



2021-2022 Return to Learn: COVID-19 Preparedness and Response Plan **(updated 8/25/21)**

Introduction

This plan allows Summers-Knoll School to operate for 5 full days of school each week, in person. This document is subject to change based on constantly evolving information.

This plan follows the 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 2021-2022 school year. This plan outlines clear expectations for students, parents/guardians, and staff during COVID-19 crisis.

This plan is conservative, as our top priorities are keeping the community safe and keeping the school open.

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 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.

Summers-Knoll understands 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.

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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. Masks

- **Preschool - 8th grade:** Students will wear masks at drop off and pick up. They will wear masks when they are inside the building, including hallways, common spaces, **and classrooms**, unless they are eating or sleeping.
- **Preschool / Kindergarten shared play area** - Students and adults will wear masks outside **when** the other class is outside on their shared playground.
- **Young 5s / Kindergarten shared play area** - Students and adults will wear masks outside **when** the other class is outside on their shared playground.
- **Grades Young 5s - 8th grade:** Students and adults do not need to wear masks when they are outside on the large playground. Staggered recess times will limit multiple pods being on recess together.
- **Outdoor Classrooms** - Students and adults do not need to wear masks when in their outdoor classrooms
- **Buses** - Masks must always be worn by adults and students on buses
- **Field Trips** - Masks must be worn when leaving school grounds on field trips
- Anyone, adults or students are welcome to and will not be discouraged from wearing masks outdoors if they are more comfortable doing so.

Our goal is to spend **as much time on the playground or in outdoor classrooms, in their “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.

II. Daily procedures - Preschool - 8th grade

A. Pods

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

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- Grade Level pods are:
 - a) Preschool
 - b) Young 5s and Kindergarten
 - c) 1st and 2nd grade
 - d) 3rd and 4th grade
 - e) 5th - 8th grade

B. Morning Care

- The Preschool room will be open for morning care at 7:30am. Preschool teachers will be in their classroom greeting students at that time.
- Y5 - 8th grade classrooms will be open at 8am for morning care. Homeroom teachers will be in their classrooms greeting students at 8am.

C. After Care

- Preschool aftercare will be available in the preschool classroom staffed by preschool teachers until 6pm.
- Y5 - 8th grade After Care will be available in the classrooms, staffed by Aftercare Attendants, from the end of the school day until 6pm
- Students will be grouped in grade level pods. (see above). We are working on staffing, and as we hire more attendants it is our intention to break each pod into individual homerooms for aftercare.
- After Care will be outside unless there is inclement weather.

D. Staggered start and end times: The Y5s - 8th grade 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 as well as the number of parents/families outside at the same time.

8:15am - 3:00pm - Young 5s - 2nd grade

8:45am - 3:30pm - 3rd - 8th grade

- Preschool: enter and exit from the PK playground entrance
- Young 5s: enter and exit from the north vestibule door (by the chicken coop)
- Kindergarten: enter and exit from the sidewalk along Platt Rd, from the outdoor classroom or from the south vestibule, depending on which classroom you are in
- Grades 1-2: enter and exit from classroom exterior door (directly to car in pickup lane)
- Grades 3-8: entrance and exit from north vestibule door (by the chicken coop)

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E. 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.

- Expectations for students and parents/guardians
 - a) Students will enter the building without parents/guardians at their assigned entrance door.
 - 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.
 - (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) 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 must sanitize or wash hands when entering the building.
 - e) Students bring only the items listed below
 - (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 PK through grade 4, to leave at school)
 - (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.
 - f) Students in grades 1-8 will be allowed to meet parents/guardians in the pick up lane.
 - g) Students in grades PK - K will be picked up by parents/guardians at

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entrance/exit door.

- h) Homeroom teachers and Aftercare Attendants will monitor pick up of students
- Expectations for parents/guardians
 - a) Parents/guardians drop off their children outside of the building.
 - b) 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.
 - c) Parents/guardians are encouraged to deliver older students at the car drop off lane.
 - d) Parents/guardians will pick up students at the noted exits. Teachers must see parent/guardian or authorized pickup before allowing student to leave.
 - e) 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.
 - f) Adults must be **masked and 6 feet away** from people outside of their households.
 - g) Please do **not** bring pets to the outside of the school (as we do not want children gathering around a pet). Obviously, service animals are an exception to this rule.
 - h) At drop off, **only one adult should be with the child in line**. If possible, please **do not bring younger siblings** to the drop off line. If this cannot be avoided, please keep the younger sibling(s) in arms or stroller in order to keep families apart outside.
- 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 are expected to self report and not come to school if they show any signs of illness.
 - d) Once in their classroom, teachers will wash their hands with soap and water.
 - e) Teachers will meet their students/parents/guardians at the assigned arrival/dismissal doors.

F. During the Day

- Students must wash their hands when they enter the classroom at the classroom sink.
- Students must wash their hands when they exit the classroom to move to another classroom in the building or go outside.
- 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.
- Bathrooms will be assigned to classrooms. Students will visit the

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bathroom before being excused to recess and PE to avoid unnecessary trips into the building.

- Parents/Guardians will be allowed to participate in classroom activities in the outdoor classrooms and on field trips with prior approval from the teacher. Parents/Guardians will always be required to be masked when in the presence of students and will require proof of vaccination for Covid-19. There will be a sign up process to limit the number of parents to any time.

III. **Expectations around Use of Materials**

A. **Transfer between Home and School**

- Due to the low risk of contact transmission through porous surfaces, such as books, students are permitted to bring books to and from school.
- If students need materials at home, teachers will provide them for students to keep at home.

B. **Other Materials**

- White boards and markers will be wiped down after use.
- Individual containers of play doh will be used but not shared among students.
- Assigned reading books, in which each child has their own copy, are to be kept with their personal belongings.
- All shared materials will be cleaned on a regular basis.

IV. **Health and Safety Protocol:**

Refer to the **Decision Tree Appendix** for guidance regarding student or staff illness and exposure to a confirmed case of Covid-19,

A. **Vaccines**

- **Staff:** Beginning August 30, 2021, with the start of the 2021-2022 school year, Summers-Knoll is requiring all staff to be vaccinated for COVID-19. Health and Religious exemptions will be honored with proper verification. Summers-Knoll has been fortunate that even ahead of this policy, over 90% of our staff was vaccinated. Having vaccinated staff not only increases the safety on campus for all, but allows more flexibility in the movement of staff and students in school as it relates to curriculum.
- **Students:** We strongly recommend that all eligible students get vaccinated. Based on the latest scientific evidence and in line with the County, State and Federal recommendations, vaccinations are the most effective way to reduce the risk of infection, severity of infection, and transmission in the school. However, at this time we are not planning on **requiring** student vaccinations for COVID-19

B. **Gatherings / Travel**

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- Understanding that each family has different acceptable risk levels, the school understands that individual families need to do what is best for them. That being said, we believe adhering to the latest CDC guidelines, which reflects the Delta variant analysis, will support our school to remain healthy and safe.
- Gatherings
- <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/going-out.html>
- Travel
- <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>
- SK strongly recommends that all families take a COVID-19 test after any large indoor gatherings (for definition, see link above; note this includes common transportation (i.e., planes) before your student returns to school.
- For convenience, SK will have free rapid COVID tests available in the main office. To order your own free rapid COVID test, please click here: [Lnk for free Covid-19 Test Kit](#)

C. First Aid Room

- The First Aid room will be used as the quarantine room until the sick child is picked up from school.
- 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.
- N95 masks will be provided for any staff in the presence of students using aerosolized items such as inhalers.
- The sick student will wear a surgical mask.
- To the extent possible, the window will be kept open when there is a sick child in that room.

D. Confirmed Case of COVID-19 in Building

- Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school.
- In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts will be made to contact any close contacts so that they can be quarantined.
- Students and staff should be closely monitored for any symptoms of COVID-19, and be tested if any symptoms arise.
- School will notify the Washtenaw County Health Department.
- If a student or staff member tests positive for COVID-19, the school (in consultation with the Washtenaw County Health Department and local

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experts) will consider action steps regarding closing the classroom or school based on the specific case.

E. Physical Distancing

- 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).
- 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.
- Physical distancing will be maintained indoors when students are seated.

F. Other Personal Protection Equipment

- Please see “Specific note on masks” in the Introduction to this document for details on face mask usage.
- The school will provide disposable surgical face masks to staff members.
- 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.
- 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.
- 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.
- 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.
- To the extent possible, teachers will open windows in the classroom.
- 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.

G. Cleaning of the Building

- Hand sanitizer will be placed at each entry door to the building.
- Banisters, door handles, light switches, elevator buttons, etc., will be sanitized routinely.
- Bathrooms (toilets and sinks) will be sanitized routinely throughout the day.

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- Hand washing timers will be placed at all sinks.
- HVAC filters will be replaced regularly (as recommended) with MERV-13 filters.

H. Cleaning of Classrooms and Classroom Materials

- Teachers will maintain the sanitizing of the classroom and materials throughout the day.
- 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.
- Table or desktops will be cleaned by the teacher before the students may eat lunch and again after lunch.
- For grades Preschool through 4, toys and manipulatives will be washed daily.
- Toys that cannot be washed will not be used.
- Water tables and sensory tables will be removed from classrooms.

I. Physical Distancing for Adults in the Building

- Staff members are welcome to use any of the three building entrances to enter and exit the building.
- To the extent possible, staff members will use Google Meet or other platforms to replace in person meetings.
- Staff meetings will be held virtually or in a space large enough to accommodate physical distancing.
- 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.
- The elevator will be limited to one person at a time. Unless students have a medical or physical need, they will not be allowed to use the elevator.
- Adults in the building will be assigned a bathroom to use in the building. Only this bathroom may be used.
- 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.

J. Snack and Lunch Procedures

- All students will eat snacks and lunch in their designated classroom. Snacks and lunch will be eaten outside weather permitting.
- Students will sit in their designated seat in the classroom for lunch.
- Snack and lunch will be supervised by the homeroom teacher

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- Teachers will use the provided disinfectant and paper towels to thoroughly clean the tables and/or desks before and after students have eaten.
- No silverware or dishes will be available from the school's kitchen.
- All plates and eating utensils must be brought to and from home in lunch boxes.
- There will be no shared/classroom snacks prepared by the teachers.
- Students need to bring enough food to school each day to sustain them throughout the school day (for snacks and lunch).
- 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.
- 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.
- No sharing of food, utensils, etc, from lunch boxes will be allowed.
- No outside food for the class such as but not limited to birthday or holiday treats will be allowed to be shared with classmates. This includes home made treats or pre packaged treats.

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

- 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.
- Rules for movement throughout the building must be consistently reinforced by all teachers.
- Everyone will wash their hands before moving to another section of the school.
- Everyone will keep their hands and bodies to themselves.
- Everyone will use only their assigned bathroom.
- One person at a time will use the bathroom.
- 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 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.

L. Outdoor Play/Recess

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- 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.
- Students are expected to follow the school rules and cooperate with instructions and directions given by playground supervisors.
- There will be no gathering in vestibules.
- Students in grades K-8 will use their assigned entrance/exit door when traveling to/from the playground.
- Students who struggle with the new guidelines will need to sit on the sidelines with the adult in charge.

M. Behavior/Disciplinary Issues

- 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.
- 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.
- 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.
- 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.

N. Buses

- Place based education is an integral part of the Summers-Knoll curriculum.
- 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.
- All trips off campus will be approved by the Head of School.
- All students, staff, and the driver will wear masks on the bus.
- Hand sanitizer stations will be supplied on the bus and the use of sanitizer will be required when entering the bus.
- To the extent possible, windows will be open on the bus.
- Cleaning of buses will occur after every transit.

O. Auxiliary Programs: For the safety of all community members, the following programs will not be available until further notice

- Clubs that have mixed pods

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- Tutoring from outside staff during the school day if adult is unvaccinated

P. Events: The following in-person events will be suspended or held virtually until further notice

- All school Friday morning meetings - will be held virtually
- Friday coffees with the HOS - will be held virtually
- On campus admissions tours - will be held virtually
- On campus curriculum night - will be held virtually
- On campus community meetings - will be held virtually
- On campus Parent Teacher Conferences - will be held virtually
- Spring extended field trips
- Music Cafes
- School plays - potentially held virtually

Q. Admissions procedures

- **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.
- **Application:** Interested parents/guardians should fill out the online application, available at <https://summers-knoll.org/>.
- **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.
- **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.
- After the above steps are complete, the admissions team will meet and a contract decision will be communicated to the parents/guardians.
- New families will be on boarded by staff, faculty, and parent ambassadors.

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