

2021-2022 COVID Protocol Implementation

Many of the protocols for the 2021-22 school year are the same as they were for 2020-21. However, please note there are significant differences in Section 12 on *Vaccinations and Testing*.

In addition to the protocols below, division directors are working with the faculty, staff, and maintenance to develop directives that will be used for employee training to ensure the safest possible educational environment for our students. Directives include: cleaning routines and schedules, taking temperatures, reporting requirements, learning group/cohort formation, etc.

We are hopeful that the following bulleted approach, looking at the specific spaces and topics, will be the simplest and clearest format. You might want to sit down with your family and go through it, highlighting significant parts and making questions/notes in the margins. If you have comments and suggestions, please email them to Brian.Chu@bridges.edu.

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Master Schedule

The master schedule is defined as the schedule that takes into consideration starting and ending days of school, non-school and instructional days, start and end of daily instruction, and holidays. The final “planned” master schedule for the fall semester, September through December, can be found on the Bridges website calendar. *Note that the master schedule will apply to both online and onsite programs.*

We are mindful that our community members’ new schedules will not be business as usual in that we will all be managing a complex educational system and fitting COVID testing and other medical and therapy visits into our micro- and macro-routines — all in addition to juggling office and at-home work schedules. Therefore, to the extent that a master schedule can accommodate this potential variability, the master schedule will indicate staggered faculty professional development days, holidays, and the instructional/non-instructional days. If we need to make any adjustments to the master schedule, your division directors will make you aware of the changes. *Please go through the master schedule carefully.* (Get your highlighter out!)

The First Two Weeks

The first day of school is different for different divisions; they are as follows:
High School - August 18; Middle School - August 19; Phoenix - August 20

Dismissal times for each division may vary from the normal schedule for the first two weeks. The information provided in the *drop off and pick up* section below pertains to the regular school schedule beginning on September 8, after the Labor Day and Rosh Hashanah holidays.

Attestations

- An attestation checklist form regarding your child and family members’ health will be required unless we are given other instructions by health officials.
- The attestation forms will need to be filled out each day by all parents for their children, for themselves if they are visiting campus, by all teachers and staff, and by all visitors.
- We are putting this online for Bridges families and visitors. *Procedures will be sent to you before the start of school.*

Drop-Off and Pick-Up

Phoenix students are not yet eligible to be vaccinated. Phoenix families should carpool only with other Phoenix families. MS and HS families may carpool together.

In all carpools, please implement the following procedures:

- All drivers must be vaccinated
- Disinfect your car daily before use: door handles, backs of seats, dashboards, etc.
- Keep the windows open
- Seat your child in the front seat
- Seat only **one** child in the back seat
- Everyone wears a mask

It would be helpful to know that family members of those who are carpooling are exercising protocols at home and in their work lives. It's OK to ask and it's OK to be asked! The carpool guest becomes part of your "pod."

Children presenting cold/flu symptoms at arrival will be asked to return home. If symptoms develop during the day, students will be quarantined and parents notified to pick them up as soon as possible.

- We will take temperatures of all students, teachers, and staff each day upon arrival.

Phoenix

- Drop off time is 8:40 a.m. (main entrance).
- Pick up time Monday through Thursday is 3 p.m. (main entrance).
- Pick up time on Fridays is 2 p.m. (main entrance).
- The designated drop-off point for Phoenix students is in the main carpool line around the gym.
- The Dome area will be the check-in spot for students. Kari and/or other Phoenix staff members will be outside greeting parents, students, and dogs. Temperatures will be taken and lunch plans will be discussed. Please remember social distancing while both outside and inside.
- If the weather is bad, students will be asked to go directly to their morning advisories without parents and pets. Please remember to maintain social distancing both outside and inside.

Middle School

- Drop off time is 8:30 a.m. (back of the parking lot).
- Pick up time Monday through Thursday is 3:50 p.m. (back parking lot).
- Pick up time on Fridays is 2:15 p.m. (back parking lot)
- Middle school students will be dropped off and picked up at the **back parking lot** near the convent building.

- Students will be met at the drop-off area and directed to the North Lawn as usual to meet with their advisors for daily morning meetings.
- If the weather is bad, they will be directed to their advisory classrooms.

High School

- Drop off time is 8:30 a.m. (main entrance).
- Pick up time Monday through Thursday is 3:50 p.m. (main entrance)
- Pick up time on Fridays is 2:15 p.m. (main entrance)
- At 8:30 a.m., students will be instructed to go directly to their assigned 1st period classroom.
- If HS students arrive early, they may wait on the South Lawn utilizing any of the seating areas, while practicing social distancing.
- Please note the pick-up time on Mondays-Thursdays through August 26 is 2:30 p.m. The pick-up area will remain the same.

General Info: Hallways, Restrooms & Office Spaces

- Each division occupies a separate space and has its own entrances/exits. Students of each division typically enter or exit together, limiting passing.
- We are limiting division interaction as much as possible.
- Phoenix sections will be adjusting their internal schedules and utilizing their external doors more often to minimize hallway passing and congestion.
- Elevators are restricted to guests in wheelchairs or other conditions requiring use of a lift.
- Student bathroom locks have been keyed, requiring students to request the key from the administrative assistant to prevent simultaneous access.
- Faculty restroom use will be modified. Every other sink and toilet will be out of service to allow for social distancing.
- The three instructional floors and the gym building will each have a dedicated cleaning person scheduled throughout the day.
- Acrylic sneeze guards have been placed at various administrative desks, offices, and classrooms where needed.

Classroom Spaces

- Classrooms have been reconfigured, some with new furniture, to allow for social distancing of student and teacher desks. Rooms have been assigned occupancy ratings of 6 - 10
- We will use our larger spaces for classrooms: the community room is now the computer lab, and the boardroom and cafeteria are now also classroom spaces.
- The head's office will be repurposed for overflow/splitting of sections as needed.
- On the HS floor we have created a larger space by taking out a wall between rooms.
- Outdoor spaces are being augmented with tables, gazebos, and tents to accommodate more outdoor classroom time.
- We have built out a new larger (roughly 16' x 18'), fully-permitted classroom in a relatively unused space in the northwest corner of the gym. Six large operable windows have been installed along the north face to increase ventilation and provide natural light.
- All rooms are equipped with disinfectant dispensers, as are all offices and faculty desks.
- Teachers are instructed to implement cleaning routines: e.g. using the gel pump as they enter the room, wiping down their computer, wiping off their desk, etc.
- Teachers are modifying their curricula to create opportunities for outdoor activities that will allow students to safely remove masks while social distancing at multiple points in the day.
- Students can request a "mask break" to a designated outside area for a set time.
- Classroom doors and windows will be open through the day to maximize air flow.

Outdoor Lunch and Breaks

- High School students in Grades 11 and 12 will have the off-campus option, provided that their signed form is on file. Off-campus privileges may be canceled if conditions worsen.
- Students in Grades 4-12 can order lunches as usual, which will be delivered to the distribution areas.
- The cafeteria is closed. Vending machines are outside of the cafeteria and still accessible.
- Limited microwave stations and refrigeration will be available within each division.
- Lunch areas and times are being staggered.
- Phoenix will utilize seating primarily around the Dome area. More seating has been provided.
- The Middle School will utilize the North Lawn for lunch. More seating has been provided.
- The High School will utilize the South lawn for lunch. More seating has been provided.
- Some of the outdoor six-foot-long picnic tables have been outfitted with acrylic sneeze guards. Students are to sit on opposite sides and at opposite ends when using outfitted tables.
- Indoor seating has been arranged in classrooms when the weather is bad.
- Faculty supervising outdoor areas will be monitoring for safety.

Maintenance and Security

- As mentioned above, the three instructional floors and the gym building will each have a dedicated cleaning person scheduled throughout every day.
- Night cleaning crew has been expanded.
- We have installed iWave in the A/C and heating systems to limit airborne particles.
- We have replaced our AC filters with upgraded versions.
- Outside doors will remain locked during instruction times to maximize security.
- Security will be enlisted to monitor and remind about protocol compliance.

Meetings

- Visitors including district observers, prospective families, etc., will be kept to a minimum.
- ***All visitors must show proof of vaccination.***
- All visitors must sign in at the desk (attestation), sanitize hands, wear masks, and distance.
- Faculty and administrative meetings will continue online, even though all may be on campus.
- Team meetings and conferences will continue online.
- Counseling sessions with students will be conducted with proper distancing, barriers, and masking.

Masking

- Masks must be worn indoors at all times.
- Masks are not required outdoors.
- High breathability-rated masks and goggles might offer the most protection *and* comfort.
- No bandana masks, please.
- Double-layer cotton masks, homemade or commercial, are fine.
- Please review the proper fitting of face masks with your children.
- There are some baseball caps with built-in face shields that are comfortable.
- Have your children practice cleaning their PPE. They will be required to do so during the day.
- Faculty will monitor lunch and breaks to ensure maintenance of distancing and/or masks.
- Masks must be replaced or cleaned daily.
- Parents are encouraged to provide a second face covering for school each day in case the one a child is wearing gets soiled; this would allow for a change of the face covering during the day.

Home Protocols

Sending a healthy child to school depends largely on conditions, routine, and activities of the family. We ask that you continue to focus on best practices at home.

- We are asking parents to severely limit contact with others during the 14 days prior to the start of school.
- We are asking wherever possible that families continue to limit contacts to immediate family.
- If working from home is an option, please continue for a while longer to limit contacts
- There are many holidays during the first semester. Can you celebrate virtually?
- Create a home health ***routine*** and stick to it. Increase sleep and hydration, and do checks for red-eyes, sniffing, etc. Keep a log for each family member.
- Take your child's and family members' temperature daily.
- Ensure that all family members are up to date with seasonal vaccinations (see your doctors).
- Do not send a child to school if there is the slightest chance they are ill.
- If your child has allergies that present as a cold or flu-like condition, please let us know.
- Remind students not to share computers, pens, dry erase markers, water bottles, etc.
- Buy a supply of computer wipes; we will have some available too.
- Buy a personal use pencil case and dry erase markers; we will have some available as well.
- Get routine doctor's exams including a COVID testing regime.
- Also know the common AND more unusual COVID symptoms and check regularly.
- Do you have a space at home dedicated as a potential quarantine area?
- Is the air circulation maximized in your home? Clean and upgraded filters in your AC?

Vaccinations and Testing

It is clear that vaccination and testing of everyone, vaccinated or not, is important on an individual basis and for our community. Vaccination is a must for all eligible persons and testing is something that can and ***should*** become part of regular family routines whether through the county services, insurance plan, your family doctor, or reputable home testing kits. Note: at-home testing kits require ***strict*** protocols to avoid contamination and to ensure accurate results. Check with your doctor.

Vaccinations

We recognize the rhetoric around COVID vaccination has generated concern. However, as a community we have made the decision that all students must be vaccinated, unless there is a medical condition that prohibits the student from receiving the vaccine. We must receive a valid note from the student's doctor supporting any case for waiver of this requirement.

Testing

- We have asked that every student and family, teacher, administrator, and staff member get tested for Covid-19 within five days of the start of school and provide us with verification of a negative test.

- Families must test their child — and preferably all members of the household — one time per month. We are asking all families to send in the testing results for their Bridges student to Brian.Chu@bridges.edu by the 15th of each month.
- We will be testing the Phoenix students, faculty, and Admin building staff once a month ON CAMPUS. If you have your own testing regimen, you can submit those results.
- We are requiring Bridges faculty to be tested regularly. On-campus testing opportunities and testing by their regular doctors will be accepted.
- Anyone testing positive should report this to the Division Director and Head of School immediately, begin quarantine, and contact your doctor for further steps.
- Please be aware that should someone in our school community test positive, we will be following “contact tracing” procedures and quarantine protocol where necessary.

A Note on Cooperation & Communication

To create the optimal environment, we are relying on everyone to fully and positively engage in all protocols. It is important that the community remain positive and supportive of each other, and that can mean reminding others of protocols until everyone is firmly in the habit. If you feel that direct communication with another family is awkward or potentially unproductive, please let us know and we will find the right time and place to have any necessary compliance conversations.

Formal updates will be on an as-needed basis as conditions change. Division Directors will be sending information out in stages over the next few months, as needed, to help prepare everyone through the fall semester. If there is another stay-at-home order issued, we will all go online, and bounce back when appropriate. We will make whatever adjustments are needed to maintain stability and meet the needs of our community.