and 8 th grade	10:00am – 11:00am
9 th grade	11:30am – 12:30pm
10 th -12 th grade	1:30pm – 2:30pm
- We will be conducting temperature checks in the lower parking lot for new student orientation.
- Middle school parent orientation Zoom meeting date: Monday, August 31 at 4:30pm
- High school parent orientation Zoom meeting date: Monday, August 31 at 6:00pm
- Sidewalk sale: used uniforms will be on sale outside on August 31. Please wear a mask when you come to shop!

Masks, social distancing, and health initiatives

- Masks will be required of all students, as well as faculty and staff without exception. (Students will be able to remove masks during lunch while they are seated.)
- Bandanas are NOT an accepted form of face covering; masks must fully cover the mouth and nose. Masks may NOT have vents in them. Several approved styles with Chapelgate designs will be available for purchase at the

start of the school year. Students will be able to select one Chapelgate mask free of charge; additional masks will be available for sale.

- Disposable face masks will be available at the main office for \$1 for students who have damaged their personal mask during the school day. Please plan to send your student to school with two masks, as there is a very limited supply of personal protective equipment (PPE).
- Face shields can be worn, if desired, but must be worn in addition to a mask at all times.
- Temperature checks will be performed daily on students, faculty and staff, prior to entry being allowed to the building. Temperature checks will be done in the carpool line, prior to parent/carpool departure. Individuals with a temperature of *100.0 degrees Fahrenheit or greater* will be sent directly home; school nurse will follow-up with a phone call before the end of the school day to determine when the student can return to school. Individuals with a temperature of *99.5-99.9 degrees Fahrenheit*, will have their temperature rechecked in one hour by the school nurse and will need to be picked up immediately if his/her temperature recheck is 100.0 degrees Fahrenheit or greater.
- Social distancing will be required of all students, faculty and staff without exception. Everyone in the building will be expected to maintain a 3-6' foot distance from each other when passing by (during change of class) or during brief interactions (those lasting less than 5 minutes). This is based on the premise that "close contact" with an infected individual is defined in contact tracing education materials as contact *less than 6 feet for at least 15 minutes*. During classroom instruction and/or when meeting in groups (such as science labs or chapels) everyone will be expected to maintain 6 feet of social distancing.
- The health and wellness of our community depends on strict adherence to our masks and social distancing policies. Students who do not comply with safety measures and/or health initiatives will be subject to discipline at the discretion of the Asst. Head of School, and can be moved to online learning.

Preparing our Classrooms

- Class sizes will be limited so that desks can be appropriately spaced apart.
- Some hallways will be marked for one-way traffic, and some exterior doors will be labeled entrance or exit only.
- There will be no sharing of classroom items (e.g. art supplies, calculators, etc.)
- Desk wipes will be available to students as they enter the classroom.

Changes to our Lunch Program

- Our school lunch program will not run for the first semester. Instead, students will be asked to bring their own brown-bag lunches. This will be re-evaluated for the second semester.
- Families with credits in school Lunch Time accounts may roll their money over to the spring semester, or may request a refund.
- Additional lunch tables will be set up so that students can sit at an appropriate social distance while they eat.
- A limited number of outdoor lunch tables will be available when weather permits at the discretion of the Assistant Head of School.
- All students should bring their own water bottle to campus each day; we have a water bottle filling station on the first floor and are adding an additional station on the second floor before school starts.

Health Room Changes and Procedures

- Our school nurse has been certified in Covid-19 Contact Tracing through Johns Hopkins University.
- Our health room is being moved to a portable building which is not connected to our main building. It is located in the back parking lot behind the Art Park. This will allow a greater footprint so that students who need to be in the health suite can have more room and privacy. This new area will allow us to temporarily quarantine outside of our building, and will house an isolation room for a student who may be presenting with COVID-like symptoms. Our new location will also allow a parent/guardian to access the health suite and pick up students without entering the school building.
- Parents have the responsibility of monitoring how their student is feeling beyond an elevated temperature. A student who is not feeling well the night before and/or the morning of school should be kept home from school, and the school nurse should be made aware of the student's symptoms immediately (by phone call or email).
- No fever-reducing medication (such as Motrin, Tylenol, Aleve, or cold/sinus medications containing such medicine) should be given before a student arrives at school.

- If your student may want to take medication at school for headache, cramps, or other pain, please remember that a written medication order must be obtained from a doctor with medication provided from home to be kept in the health suite.
- Students who develop COVID-like signs or symptoms while on campus must be picked up immediately. During the pandemic, we cannot have a delay in this process; a parent or designated individual MUST be available to pick up an ill student within 45 minutes from the time a call is made by the school stating the student needs to go home. Therefore, it is necessary for the school to have phone numbers where you can be easily reached. Please consider the policies at your workplace and how your family will handle calls from the school in the event your student is ill. You are encouraged to have at least one additional emergency contact listed who is close to campus and can pick your student up from school if you are not available within the 45-minute timeframe due to the distance or nature of your occupation.
- It is vitally important that communication between the nurse and families of CCA be open and collaborative so that we can keep our community as safe as possible. Families are expected to contact the school nurse immediately if anyone in the home is displaying signs or symptoms of COVID or has tested positive for COVID.
- The Health Department should be contacting the school to inform us in the event that someone in the school building has tested positive for COVID. However, we would prefer communication come directly from the family so that the nurse can determine if there is reason for concern for the health and safety of others in the school community. In addition, the nurse will help to facilitate plans for reentry of the student(s) following illness.
- We will follow guidelines as outlined by the Maryland Department of Health with regards to how to handle reentry to school after exposure to or infection with COVID-19. If your student (or someone who lives in the home with the student) has been exposed to COVID, or has tested positive for COVID, the nurse will help to facilitate a timeline during which the student could transmit the virus to others.
- Since we do know that people can spread infection even if they do not have a fever and are not feeling ill, it is extremely important for your student to remain home from school for the full duration of time that it is deemed to be necessary. Of course, your student will be expected to continue learning during that time if they are feeling well enough. Our school nurse and school counselor will remain in close contact with you during that time and will help to guide you through that process.
- The school nurse will communicate with faculty, staff, and family of students immediately if the nurse identifies that there is someone at risk from a potential exposure. An individual identified as “a contact,” as outlined by the educational materials provided to certified contact tracers, will be instructed to quarantine for 14 days at home. During this timeframe, a student’s sibling(s) who also attend CCA will also be instructed to quarantine and will not be permitted to come to school.
- The school nurse will communicate, as appropriate, with the local Health Department in the event that there is a concern over the number of cases in the school community and/or the local community. Chapelgate administration will follow recommendations as outlined by the Centers for Disease Control, in addition to guidance given by the Health Department regarding potential school closure.
- Additional staff members will be trained by the school nurse to safely administer prescribed medications, in a separate location of the building, in the event that the nurse feels that routine medication administration should be moved out of the health suite (for instance, during a high traffic time).
- Faculty, staff, and students who exhibit allergy-like symptoms will be referred to the school nurse for evaluation. In order to remain in school, there must be a documented history of seasonal or environmental allergies in the health record. Otherwise, if a student is sent home with such symptoms, a written note from a licensed healthcare provider (medical doctor, nurse practitioner, or physician’s assistant), clearing the individual to return to school/work, will be required.
- Faculty, staff, and students on campus must be seen by the nurse immediately if they begin to experience flu-like symptoms. If an individual is sent home with such symptoms, a written note from a licensed healthcare provider (as described above), clearing the individual to return to school/work, will be required.
- Hand sanitizer will be readily available and should be used when soap and water are not available.
- Additional hand sanitizing and wipe stations will be available throughout the school building.

Transportation

- Middle and high school students will be dropped off in the lower lot, unless they have special permission for upper lot drop off.

- Preschool and Lower School students will be dropped off in the upper lot in front of the building.
 - For the health and safety of our faculty, staff, and students, all students will be escorted into the building by staff members.
- Parents should not drive away until their student has cleared the temperature check (which will take place at the drop off point.)

School Cleaning/Disinfecting and Facilities Changes

- The school is acquiring necessary personal protective equipment for faculty and staff.
- Additional quantities of soap, hand sanitizer, and disinfecting products have been purchased.
- Hospital-grade cleaning and disinfecting supplies that are safe for a school environment will be used.
- We have already contracted with our cleaning company to ensure that daily cleaning and disinfecting of high touch surfaces will occur each day, including door handles, light switches, and restrooms.
- If an area has been occupied by someone suspected to be infected, that area will be closed off until it can be safely disinfected.
- Building ventilation systems will operate as designed with maximum settings for fresh air mixture.
- Classroom windows will be operable and open where possible to increase airflow.
- Bathroom use will be restricted to two students at a time.
- Front office access will be limited to two students at a time.
- Additional signage will be posted around the school to remind students of social distancing practices.

Student Life and Activities

- Access to our school building will be limited to students, faculty, and staff. Parents are permitted on campus for drop-off and pick-up only and may not enter the building.
- Field trips, in-person assemblies and other large gatherings will not be held at the start of the school year.
- We will continue to have chapel, but it will take place in small groups instead of a full assembly.
- Our sports leagues (IAAM for girls and MIAA for boys) are still in discussion about plans for the fall season. They are reconvening on August 12, and we should have more information after that.
- Our Athletic Director will be sending out a parent survey to determine comfort levels regarding intramural athletics – please look for that in your email in the coming weeks.
- Our Athletic Director Ken Krabitz and Athletic/Student Activities Coordinator Lydia Radcliffe are already working to come up with skills-based training and plans for scrimmages so that our student athletes get to practice their sports in the event the leagues are cancelled.

Thank you for praying for our school and our HOPE committee as we seek to serve the best interests of our students.

Go Jackets!

Melissa Barrett
Head of School

