



2020-2021 Return to Learn: Phase 4 Preparedness and Response Plan

(updated 8/13/2020)

Introduction

This Phase 4 plan allows Summers-Knoll School to operate for 5 full days of school each week, open from 8:00am until 5:30pm. This document, approved by the Board of Trustees on 7/7/20, is subject to change based on constantly evolving information.

This plan follows the guidelines set forth by the MI Safe Schools 2020-2021 Return to School Roadmap, as well as guidelines from local, state, and federal health departments and licensing boards, the Center for Disease Control, the American Association of Pediatrics, and local public health and medical experts in our community. The purpose of this plan is to provide students, parents/guardians, and staff members with a map for a safe and healthy return to in-person learning for the 2020-2021 school year. This plan outlines clear expectations for students, parents/guardians, and staff during COVID-19 crisis.

As of the writing of this document, Washtenaw County is currently in Phase 4, which is considered “medium risk.” This plan is conservative, as our top priorities are keeping the community safe and keeping the school open. If Washtenaw County moves into Phase 3, the school will move into an entirely remote learning format. If Washtenaw County moves into Phase 5, we will modify and loosen some of the specific protocols outlined below.

Our plan includes having children stay in homeroom “pods” and not interact with students outside of their homeroom. The goal of this approach is to educate students in a meaningful, engaging way but also to mitigate the risk of larger group gatherings.

This plan is predicated on the idea that each member of the school community is expected to adhere to a robust social contract as we live, teach, learn, and work together through the novel coronavirus pandemic. As such, each member of the community will be expected to take on increased responsibility for the health and safety of all other members of the community. These increased responsibilities include, for example, more frequent handwashing, daily temperature and wellness checks, and adhering to face mask guidelines, detailed below. As the scientific community’s understanding of this virus develops and recommendations evolve, the school will continue to seek the guidance of local, state, and national officials as well as experts in the local community and will update the school’s policies accordingly.

Specific note on face masks

Our decisions about masks are based on currently available information and in consideration of the health of students, staff, and faculty. As such, **the measures we put in place will evolve as the evidence continues to evolve.** We are continuing to monitor available data and continue to consult with local experts and local, state, and federal guidelines. As local infection rates change and/or as more information becomes available, **we may modify our plans.** That

2203 PLATT ROAD, ANN ARBOR, MICHIGAN 48104
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being said, we are also taking a “belt and suspenders” approach to risk reduction (as in, several layers of protection), using prescribed recommendations as the minimum requirement, and prioritizing not only the health and safety of our SK community but also understanding that **our decisions and actions have implications far beyond the walls of our school**. Through the lens of social responsibility, we understand (and will continue to teach our students) that part of being a citizen in a community is taking measures to care for those who are most vulnerable. Reducing the risk of virus transmission at SK not only keeps us healthier and keeps our school open, but also keeps others in our local and broader community, who are at higher-risk of severe illness, as healthy as possible, too.

Indoor mask protocols, by grade, as of August 13, 2020:

- **Preschool:** Students will wear masks at drop off, pick up, and when they are in hallways or other common areas of the building. Per MI Safe Schools Return to School Roadmap, students will **not** be required to wear masks in the classroom, as long as they are distanced.
- **Grades Young 5s, Kindergarten, and 1-2:** We will **pilot** a program that involves students wearing masks when they are inside the building, including hallways, common spaces, **and classrooms**, unless they are eating. This program will be **continually reassessed** by teachers, administrators, parents, and local experts.
- **Grades 3-5:** Students will wear masks when they are inside the building, including hallways, common spaces, **and classrooms**, unless they are eating.
- **Grades 6-8:** Per the MI Safe Schools Return to School Roadmap, students will wear masks when they are indoors, including in classrooms, unless they are eating.
- All adults in the building will wear masks unless they are eating.

Updated policy as of August 13, 2020: Based on expert advice in our community, more recent research, and our own observations, we have decided to revise our mask policy such that **children will wear masks when they are outside at recess, if they are running around and/or engaged in free play. Wearing masks while engaged in free play will allow our children more unencumbered, safer, and less restricted play.**

Students will have “mask breaks” when they are sitting down outside, such as when they are engaged in outdoor classroom work, eating lunch or snacks, or sitting in a designated “physically distant” section of the playground.

Our goal, especially during the first few months of school, is to spend **as much time on the playground or in outdoor classrooms, in their homeroom groups (“pods”), mask-free, as possible**. Understanding that learning to read facial expressions is a critical component of social-emotional learning, we want our children to have a chance to interact with others while being able to see their faces. The evidence currently demonstrates that outdoor spaces are significantly lower risk than indoor spaces. As such, we plan to start the year with as much outdoor classroom time as possible, thus allowing for frequent mask breaks. We also hope that these “mask breaks” will increase students’ willingness to wear the masks when they are inside.

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Protocols, policies and procedures

Understanding that each family has different acceptable risk levels, the school understands that individual families will need to do what is best for them. That being said, adhering to the protocols outlined below will allow us to keep children safe while also providing meaningful and necessary opportunities for social interaction.

I. Daily procedures

A. Morning and After Care

1. Morning Care will be an option for families with siblings or for families who need to drop their children off early with staggered start times.
2. After Care will be available in the classrooms, staffed by one assistant teacher, from the end of the school day until 5:30pm

B. **Staggered start and end times:** The school day will include staggered start and end times to minimize the number of people coming in or leaving the building at the same time. The school day is shorter in acknowledgment of the additional workload of our teachers involved in teaching in this climate.

C. The school will work individually with families with siblings to determine a plan for coordinated drop off for more than one student.

1. Young 5s: arrival 8am, dismissal 2pm, enter and exit from the south vestibule
2. Kindergarten: arrival 8am, dismissal 2pm, enter and exit from the main entrance
3. Grades 1-2: arrival 8:30am, dismissal 2:30pm, enter and exit from classroom exterior door
4. Grades 3-4: arrival 8:30am, dismissal 2:30pm, entrance and exit from classroom exterior door
5. Grade 5: arrival 9am, dismissal 3pm, enter and exit from the “middle school” entrance or north vestibule (class is in the former 5-6 room)
6. Grade 6-7: arrival 9am, dismissal 3pm, enter and exit from the “middle school” entrance or north vestibule
7. Grade 8: arrival 9am, dismissal 3pm, enter and exit from the main entrance

D. **Arrival and Dismissal:** The following expectations and procedures are in place to ensure that health, safety, and hygiene standards are met in order to achieve the goal of in-person school for as much of the school year as possible.

1. Expectations for students and parents/guardians
 - a) Students will be allowed in the building at their assigned staggered start time.
 - b) Students and/or parents/guardians will fill out the morning health survey before arriving at school. Please note that this survey includes taking students’ temperatures at home, before they arrive at school. Students with a temperature of 100.4 or above may not come to school. Morning Health Survey

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- (1) Homeroom teachers will review the results of the Morning Health Survey as students enter.
- (2) If a student appears unwell or the teacher is concerned about a response to the Morning Health Survey, the teacher will send the student to the First Aid room for a temperature check and potential additional screening.
- c) If a child seems unwell but may be “well” enough to go to school, parents/guardians are expected to err on the side of caution and keep the child at home.
 - (1) If the child is well enough to participate in remote learning, the child can engage with their classmates from home.
 - (2) Keeping potentially ill or mildly ill students at home will mitigate the spread of other illnesses (such as influenza) throughout the school year.
- d) Students will enter the building without parents/guardians at their assigned entrance door.
- e) Students must sanitize or wash hands when entering the building.
- f) Students must adhere to the 6 foot rule when entering the building, noting physical distance signs as they wait outside to come in.
- g) Students bring only the items listed below and all belongings are taken directly to their tote bin (stored in an assigned area).
 - (1) Lunch
 - (2) Snacks (no classroom snacks will be provided in any classrooms)
 - (3) Water bottle (to be refilled at sinks, not drinking fountains)
 - (a) We will have a supply of disposable cups for students to use if they forget their water bottles.
 - (b) An email will be sent to parents to remind them to send a water bottle the following day.
 - (4) Spare clothes (for Young 5s through grade 4, to leave in the classroom)
 - (5) Coats, boots, hats, and gloves as appropriate for the weather
 - (6) Students in grades 3-8 will have backpacks for their personal items but those items (menstrual care products, cell phones that are off during the school day, etc.) are not to be taken out and shared among students. Backpacks will be stored in their tote bins.
- h) Students who do not arrive at school during their designated arrival time will call the main school number (734-971-7991) to alert the office of your arrival. Office staff will meet the student outside, review their Morning Health Survey results, enter through the main entrance and escort the student in the building and to their homeroom maintaining a safe 6 foot distance. Students will

sanitize their hands when entering the building and then follow all other guidelines once inside.

- i) Students will be dismissed from school via the same entrance/exit door.
 - j) Students in grades 1-8 will be allowed to meet parents/guardians in the pick up lane.
 - k) Students will be allowed to wait in the classroom or lined up outside the classroom on designated 6 feet spacing markers for parents/guardians to arrive.
 - l) Students in grades PK - K will be picked up by parents/guardians at entrance/exit door.
 - m) Homeroom teachers will monitor pick up of students
 - n) At the end of each day, students should take home only what is necessary:
 - (1) Lunch box
 - (2) Water bottle
 - (3) Dirty spare clothes (to be replaced with a clean set in the classroom, if necessary)
 - (4) Coats, boots, hat, and gloves as appropriate for the weather (with space for winter gear to be stored at school, as necessary)
 - (5) Backpacks, for grades 3-8
2. Expectations for parents/guardians
- a) Parents/guardians/guardians will arrive at the assigned staggered start time and dismissal time. It is essential to keep to these times to ensure physical distancing.
 - b) Parents/guardians drop off their children outside of the building.
 - c) Parents/guardians are encouraged to allow their child to make the last part of the journey into school independently, unless they are delivering a reluctant child.
 - d) Parents/guardians are encouraged to deliver older students at the car drop off lane.
 - e) Parents/guardians will pick up students at the noted doors for grades PK - K. Students can wait on spacing markers outside of classroom for pickup or in classroom depending on weather. Teacher must see parent/guardian or authorized pickup before allowing student to leave.
 - f) Parents/guardians of students in grades 1-8 are encouraged to use the pick up/drop off lane. Teachers will release students from classroom or waiting area outside of entrance/exit door when they see parents/guardians arrive.
 - g) In order to limit the number of adults congregating outside the school building, the expectation is that only one parent/guardian will get out of the car when dropping off or picking up their child.

- h) Parents/guardians should avoid congregating in a single space or a large group (such as the parking lot).
 - i) If parents/guardians would like to talk with one another at dropoff, the school requests that they do so in masks, at a safe distance, away from school entrances and exits.
3. Expectations for faculty and staff
- a) Staff may enter through various entrances.
 - b) Staff must sanitize or wash hands when entering the building.
 - c) Staff members will conduct temperature checks at home and will not come to school if they have a temperature of over 100.4.
 - d) Staff are expected to self report before work and not come to school if they show any signs of illness.
 - e) Staff needs to use the 6 foot distancing rule when entering or leaving the building.
 - f) Once in their classroom, teachers will wash their hands with soap and water.
 - g) Teachers will meet their students/parents/guardians at the assigned arrival/dismissal doors.

E. Entering and Exiting the Classroom

- 1. Students will put all of their belongings into their lidded plastic tote bins, stored in or near their classroom door.
- 2. Each student's belongings will be separated and will not touch others'.
- 3. Before removing any clothing or items from their bags, children must wash and rinse hands thoroughly for 20 seconds.

F. During the Day

- 1. Students must wash their hands when they enter the classroom at the classroom sink. This will happen the beginning of the day, after recess, after PE, or any other time they enter the room unless they have just come from the bathroom.
 - a) Students will be taught how to use a compostable paper towel to turn off the sink and open the bathroom door.
 - b) As such, they will have washed their hands in the bathroom, not touched anything, and will not need to re-wash their hands upon entering the classroom.
- 2. Students will be encouraged to bring in a small bottle of their own **perfume-free and nut-free** lotion, labeled with their name, to leave at the sink in the classroom for use after handwashing.
- 3. Students must wash their hands when they exit the classroom. This will happen at the end of the day, before going to recess and PE, or any other time they leave the room.
- 4. Sinks in the classroom should be used as the primary source for handwashing for the students in that classroom, in addition to the sink that they use in their assigned bathroom.
- 5. Bathrooms will be assigned to classrooms. Students will visit the

bathroom before being excused to recess and PE.

G. End of the Day

1. Students put on their coats and place their bags on their back/shoulder.
2. Students wash their hands before lining up to be released to parents/guardians at the designated dismissal door.

II. Expectations around Use of Materials

A. Transfer between Home and School

1. All school materials (books, supplies, etc.) stay at school.
2. If students need materials at home, teachers will provide them for students to keep at home.

B. Toys and Manipulatives

1. All classroom toys and manipulatives will be washed daily.
2. Soft toys/pillows/cushions/blankets will not be used in school.

C. Computers and Electronic Devices

1. Devices will not be shared.
2. Devices will be wiped down before and after every use with disinfectant wipes.
3. Students will wash hands before and after use of technology.

D. Other Materials

1. White boards and markers will be wiped down after use.
2. Shared markers, scissors, glue sticks, rulers, etc. will be wiped down after each use.
3. Individual containers of play doh will be used but not shared among students.
4. A small selection of open read books will be available daily in each classroom. Once a child has read a book, it will be placed in a separate bin to be quarantined for 3 days until it can be recirculated.
5. Assigned reading books, in which each child has their own copy, are to be kept with their personal belongings. When finished, it will be quarantined for 3 days.
6. In the preschool, a comfort item should remain at the school to avoid cross contamination. Items will be sent home on Friday for weekly washing. Items should be kept at school in a bag/container that can be closed and kept separate from other student's belongings.
7. Library books will not be available to students. Teachers will use them as open book options in their classrooms.

- III. Health and Safety Protocol:** Understanding that we are operating in a new world with evolving information available, all members of our school community are being asked to uphold a robust social contract in order to keep as many people safe and healthy as possible and to keep our school doors open. With these ideas in mind, all members of the school community are expected to adhere to the following rules. These guidelines include language and specific recommendations from the CDC (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>) and the MI Safe Schools Return to School Road Map

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(https://www.michigan.gov/documents/whitmer/MI_Safe_Schools_Roadmap_FINAL_695392_7.pdf).

A. Sick Students

1. Students who are sick at home
 - a) Students who show any signs of illness may not attend school.
 - (1) Students may return to school when they are fever-free for at least 72 hours without the use of medicine that reduces fevers.
 - (2) Students may return once other symptoms have improved and are no longer present.
 - b) If a student has symptoms of COVID-19 (fever or chills, cough, shortness of breath/difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea) and is staying home sick and has answered “yes” to any of the following questions, the school will consider requesting a COVID-19 test before the student returns to school:
 - (1) Have you (student) or anyone in your household traveled outside of the state of Michigan in the last 14 days?
 - (2) In the last 14 days, have you been in close contact (15 minutes or more, fewer than 6 feet apart) with someone that has tested positive for COVID-19?
 - (3) Is anyone in the student’s household showing symptoms of COVID-19 (symptoms listed above)?
2. Students who become sick at school
 - a) Students who show signs of illness or have a temperature of 100.4 or higher will be sent home from school.
 - b) The school will call the parents/guardians to arrange immediate pick up of the sick child. The child will be quarantined in the First Aid room until the parent/guardian picks the child up from school.
 - c) If a student is sent home with symptoms of COVID-19 (fever or chills, cough, shortness of breath/difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea) and is staying home sick and has answered “yes” to any of the following questions, the school will consider requesting a COVID-19 test before the student returns to school:
 - (1) Have you (student) or anyone in your household traveled outside of the state of Michigan in the last 14 days?
 - (2) In the last 14 days, have you been in close contact (15 minutes or more, fewer than 6 feet apart) with someone that has tested positive for COVID-19?
 - (3) Is anyone in the student’s household showing symptoms of COVID-19 (symptoms listed above)?

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- d) If a student becomes ill with COVID-19 symptoms, the school will contact the Washtenaw County Health Department and will also consult with local experts for guidance on next steps.
3. Students who test positive for COVID-19
 - a) According to the MI Safe Schools Return to School Roadmap, “All schools, public and private, must cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, must collect the contact information for any close contacts of the affected individual from 2 days before he or she showed symptoms to the time when they were last present at the school.”
 - b) Follow up will be initiated for all identified contacts in the school (contact tracing).
 - c) Absenteeism will be monitored and communicated with the Washtenaw County Health Department.
 - d) Student communicable disease information, even if publicly shared by the family, will not be shared by the school to the community. Notice of exposure without specific names will occur.
 - e) Per the Washtenaw County Health Department’s recommendation, students who test positive for COVID-19 will remain home for 10 days given that the last 3 days (days 8, 9 and 10) are completely symptom free, else the 10 days is extended until there are 3 consecutive days 100% symptom free.
4. A member of the student’s household tests positive for COVID-19
 - a) If a member of the student’s household becomes ill with COVID-19, the parent/guardian is required to notify the school and the school will contact the Washtenaw County Health Department and will also consult with local experts for guidance on next steps.
 - b) Per CDC recommendations, if a family member of a student tests positive, the student will remain at home and engage in remote learning for 14 days.
 - c) The school will coordinate with the Washtenaw County Health Department and follow the current applicable CDC guidance for the student's return to school after the illness of the family member.

B. First Aid Room

1. The First Aid room will be used as the quarantine room until the sick child is picked up from school.
2. Staff members who interact with sick children in this room will wear additional personal protective equipment (PPE), including, in addition to a face surgical mask, a face shield and gloves.
3. N95 masks will be provided for any staff in the presence of students using aerosolized items such as inhalers.
4. The sick student will wear a surgical mask.

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5. To the extent possible, the window will be kept open when there is a sick child in that room.

C. Staff Illness

1. Reporting: Any staff member that is home or goes home due to illness must fill out the new ["illness reporting form for staff."](#)
2. Staff members who show any signs of illness may not come to school.
 - a) This will allow school administrators as much time as possible to organize subs for the classroom and communication if necessary.
 - b) If the symptom is something such as a migraine, that is not communicable, that must be reported, too.
3. If a staff member exhibits symptoms of COVID-19 (fever or chills, cough, shortness of breath/difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea) and is staying home sick and has answered "yes" to any of the following questions, the school will consider requesting a COVID-19 test before the staff member returns to school:
 - a) Have you (student) or anyone in your household traveled outside of the state of Michigan in the last 14 days?
 - b) In the last 14 days, have you been in close contact (15 minutes or more, fewer than 6 feet apart) with someone that has tested positive for COVID-19?
 - c) Is anyone in the student's household showing symptoms of COVID-19 (symptoms listed above)?
4. Staff member tests positive for COVID-19
 - a) According to the MI Safe Schools Return to School Roadmap, all schools, public and private, must cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, must collect the contact information for any close contacts of the affected individual from 2 days before he or she showed symptoms to the time when they were last present at the school.
 - b) Before the staff member returns, they must have two negative COVID-19 tests at least 24 hours apart.
 - c) Per the CDC, after a person tests positive, depending on their health care provider's advice and availability of testing, the staff member may get tested to see if they still have COVID-19. If a person is tested and tests negative, they may return to work when they have
 - (1) No fever
 - (2) Improved respiratory systems
 - (3) Receive two negative test results in a row, at least 24 hours apart.

D. In Case of Exposure (students or staff)

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1. Per CDC guidelines, if a staff member or student has been in contact with a known case of COVID-19 (within 6 feet distance for 15 minutes or more), the student or staff member may not come to school.
2. The school will notify the Washtenaw County Health Department, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
3. The Washtenaw County Health Department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for over 15 minutes) will be asked to self quarantine for up to 14 days after exposure. Local health officials, depending on the situation, may identify other contacts who require quarantine.
4. The school will assist the Washtenaw County Health Department by collecting data and contact information of those exposed, adhering to all confidentiality laws and statutes that protect student and staff health information. The school will help the Washtenaw County Health Department by collecting data and contact information of those exposed.
5. Before the student or staff member who has been exposed returns, they must either:
 - a) Quarantine at home for 14 days or
 - b) Have two negative COVID-19 tests at least 24 hours apart.

E. Known Case of COVID-19 in the School

1. Per the MI Safe Schools Road Map, “families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.”
2. Per the MI Safe Schools Return to School Roadmap, “In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts [will] be made to contact any close contacts (those who spent more than 15 minutes fewer than 6 feet in close proximity to the student or staff member in the 2 days leading up to the positive test) so that they can be quarantined for 14 days at home.”
3. Students and staff will be closely monitored (in the case of students, by parents or guardians) for any symptoms of COVID-19. At this time (July 5, 2020), according to the MI Safe Start Road Map, empiric testing of students or staff members in the class is not recommended. Only those who develop symptoms require testing for COVID-19.
4. If a student or staff member tests positive for COVID-19, the school will consider action steps based on the specific case. Actions may include the classroom moving to remote learning 2 days or 14 days or the entire school moving to remote for 2 days or 14 days. Depending on the classroom of the positive case, the school (in consultation with the Washtenaw County Health Department and local experts) will determine

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whether or not the preschool will also close. The same is true if the positive case is in the preschool.

- a) The classroom or other contaminated areas will be left for 24 hours before cleaning crews begin their work to minimize the risk of airborne particles.
- b) Professional cleaning crews will wear a surgical mask, gloves, and a face shield when cleaning any contaminated areas, such as the classroom.
- c) Determination of whether or not the entire school needs to continue to do remote learning or if certain parts of the building will be allowed to reopen will be made in consultation with the Washtenaw County Health Department and local experts.

F. Physical Distancing

1. In places where students will be lining up, 6 foot markers will be placed on the ground as visual cues. Students are expected to follow these cues.
2. Classrooms will be reconfigured to create more space between desks and tables as well as more space for flow of traffic in the room (eliminating some furniture, for example).
3. Teachers will maintain physical distance between themselves and students when teaching.
4. Preschool classrooms and spaces will be reconfigured.
 - a) Common spaces in the preschool will be limited.
 - b) When possible, large group spaces will be divided into smaller group spaces using large furniture or other barriers.
 - c) To the extent possible, sleep mats will be placed 6 feet apart and head to toe.
5. Students and staff will not have physical contact with one another, such as shaking hands, holding hands, or hugging.

G. Other Personal Protection Equipment

1. Please see “Specific note on masks” in the Introduction to this document for details on face mask usage.
2. Parents/guardians will be expected to practice mask wearing (and how to avoid touching one’s face) with students to normalize and routinize this process.
3. The school will provide disposable surgical face masks to staff members.
4. The school will provide face masks to students who do not bring their own masks to school. An email will be sent to parents/guardians to remind them to send their child in a mask in the future.
5. Disposable masks must be disposed of into trash cans at the end of each day. Reusable masks must be washed at the end of the day, after having been worn.
6. Face shields will be worn by staff in lieu of a face mask if the classroom or group being addressed includes anyone that has a hearing impairment or

requires the ability to read lips while a person is speaking. Face shields will be provided by the school.

7. Teachers will routinely and consistently educate students on the importance of avoiding touching their faces throughout the day. Teachers will also educate that touching your face may be acceptable right after washing hands.
8. To the extent possible, teachers will open windows in the classroom.
9. Gloves are not required or recommended for use by staff or students with the exception of staff members working with an ill or potentially ill student.
10. SK will provide disposable shoe covers for parents/guardians and visitors entering the building.

H. Cleaning of the Building

1. Hand sanitizer will be placed at each entry door to the building.
2. Banisters, door handles, light switches, elevator buttons, etc., will be sanitized at a minimum of every four hours throughout the day.
3. Bathrooms (toilets and sinks) will be sanitized at a minimum of every four hours throughout the day.
4. Hand washing timers will be placed at all sinks.
5. HVAC filters will be replaced regularly (as recommended) with MERV-13 filters.

I. Cleaning of Classrooms and Classroom Materials

1. Teachers will maintain the sanitizing of the classroom and materials throughout the day.
2. Door handles, light switches, sinks, sink handles, table and desk tops, backs of chairs, and other frequently touched areas will be sanitized on a continuous basis throughout the day. Disinfecting the classroom will be done at a minimum during times when the students are out of the classroom for recess or PE, as well as before and after eating lunch and snacks.
3. Table or desktops will be cleaned by the teacher before the students may eat lunch and again after lunch.
4. For grades Young 5 through 4, toys and manipulatives will be washed twice daily. Classrooms will have 4 bins to use, 2 for the morning and 2 for the afternoon so that toys are only in the classroom for a maximum of half of a day before being washed.
5. Toys that cannot be washed will not be used.
6. Water tables and sensory tables will be removed from classrooms.

J. Confirmed Case of COVID-19 in Building

1. Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.
2. In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts will be made to contact any close contacts (those who spent more

than 15 minutes fewer than 6 feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home.

3. Students and staff should be closely monitored for any symptoms of COVID-19. At this time, empiric testing of all students or staff members in the class is not recommended. Only those that develop symptoms require testing for COVID-19. (per the MI Safe School recommendations).
4. School will notify the Washtenaw County Health Department.
5. All students and staff will be dismissed from school and will move to remote learning for two days. This allows the Washtenaw County Health Department time to understand the situation impacting the school and help the school determine appropriate next steps.
6. The classroom, students, and teachers with the confirmed positive case of COVID-19 should self quarantine for 14 days. This classroom will remain in a remote learning format for those 14 days.
7. The balance of the school will be notified after consulting with the Washtenaw County Health Department to determine if it is safe for the other classrooms to return to school after the initial closing of 2 days, or if the entire school will need to move to remote learning for 14 days.
8. Individual cases will determine the necessity of dismissal for a longer period for a specific class or for the entire school.
9. Areas used by the individual with COVID-19 will be closed off.
10. To the extent possible, outside doors and windows will be opened to increase air circulation in that area.
11. After known exposure in an area, janitorial professionals will wait 24 hours before beginning cleaning and disinfecting in order to minimize exposure to respiratory droplets.
12. Cleaning and disinfecting of all areas used by the ill persons, focusing especially on frequently touched surfaces, will be done by janitorial professionals.
13. During remote learning, after cleaning and disinfecting has occurred, staff members are allowed to work from school. This allows for continuity in lessons delivered and materials used for lessons during remote learning. Final decisions regarding which staff should be allowed in the building will be made in collaboration with the Washtenaw County Health Department and local experts.

K. Physical Distancing for Adults in the Building

1. Staff members are welcome to use any of the three building entrances to enter and exit the building.
2. Staff members must wipe down their computer, iPad, mouse, etc., several times each day.
3. To the extent possible, staff members will use Google Meet or other platforms to replace in person meetings.
4. Staff meetings will be held virtually or in a space large enough to accommodate physical distancing.

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5. When working in the same room, staff members will adhere to the 6 foot distance guidelines, spread out in meeting rooms, and washing hands before entering the room and after leaving the room.
6. The elevator will be limited to one person at a time. Elevator users will sanitize hands before entering and after exiting the elevator. Unless students have a medical or physical need, they will not be allowed to use the elevator.
7. Adults in the building will be assigned a bathroom to use in the building. Only this bathroom may be used.
8. If professional development sessions are conducted in-person and physically distanced, remote options will be available to staff members who would prefer to participate remotely.

L. Snack and Lunch Procedures

1. All students will eat snacks and lunch in their designated classroom.
2. Students will sit in their designated seat in the classroom for lunch.
3. Snack and lunch will be supervised by the homeroom teacher
4. Teachers will use the provided disinfectant and paper towels to thoroughly clean the tables and/or desks before and after students have eaten.
5. No silverware or dishes will be available from the school's kitchen.
6. All plates and eating utensils must be brought to and from home in lunch boxes.
7. There will be no shared/classroom snacks prepared by the teachers.
8. Students need to bring enough food to school each day to sustain them throughout the school day (for snacks and lunch).
9. If a student does not bring utensils, disposable plastic ones will be provided by the teacher and then thrown away after lunch. An email reminder will be sent home to parents/guardians reminding them to send everything necessary for their student to enjoy their lunch in their lunch box.
10. Microwaves will be available for heating lunches in the classroom. Students should utilize ice packs to keep things cold and Thermos to keep things warm, if possible.
11. No sharing of food, utensils, etc, from lunch boxes will be allowed.

M. Movement of All People In, Out and Throughout the Building

1. All movement of groups of students around and within the building is to be supervised by an adult and will adhere to the expected 6 foot distance.
2. Rules for movement throughout the building must be consistently reinforced by all teachers.
3. Everyone will wash their hands before moving to another section of the school.
4. Everyone will move on the right when moving up and down the stairs and down the hallways.

5. Everyone will move up and down the stairs one step at a time, staying five steps apart from anyone else on the stairs.
6. Everyone will keep their hands and bodies to themselves.
7. Everyone will use only their assigned bathroom.
8. One person at a time will use the bathroom.
9. In order to minimize exposure, there will not be any parent volunteer opportunities in the classroom.
10. Guest readers and presenters will use a virtual format instead of being physically in the classroom.
11. Circumstances may occur when family members or other guests such as contractors will need to enter the building during the school day. Guests will be screened for symptoms, required to wear a face mask and shoe coverings and wash/sanitize hands prior to entering. Strict records including date and time of entering and exiting the building will be kept for visitors as well as phone numbers in case there is a need to use such information for contact tracing.

N. Outdoor Play/Recess

1. A revised recess schedule has been created to provide the maximum amount of outdoor time for all students and limit the number of students on the playground at any one time.
2. Students are expected to follow the school rules and cooperate with instructions and directions given by playground supervisors.
3. There will be no gathering in vestibules.
4. Students in grades K-8 will use their assigned entrance/exit door when traveling to/from the playground.
5. Students who struggle with the new guidelines will need to sit on the sidelines with the adult in charge.
6. Students must maintain a physical distance of 6 feet while outside.
7. The school will follow guidelines around sports and playground usage, as recommendations continue to evolve.

O. Behavior/Disciplinary Issues

1. As part of the more robust social contract into which all members of the community are entering, there is an enhanced expectation for students to follow school rules, classroom agreements, and cooperate when instructed and directed.
2. Students are also expected to adhere to the new hygiene and distancing procedures in order to keep as many members of our community as safe and healthy as possible.
3. Consequences for not adhering to the new hygiene and distancing protocols will be handled according to the whole child, case by case disciplinary approach outlined in the Summers-Knoll Family Handbook.
4. Teachers will make every reasonable effort to teach students to cooperate and follow rules, but students who are not able to act as



positively contributing members of the community will be sent to the Head of School and may be sent home.

P. Buses

1. Place based education is an integral part of the Summers-Knoll curriculum.
2. Field trips have not been taken out of the curriculum but they will have new guidelines that will ensure thought has been given to maintaining the safety guidelines for our students inside or outside the school walls.
3. All trips off campus will be approved by the Head of School. Trips to indoor locations or trips where exposure to crowds or other people within 6 feet cannot be avoided will not be approved.
4. Trips that present opportunities for touch points for students that can not be controlled by the teacher will not be approved.
5. Buses will have new seating arrangements to allow for spacing out of students
6. All students, staff, and the driver will wear masks on the bus.
7. Hand sanitizer stations will be supplied on the bus and the use of sanitizer will be required when entering the bus.
8. To the extent possible, windows will be open on the bus.
9. Cleaning of buses will occur after every transit.

Q. Schedule

1. The daily schedule for students and classes is designed to limit the movement and contact of staff and students throughout the building. All lessons will take place in the students' assigned homeroom classroom space.
2. Students will continue to have Art, Language, and Music classes but will not be rotating in and out of those classrooms. The school is still considering several options for Specialist classes, including:
 - a) Lessons may be delivered remotely.
 - b) "Intensives" wherein one class works with a Specialist teacher for a designated, multi-week project, and then the Specialist teacher rotates to working with a new group (while working with all of the other homeroom classes remotely).
3. The new schedule of PE classes will allow for students to have PE outside with a PE teacher (in the case of inclement weather, classes will be held with the PE teacher in the homeroom classroom).
4. The library will be closed for students and no books will be checked out. Teachers will be rotating selections from the library into the classroom for students to enjoy.
5. Learning Specialist support will happen remotely for the 2020-2021 school year.
6. SK staff will work with AAPS support services in order to determine a plan of action for delivery of services through AAPS to ensure that students receive all necessary support.

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- R. **Auxiliary Programs:** For the safety of all community members, the following programs will not be available while the school is operating in Phase 4 of the MI Safe School Road Map plan.
1. Clubs
 2. Adventure Days
 3. Tutoring from outside staff during the school day
 4. After school music lessons
- S. **Events:** The following in-person events will be suspended or held virtually until we are in Phase 6 of the MI Safe School Road Map plan.
1. All school Friday morning meetings - will be held virtually
 2. Friday coffees with the HOS - will be held virtually
 3. On campus admissions tours - will be held virtually
 4. On campus curriculum night - will be held virtually
 5. On campus community meetings - will be held virtually
 6. On campus Parent Teacher Conferences - will be held virtually
 7. Open houses
 8. Spring extended field trips
 9. Music Cafes
 10. School plays - potentially held virtually
- T. **Admissions procedures**
1. **Informal conversation:** Interested parents/guardians should email info@summers-knoll.org or call 734.971.7991 and make sure to include email/phone contact information.
 2. **Application:** Interested parents/guardians should fill out the online application, available at <https://summers-knoll.org/>.
 3. **Meet the Teacher:** Prospective families will receive a link to a virtual meeting with the teacher at a mutually agreeable time. A grade appropriate teacher will have the opportunity to meet the prospective parents/guardians and student online.
 4. **Referral:** Prospective parents/guardians will receive an email with a questionnaire to be filled out by a trusted adult in the student's life. This could be their current teacher, if they are available, but it could also be a coach, scout leader, religious leader, etc.
 5. After the above steps are complete, the admissions team will meet and a contract decision will be communicated to the parents/guardians.
 6. New families will be on boarded by staff, faculty, and parent ambassadors.

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Sources:

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<https://www.washtenaw.org/1129/Health-Department>

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