



Guidelines for Safely Reopening the Galloway School

Statement of Assurance:

Now more than ever, it is important to the Galloway School that our families and staff feel safe when learning and working. We are blessed to be able to offer small class sizes in a very controlled environment. With that said, adhering to the physical distancing guidelines, personal protective equipment recommendations and additional sanitation measures, will all be key factors added into our daily operations. During this challenging time Galloway remains a place of academic excellence, faithfulness, kindness, and internationally minded. Be assured that we continuously monitor and adapt to any guidance or requests from the centers for disease control, local health departments, the Texas education agency, and the National Association of Independent Schools. Thank you for supporting our efforts and believing in our mission to ensure each student a safe and healthy environment while delivering academic excellence. Together, we will overcome these challenges and exceed expectations because, as always, we remain Galloway Strong!

We will reopen school on August 18, 2020 for students unless otherwise determined by State authorities. To address the current COVID-19 environment, we have developed a set of health and prevention measures for all staff, students and visitors and such measures will shift dependent on which level of the COVID-19 Standard Response Protocol the school is operating. This protocol can be found at the end of this document.

Galloway administration will monitor internal COVID-19 data and information from the health departments to determine whether the school shall move from one standard response protocol level to another. The factors for such decisions may be subject to change to account for the situation at that time. Parents and staff will receive regular communication to inform them of the current level, number of confirmed COVID-19 cases within the school building via email.

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INSTRUCTION MODELS

1. **In-Class Learning** – This plan is the traditional school environment where students participate in face-to-face learning with Galloway instructors and curriculum, Special Classes (Music, PE, Art, and Spanish for Elementary), Extracurricular Activities, and Health Prevention Measures.

2. **Online Learning** - K-8 online program of choice, Application required, Galloway curriculum and instructors, Real-time & self-paced instruction, Formal class schedule, Daily Attendance, Access to extracurricular activities, Internet and computer required, and Parent as learning coach training
 - Virtual Online Learning Program is an option for families who, even with all the preventative measures in place, do not feel comfortable sending their children to school, especially children who are medically fragile. Virtual is delivered completely virtually with The Galloway School teachers providing real-time (synchronous) and self-paced (asynchronous) instruction. Virtual is offered in grades K-8.
 - Technology and Itslearning platform tutorials are required to start the courses.
 - Students will have a formal class schedule and daily attendance will be taken.
 - Students who are enrolled in Virtual are eligible to participate in extracurricular activities such as athletics, robotics, and other after-school clubs.
 - Enrollment is through an online application and will be open July 31-Aug 5
 - Students must remain in the online program for a minimum of one grading period before transitioning if they choose the in-class plan.
 - Internet and computer access are required during the school day M-F
 - Parental support and supervision are necessary for a student to be successful.
 - Traditional grading system will be used for Virtual learning.
 - To continue in online learning once enrolled, the following requirements must be met
 - The student will participate in all required coursework and online lessons during normal school hours.
 - The student will participate in all tutoring sessions required by the teachers.
 - For high school credited courses (Algebra I, Biology, and Spanish 1 & 2), students may need to take proctored major assessments at Galloway on assigned days and time

3. **Intermittent Online Learning** – This is *temporary* due to class or school closure and will be available to PK-8 students. In this case, teachers will instruct real-time from a classroom via live zoom. Real-time and self-paced instruction will be on a modified school day schedule and extracurricular activities will not be available.
 - In the event a classroom or a school has 10% of the student/staff population with COVID-19 at one time, or otherwise determined by administration, students will move to *intermittent* School-to-Home Learning. This is not the “Online Learning” program nor will it be programmed like that of the Spring 2020 emergency closure. In a School-to-Home learning model, students will temporarily learn from

home and their teacher(s) work remotely in a classroom and deliver instruction in real time (synchronous instruction via live zoom) as well as self-paced work (asynchronous instruction).

- Students will have a formal start and end time of the school day during School-to-Home learning.
- Daily attendance will be required.
- Students will receive direct authentic instruction from their teachers as well as participate in group and individual work.
- Traditional grading system is maintained
- Teachers will be in a classroom, delivering instruction in real-time throughout the day.
- Internet and computer access will be necessary for PK-8. Individual technology needs will be addressed.

PERSONAL PROTECTION

- Students (as developmentally-appropriate and per CDC guidelines), staff and visitors will wear a face mask/covering when entering the school, in common areas such as hallways and cafeteria, when not eating, and whenever a physical distance of 6 feet from another person is not possible.
- The Galloway School is developing schematics for classrooms to achieve a 6-foot distance for students and teachers however that may not be possible in all classrooms. When not possible, students and teachers will wear a face covering, clear partitions will be installed, and individual student needs will be addressed on a case-by-case basis. Requests for special accommodations should be submitted in writing to campus administration.
- Staff will be required to take a COVID-19 Health Assessment prior to coming to work every day.
- We will be providing a KN95 mask for each teacher, along with a plastic face shield to give the most effective daily protection from contracting or spreading the virus.
- Parents will be asked to administer the COVID-19 Health Assessment daily prior to sending their children to school, take their temperature, and keep them home if ill.
- Students and staff will follow current COVID-19 Return to School/Work Guidelines.
- Individuals who develop symptoms of the COVID-19 illness will be sent to the school health clinic, placed in isolation, and sent home immediately. Parents/Guardians will need to make every effort to receive children within 30 minutes.
- Students will be instructed on methods to protect themselves and others from COVID-19 at school.
- Students will be trained on proper hand washing techniques and participate in scheduled handwashing times throughout the day.

PROTOCOLS FOR SCHOOL VISITORS

Galloway will utilize online meeting options to limit campus visitors when possible. All visitors who enter the building will be required to wear a face covering at the start of the school year. As the year progresses, this requirement may be moved to a recommendation if COVID-19 community spread is greatly reduced.

Individuals who proceed beyond the reception area will follow specific guidelines for visitors.

- All visitors entering the building must sanitize hands upon entry.

- Visitors proceeding beyond the secure vestibule area will be subject to screening by way of a symptom screening form.
- Visitors and staff will adhere to safety protocols including physical distancing for meetings.
- Cleaning/disinfecting will occur after each meeting.

CLEANING AND DISINFECTING PROTOCOLS

- Frequent cleaning and disinfecting will occur throughout the school day using a non-toxic germicidal disinfectant.
- We are looking into purchasing air purifiers for every room with HEPA filters to constantly be cleaning and filtering the air in each classroom and community area.
- Nightly deep cleaning utilizing UVC lights.
- Each classroom and restroom will be cleaned/disinfected at the end of each day.
- All high touch areas will be disinfected throughout the day.
- Cleaning supplies will be provided for each classroom and common area to maximize room-to-room cleanliness.
- Custodians will wear masks and gloves during work hours.
- The cafeteria will be disinfected regularly.
- Staff will have access to supplies to clean/disinfect working surfaces and shared objects after each use and during breaks in instruction.
- Alcohol-based hand sanitizing stations will be located throughout the building in common areas.

LUNCH

- Students may eat in various locations throughout the building to maximize social distancing. These areas could include staying in their classroom, utilizing the cafeteria, an alternative classroom, or outside location. All of which will be assigned and scheduled as to reduce transitions.
- Cafeteria, serving, and eating areas will be cleaned between uses.
- Signage and staff will reinforce social distancing throughout the cafeteria.
- All staff will use face coverings/masks and gloves while performing job responsibilities and will be trained to practice health and hygiene regulations.

ARRIVAL, DISMISSAL & TRANSITION

Parents are asked to assist campus staff in the implementation of arrival and dismissal plans. When transporting children to school, please follow all signage, drop off and pick up children at the appropriate times, locations, and quickly exit the parking lots.

- Parents will not be permitted to walk students inside the school building beyond the secure vestibule without a mask.
- Before care will not be offered to reduce transitions in the morning. Students will go directly to their classrooms upon arrival beginning at 7:45 a.m.
- Water fountains will not be accessible. Students should bring water to school.
- Hand sanitizer stations will be placed at classroom and main entrances, exits and common areas throughout the building.
- Dismissal exit points will be established.

- Galloway will implement staggered release procedures to accommodate staff on hand and timely dismissal. Lower school will dismiss before upper school.
- Students will be released directly from their classroom.
- Transition time of students will be limited as much as possible during the school day. Whenever possible, specials teachers in grades PK-5 will rotate into the classrooms to limit student transitions. Students in grades 6-8 (intermediate) will have a campus schedule designed to limit student transitions during the school day.

CLASSROOM CONFIGURATIONS AND PROCEDURES

Our limited class sizes allow us to appropriately distance students in a classroom, however as an extra precaution students and staff will wear a face covering during group activities or any time standard social distancing requirements are not possible. If it is possible to keep a physical distance of 6 feet and students are sitting alone, they may remove their face covering as permitted by their teacher. The Galloway School will adhere to any State or County executive orders which may always require face coverings.

- Each classroom will have the following:
 - Visual reminders of distancing requirements in all classrooms, marking off areas for common spaces and distancing best practices.
 - Access to alcohol-based hand sanitizer.
 - Access to disinfectant supplies to sanitize working surfaces.
 - Teachers and staff will set alarm for hourly cleaning in the classroom.
 - Desks or tables will be physically distanced as much as spatially possible.
 - Shared supplies will be extremely limited and cleaned between uses. Students will always have their own daily supplies with them.
- Based on school guidance, teachers will develop, teach, and implement procedures that:
 - Limit student movement within the classroom such as turning in assignments, materials being passed out, etc.
 - Establish student responsibilities to clean personal areas and materials/supplies.
 - Reinforce hand washing protocols and intermittent use of hand sanitizer.
 - Reduce the use of large table seating in classrooms and replace with desks when possible.
 - If tables are used, limit the number of students per table to provide as much social distancing as possible.
 - To the extent possible, locked doors will be propped open between classes to minimize contact with doors and door handles by students and staff entering or exiting classrooms.

EXTRACURRICULAR AND STUDENT ORGANIZATION ACTIVITIES

Extracurricular activities, practices and competitions will be conducted following safety protocols provided by The Galloway School, University Interscholastic League (UIL), the Texas Education Agency (TEA) and National Association of Independent Schools. This will include health screening, group sizes, sharing and sanitizing of equipment, etc.

- Hand sanitizer will be available in gym areas and equipment will be sanitized on a regular basis.
- Event procedures will be in place to minimize face-to-face interactions.

- Separate entrances and exits may be utilized and event doors may be propped open to minimize physical contact with handles.
- School-wide indoor pep-rallies will not be held during the Fall semester.
- Outdoor pep-rallies or gatherings must include appropriate social distancing.
- Choir might not be offered the first 9 weeks of school, or at least until the community spread outside of the school is in a better position.
- Assemblies and student activities must adhere to recommended social distancing.
- Hand washing or hand sanitation stations will be available for any activity.
- Use of face coverings should be implemented per face mask protocols.

PHYSICAL EDUCATION

Whenever possible, physical education classes will be held outside to allow for maximum social distancing between students.

- Visual markers will be on the gym floor and bleachers as reminders of social distancing rules.
- Students will need to provide their own water bottles.
- Restroom use will be the practice of “one in and one out.” Equipment will be disinfected after each use.
- Any activities bringing students into close physical contact will be avoided. Activities requiring multiple students to touch or handle the same equipment will be avoided.
- Sanitizing areas and access to handwashing will be provided.

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SAFETY PROTOCOL

Student and Staff Health Screenings:

- All parents must complete a daily electronic self-screening between the hours of 6:00 am – 7:30 am, which includes a temperature check, submitted to The Galloway School prior to coming to school.
- Parents must ensure they do not send a child to school on campus if the child has symptoms (as listed in this document) or is lab-confirmed with COVID 19. Parents should opt to receive virtual instruction until conditions for re-entry are met (as listed in this document).
- All Galloway employees will be required to complete a daily electronic self-screening prior to reporting to work. This screening will be routed to each employee's supervisor. Teachers and staff must report to their supervisor or school nurse if COVID 19 symptoms exist. Teachers and staff must also report if they have been in close contact (see definition below) with someone who is lab-confirmed with COVID 19.

Policies to Promote and Encourage Sick Students and Staff to Stay Home:

- All students and staff are required to stay home if they affirm that symptoms of COVID are present per screener.
- Galloway will make changes to policies for perfect attendance and exemptions to encourage students that are ill to stay home.

Face Coverings:

- Students and staff will be required to wear face coverings inside of all facilities where distancing (6 ft.) is not possible to include arrival, dismissal, cafeteria when not eating, common areas, during transitions, and when social distancing is not possible in classrooms.
- Face coverings will also be required in outside areas where distancing is not possible.
- Age appropriateness for younger students while in classrooms will be considered as we learn about the feasibility for these younger students.
- Individual needs for face coverings for students or staff will be addressed on a case by case basis.
- Any individual coming to campus during the instructional day will be required to wear a face-covering for building access.

Individuals Confirmed or Suspected with COVID 19:

Any individuals (students or staff) who themselves either are (a) lab confirmed to have COVID 19 or (b) experience the symptoms of COVID 19 (listed below) must stay at home throughout the infection period, and cannot return to campus until the campus nurse screens the individual to determine if any of the below conditions for re-entry have been met:

1. In the case of an individual who was tested positive and diagnosed with COVID 19, the individual may return to school when all three of the following criteria are met:

- a. At least 24 hours have passed since recovery defined as resolution of fever without the use of fever-reducing medications.
 - b. The individual has an improvement in symptoms (i.e. cough, shortness of breath, fever)
 - c. At least 10 days have passed since first symptoms appeared.
2. In the case of an individual who has symptoms that could be COVID 19 and who is not evaluated by a medical professional or tested for COVID 19, such individual is assumed to have COVID 19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria above.
 3. If the individual has symptoms that could be COVID 19 and wants to return to school before completing the above stay at home period, the individual must either
 - i. obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or
 - ii. receive two separate confirmations at least 24 hours apart that they are free from COVID via acute infection tests at an approved testing center.
 4. Any member of the same household of an individual (students or staff) who are either (a) lab confirmed to have COVID 19 or (b) experience the symptoms of COVID 19 (listed below) must stay at home throughout the infection period, and cannot return to campus until the admin team screens the individual to determine if any of the below conditions for re-entry have been met.

Identification and Isolation of Possible COVID-19 Cases on campus:

- The Clinic will serve as the campus isolation room for students displaying symptoms.
- If a student shows signs or symptoms of those consistent with COVID-19 teacher will contact the nurse's office to have the student assessed. The students will be isolated from other students if the nurse determines symptoms that warrant such action.
- Galloway staff will immediately clean the areas used by the individual displaying symptoms.
- Students who report feeling feverish should be given an immediate temperature check to determine if they are symptomatic for COVID - 19.

Response to a Lab Confirmed case of COVID-19 Cases on campus:

- The Galloway School must notify the local health department.
- The Galloway School must close off areas that are heavily used by the individual with the lab-confirmed case until the non-porous surfaces in those areas can be disinfected unless more than 3 days have already passed since that person was on campus.
- Consistent with board policy for notification requirements for other communicable diseases, and consistent with legal confidentiality requirements for the protection of the student or staff member, the school will notify all teachers, staff, and families of all students in the school if a lab-confirmed COVID 19 case is identified among students, teachers, or staff who participate in any on-campus activities

Tracing and Contact:

- Close and personal contact is defined as: being directly exposed to infectious secretions (e.g., being coughed on while not wearing a mask or face shield); or being within 6 feet for a cumulative duration of 15 minutes, while not wearing a mask or face shield.

- Individuals are presumed infectious at least two days prior to symptom onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID 19, two days prior to the confirmed lab test.
- In order to accurately trace a case and to notify those that have had regular and/or close contact the school will keep elementary students together in class groups as much as practical and will keep seating charts at all levels.
- The campus will make contact directly with students or staff that have been deemed to have close, personal contact with a lab-confirmed positive case of COVID 19 and require each person to remain off campus until the 10 day incubation period has passed. Students will move to virtual instruction during this period of time.

COVID-19 Symptoms (Screener Questions): Symptoms are defined as those symptoms recently experienced that are different from any baseline allergy, asthma, or migraine symptoms:

- Feeling feverish or have a measured temperature greater than or equal to 100.1 degrees Fahrenheit
- Loss of taste or smell
- Headache
- Known close contact with a person who is lab-confirmed to have COVID-19
- Cough
- Shortness of Breath or Difficulty Breathing
- Chills
- Shaking or exaggerated shivering
- Significant muscle pain
- Sore Throat
- Diarrhea

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COVID-19 STANDARD RESPONSE PROTOCOL

Level 1

PREVENTION

No confirmed cases of COVID-19 among staff or students

- Health prevention measures are in place.
 - Daily intensive cleaning and frequent cleaning of common areas.
 - Limited visitor access.
 - Monitoring virus trends in the community via health departments.
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Level 2

MITIGATION

One or more confirmed case(s) of COVID-19 in Upper School or Lower School.

- Persons who came in close contact of an individual with a confirmed case of COVID-19 will be contacted and advised to follow CDC health guidelines.
 - Affected area is closed for deep cleaning.
 - Self-health monitoring, prevention information and stay home if ill communication to all persons at the school.
 - A short-term closure of the facility may be necessary.
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Level 3

MODIFIED OPERATIONS

Confirmed COVID-19 cases in one specific area (i.e. classroom and/or school section) reaches 10%.

- Individuals in that area will be advised to self-quarantine per CDC guidelines.
 - Students and staff impacted move to School-to-Home learning model.
 - Affected area is closed for deep cleaning.
 - Self-health monitoring, prevention information and stay home if ill reminders sent to all persons at the facility.
 - A short-term closure of facility may be necessary.
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Level 4

FACILITY CLOSURE

Suspected/Confirmed COVID-19 cases exceed 10% of facility occupancy

- Entire facility and activities will be closed for a minimum of two days.
 - All students and staff move to School-to-Home learning model.
 - Those in close contact of the confirmed COVID-19 positive persons will be asked to follow CDC guidelines.
 - School-wide communication to staff/parents with self-health monitoring guidance.
 - Disinfection of entire school.
 - All auxiliary areas such as playgrounds and athletic fields are closed.
 - Extracurricular activities are cancelled.
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