

The following protocols are for the on-campus option and are in full effect even as only smaller cohorts of students are on campus.

Onsite Program Plan option: General Information and Protocols

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 groups/cohorts formation, etc.

I am hopeful that the following bulleted approach, looking at the “pillars” in the context of 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 us at bridges.protocol@bridges.edu. We don't want them lost in tons of other email. Also, as mentioned above, Division Directors will be setting up various meetings to go over details and answer more specific questions.

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Please sign here to acknowledge that you have received these protocols:

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, will be on the Bridges website calendar by July 31. *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 in COVID testing and other medical and therapy visits into our micro- and macro- routines, 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 day. The master schedule will also include days that we are recommending for testing and other health related appointments for faculty and families. 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 after August 10. (Get your highlighter out!)*

The First Two Weeks

The first day of school is different for different divisions; they are as follows:

- High School Monday, August 24th.
- Middle School Tuesday August 25th,
- Phoenix Wednesday August 26th.

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 after Labor Day on September 8th. *More details about the first two-week schedule will be sent to you on or before August 1st.*

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

A carpool note:

Please no carpools at this time. We will have staggered dismissal times but this still could create some congestion at pick up. Please be extra patient.

If and when car-pooling becomes acceptable, implement the following procedures:

- Disinfect your car daily before use: Door handles, back of seat, dashboards, etc.
- Carpool only with a family in your division. ***We are limiting division interaction***
- Keep the windows open
- Seat your child in the front seat
- Seat only **one** child in the back seat
- Everyone wears a mask and face shield

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 car pool 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 8:45 (Admin/West Lawn)
- Pick up time Monday through Thursday 2:45 (Main entrance)
- Pick up time on Fridays 1:50 (Main entrance)
- The west lawn, west side of the administration building lawn, has now been designated as the drop-off point for Phoenix students.
- The lawn will be the check-in spot for children. 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.
- To avoid larger groups and congestion, Friday pick up will be at 1:50 at the main carport entrance through the first semester.

Middle School

- Drop off time 8:30 (Back Lot)
- Pick up time Monday through Thursday 3:15 (Main entrance)
- Pick up time on Fridays 2:15 back entrance
- Middle school students will be dropped off and picked up at the **back parking lot** near the convent building.
- They will be met 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 8:30 (Main entrance)
- Pick up time Monday through Thursday 3:30 (Main entrance)
- Pick up time on Fridays 2:15 (Main entrance)
- They 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 schedule for the first two weeks may be significantly different from the general schedule outlined above.

General Info: Hallways, Restrooms & Office Spaces

- Each division occupies a separate space and has its own entrances/exits. Students of each division typically either enter or exit together, limiting passing.
- We are limiting division interaction and limiting interaction within divisions.
- Phoenix will be adjusting their internal schedules and utilizing their external doors more often to minimize hallway passing and congestions.
- Elevators are restricted to guests in wheelchairs, or other conditions requiring use of a lift.
- Student bathroom locks have been keyed to require 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 3 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 5, 7, or 9.
- We will use our larger spaces for classrooms: The community room is now the computer lab. 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 are being installed along the north face to increase ventilations 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 area for a set time.
- Classroom doors and windows will be open through the day to maximize air flow and drying.

Outdoor Lunch and Breaks

- At the beginning of the school year, High School students, grades 11 and 12, will not have the off campus option. Off campus privileges resume as soon as conditions are improved enough.
- 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 microwaves 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 6ft 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 3 instructional floors and the gym building will each have a dedicated cleaning person scheduled throughout every day.
- Night cleaning crew has been expanded.
- UV light sources in AC ducts and in occupied spaces are currently being explored to implement when school starts. Decisions will be made on these units soon but after we fully understand the safety issues. The proper units will be installed before school starts.
- 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 protocol compliance.

Meetings

- Visitors including District observers, prospective families, etc. will be kept to a minimum.
- Student visitor policies are currently under review.
- 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

- Wearing both a face shield *and* mask are recommended, if they can be tolerated.
- High breathability rated masks and goggles might offer the most protection *and* comfort.
- If a shield w/o mask is approved due to special circumstances, it must fit below the chin and to the ears.
- No bandana mask 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 wearing masks for an extended period of time.
- Have your children practice cleaning their PPE. They will be required to do so during the day.
- Students isolated on the lunch grounds can remove their masks.
- Faculty will monitor lunch and breaks to ensure maintenance of distancing and/or masks.
- Masks must be replaced or cleaned daily
- Parents of younger children 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.
- Let your child try different masks and shields, and give them choices, except the choice not to wear a mask. There are many types of masks and shields. Try amazon.com & pro-tex.com. Some are whimsical and fun, some are haute couture and some clearly not, others just get the job done. Play with these choices.

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 checks. 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 and dry erase markers.
- Buy a supply of computer wipes, we will have some available too.
- By 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?

Testing

We recognize that testing is important on an individual basis, for our community, and for the broader epidemiological data collection. We also understand that one could test negative on Monday morning and contract the virus Monday afternoon. Testing is in large part a "snapshot." However, we think it may be an important "snapshot" and 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.

- We are asking that every student and family, teacher, administrator, and staff member get tested for Covid-19 within 14 days of the start of school and provide us with verifications. As you may already know, results can take a few days to receive. Make your appointment today.
- We are also asking that everyone maintain an appropriate testing cycle. Please check with your doctors as to the frequency and timing of regular testing throughout the fall.
- Some recommendations from a variety of trusted sources are suggesting that monthly testing of the entire family might be the most reasonable, practical best practice.
- We are exploring a master schedule that allows faculty and parents to schedule testing well in advance.
- Anyone testing positive should report it 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. Specific information on this process will be provided to you in the August 10th update.

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.

The next formal update will be on August 10th. However, Division Directors will be sending information out in stages over the next few months to help prepare everyone for the fall. If there is another stay-at-home order issued in August, 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.

Recall that old Persian adage, reconfirmed by Lincoln, “This too shall pass.” Sometime this year wouldn’t hurt.

Best,

Carl