

RE-OPENING GUIDE



2020-2021 SCHOOL YEAR

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www.pennfield.org

PENNFIELD FAMILIES AND FACULTY,

I am proud of our school community and so grateful to the residents of Rhode Island for respectfully adhering to Governor Raimondo's guidelines for keeping each other safe. Rhode Island is headed in the right direction!

Since the Spring, Pennfield School faculty have diligently prepared for the opening of school on September 3, 2020. Policies and procedures have changed to reflect the recommendations from the Rhode Island Department of Health, the Rhode Island Department of Education, and the Centers for Disease Control. Pennfield has rearranged classroom spaces with six-feet of separation, created stable pods, adjusted faculty schedules and responsibilities within those pods, increased airflow throughout the school, installed touch-less hand sanitizer units in all classrooms throughout the building, created plans to teach remotely, if needed, and to teach students who remain at home even when in-person instruction is fully operational. Pennfield's COVID Advisory Committee, which consists of board members and administrators, helped to guide this process. The safety of all members of the community remains our top priority.

While procedures have changed and been modified, the values of Pennfield remain rock solid. Pennfield is a school environment where children are cherished and nurtured, where kindness guides decision making, where learning is both rigorous and fun. Successful schools are joyful – COVID will never dampened that spirit at Pennfield.

As we open for the academic year, please be mindful of the following:

We are in this together. If someone is sick or shows any COVID symptoms, staying home is the only choice.

Patience, flexibility and empathy are essential. There will be technical glitches and last-minute changes to schedules and routines that simply cannot be anticipated. Safety and science will always guide decisions.

Thank you for entrusting Pennfield School with your children's education. The 2020-2021 school year will be an exciting and quite memorable.

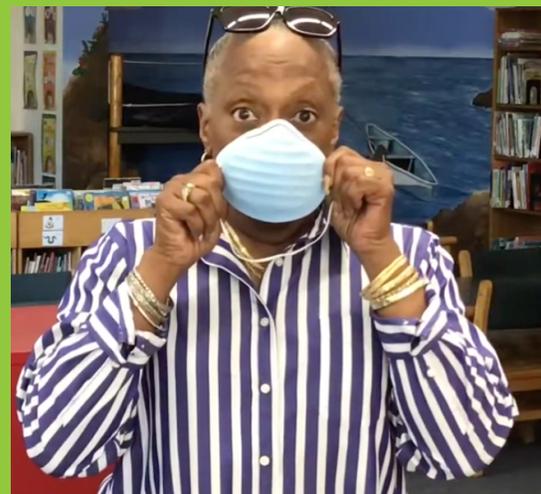
As always, please feel free to reach out to directly Mattie Kemp (mkemp@pennfield.org), Head of the Upper School, Karen Lambert (klambert@pennfield.org), Head of the Lower School, or me (rkelley@pennfield.org) with any questions or concerns.

Yours truly,

Rob Kelley
Head of School

FACE COVERINGS AT THE PENNFIELD SCHOOL

- Access to the building is very restricted. All necessary visitors and contractors must wear face masks at all times when on the campus. It is recommended that all face masks are three-layered with a snug fit. For more information about proper masking fitting see <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-make-cloth-face-covering.html>
- All visitors will be screened and be required to sign in and out.
- All students and faculty, when entering or exiting the building, are required to wear face masks.
- Students and faculty, when moving from one location to another whether in the hallways or outdoors, are required to wear face masks during transition times.
- While in stable groups, students in PS and PK are encouraged to wear face masks, but are not always required to do so unless a parent requests that their child is always masked. Teachers will promote social distancing between students to the best of their ability. Faculty will wear face masks in stable groups, unless 6 feet of social distancing can be strictly enforced, the group is outside, or during snack/lunch. When anyone from outside a stable group is introduced, everyone is required to wear face masks.
- Students and faculty within stable groups (Grade K through Grade 8) are required to wear face masks, except when the group is outside and 6 feet apart, or during snack/lunch. When anyone from outside a stable group is introduced, everyone is required to wear face masks.
- Students will only eat snack/lunch in stable groups and with proper social distancing. If there is more than one stable group in a space there will be 14 feet between each group. Most students will be eating lunch in classrooms. Students will bring in their own snacks, lunches, and refillable water bottles. Water fountains will be closed; however, refillable water bottle stations will be open.
- Students should have access to at least three clean face masks daily. Pennfield will provide additional masks, should the need arise. Students and faculty will be trained on the proper use of face masks, prior to the start of school.
- All faculty and administrators when entering stable groups may choose to wear face shields, along with masks. In addition, faculty may teach behind a plexiglass shield.



At the moment Preschool and Pre-Kindergarten students may wear face shields or masks at all times, but are not required to do so. This is subject to change. We are listening closely to the governor's recommendation and recent studies on how much of the viral load the younger children carry. This policy may be updated.

SELF-QUARANTINE RECOMMENDATION

Two weeks prior to the school opening on September 3, please do everything that you possibly can to self-quarantine. The two-week mark begins on August 19.

Self-quarantine is defined as staying home, avoiding visitors, not going out to restaurants, retail stores or public places, wearing masks when around others, practicing 6' physical distancing when around others, practicing frequent hand washing and hygiene practices, and not touching your face.

DAILY PROCEDURES

BEFORE ARRIVING AT SCHOOL

Parents must attest to their child's health every morning, by using the COVID-19 Screening Tool. Each day, parents will be required to fill out an online google form, attesting to your child's good health. Forms must be submitted no later than 7:30 a.m. Parents must record their child's temperature. Students must stay home should any COVID-19 symptoms be present, including any temperature reading of 100.4 F or higher. Parents should then seek medical advice from a healthcare provider and inform the school.

Faculty must also attest to their health every morning by using the COVID-19 Screening tool, including the submission of a temperature reading. Forms must be submitted no later than 7:30 a.m. Faculty must stay home should any COVID-19 symptoms be present, including any temperature reading of 100.4 F or higher. Faculty should then seek medical advice from a healthcare provider and inform the school.

Students or faculty exhibiting COVID-19 symptoms during the day must return home and should seek medical advice from a healthcare provider and inform the school. While waiting to be picked up from school, students with COVID-19 symptoms will stay in a separate COVID room, adjacent to the nurse's office, under the care of the nurse who will be wearing the appropriate PPE.

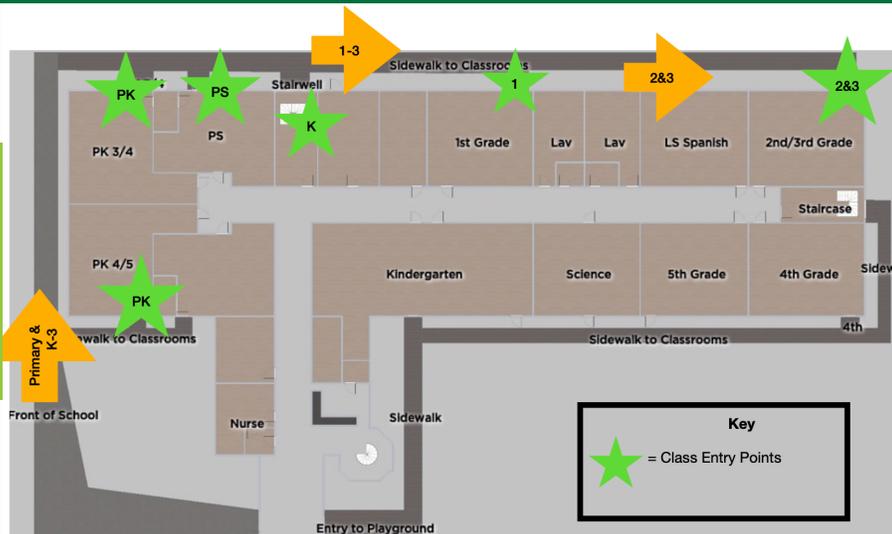


BEGINNING THE DAY

- There is no Early Bird; however, classrooms will be open starting at 7:45 a.m.
- Students should arrive between 7:45 and 8:15 a.m. Everyone arriving on campus must wear a face mask.
- When arriving at school, students must adhere to social distancing. The walkways will have signs reminding students about distancing.
- Only one parent for each student in PS, PK and K may accompany their child to the classroom door. Students in PS and PK will walk directly to the outside classroom door with a parent and be greeted by a teacher. Students in K will walk to the side stairwell with a parent and will be greeted by a teacher. Parents will not be permitted into the classrooms.
- Faculty members will be assigned to monitor students during drop-off and checkout.
- Parents of students in grades 1 through 8 should remain in their cars, unless there are extenuating factors.
- Students in grades 1 through 3 will walk to their outside classroom door, adhering to social distancing, and be greeted by their teacher.
- Students in grades 4 and 5, adhering to social distancing, will walk through the glass atrium to enter the outside classroom door by the playground and be greeted by their teacher.
- Students in grades 6 through 8, adhering to social distancing, will use the spiral staircase to go directly to their homerooms. They will not use their lockers when they arrive. Instead they will be assigned a time later in the morning to go to their lockers.

SCHOOL ENTRANCE LOCATIONS FOR EACH GRADE

Preschool - Grade 3



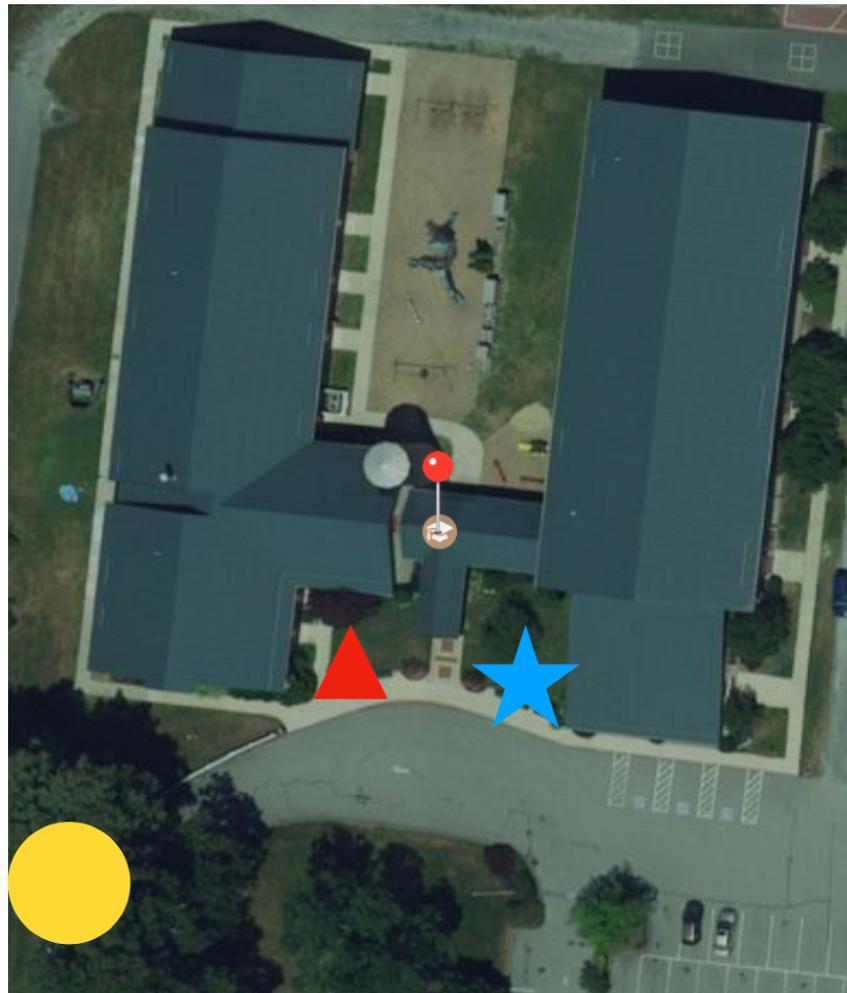
Grades 4 & 5



Grades 6 - 8



DISMISSAL LOCATIONS FOR EACH GRADE



DISMISSAL TIMES

(for students not in Athletics or Extended Day)

Time	Blue Star	Red Triangle	Yellow Circle
1:00 p.m.	PK 4/5 (Williams)	PK 3/4 (Riccio)	PS (Lambert)
2:45 - 2:55 p.m.	PK 4/5 (Williams)	PK 3/4 (Riccio)	PS (Lambert)
2:55 - 3:05 p.m.	Kindergarten	Grade 1	Grades 2 & 3
3:05 - 3:15 p.m.	Grade 4	Grade 5	
3:15 p.m.	Grade 6	Grade 7	Grade 8

DAILY ROUTINES FOR FACULTY AND STUDENTS

- Students and faculty will wash their hands throughout the day, beginning upon arrival in the morning. Hands will be washed and/or hand sanitizer will be used before and after recess, whenever using iPads or computers located within stable groups, before eating snacks or lunch, and before and after using the bathroom.
- Stable groups in Primary; PS and PK3/4 are limited to 10 students, PK4/5 is limited to 12 students, and K is limited to 15 students.
- Based on current state regulations, Lower School stable groups will consist of grouping of 15 students. Upper School stable groups will not exceed 20 students, and in most cases will be lower.
- Throughout the day, students will stay within their stable groups. In most instances, co-curricular teachers will travel to stable groups.
- Whenever feasible and educationally appropriate, classes will be conducted outdoors.

PLAYGROUND SPACES

Pennfield School has a 19-acre campus, with two playgrounds. Stable groups will be assigned to specific areas throughout campus for recess and lunch (weather permitting) and for outdoor classroom space. Stable group access to the playgrounds will rotate weekly, ensuring that no two stable groups will use the same outdoor equipment during any given week.



Procedures for students, faculty and family members who have traveled to an area with COVID-19

- Review updated CDC and the RI Department of Health information for travelers.
- Strictly follow all guidance from Health Officials.
- Inform the Front Desk before and after your travel and communicate any post-travel restrictions that are required by the RI Department of Health.

Should a confirmed case of COVID-19 enter the school, Pennfield will adhere to the following CDC's recommendations.

- Pennfield School will coordinate a response with RI Department of Health.
- Daily updates will be communicated to families and faculty on the status the situation.
- Students and faculty in the impacted stable group will be dismissed for 2-5 days and remote learning will be immediately implemented.
- Students, faculty and family members will be discouraged from gathering and socializing.
- The school building will be thoroughly cleaned and disinfected, using CDC approved methods.

PENNFIELD SCHOOL CLEANING POLICIES

(updated August 15, 2020)

- Faculty and students will be washing their hands or using hand sanitizer whenever transiting in or out of the stable group. At a minimum, this will occur hourly.
- Students will not share supplies; they will have individual kits or baskets with classroom materials.
- The week of August 17, over a three day-period, the building will be thoroughly disinfected and cleaned by Coastal Cleaning, using CDC approved materials, including electrostatic disinfection machines.
- In the event of a person with COVID-19 entering the building, all potentially impacted areas will be thoroughly disinfected and cleaned by Coastal Cleaning using CDC approved materials, including electrostatic disinfection machines.
- Nightly, the building will be cleaned and sanitized using CDC approved materials. All tables, chairs and surfaces that student may touch in classrooms will be disinfected.
- Twice during the academic day, surfaces in public area, e.g. all door handles, railings, walls that students may touch, etc. will be disinfected.
- The classroom teacher will disinfect all surfaces that the teacher has touched, prior to the space being used by a co-curricular teacher. Prior to exiting the classroom, the co-curricular will disinfect surfaces that they have touched.
- If a stable group moves to another space in the school, i.e. a tent outside, the art room, etc., all surfaces that students may touch will first be disinfected.
- In the Lower School, all equipment and manipulative materials will be disinfected prior to being used by another student.
- Hand sanitizer dispensers are located outside of all bathrooms and in all classrooms. Touch-less soap dispensers will also be in bathrooms. Fans pushing air outside or air filters will be added to bathrooms.
- After a student in the Primary Department (PS, PK3/4, PK 4/5) uses the bathroom, surfaces will be disinfected and will be thoroughly cleaned in the evening
- Bathrooms will be thoroughly disinfected mid-day and every evening.

AIR QUALITY AT THE PENNFIELD SCHOOL

by Paul Murphy, Facilities Manager
(August 4, 2020)

In response to questions regarding air quality, below are details explaining the operation and function of Pennfield School's make up air system.

- The primary function of our air flow system, as it was designed and constructed as an integral part of the building, is to provide a dedicated and continuous source of fresh outside air to interior spaces. New air is pushed in, existing air is not recirculated, rather it is exhausted outside. The system is continually operational, day and night, and is not time based.
- Each class room is individually ducted with filtered fresh air. Existing air is exhausted separately, through other ducts.
- Fresh air is filtered as it enters the building and classroom spaces. Filters are changed quarterly and regularly monitored.
- The system is designed for a closed building environment. As individual doors and windows are opened, the system cannot filter that air, however the system is still functioning and the air is still being filtered in and exhausted outside via the ducts
- In addition to our current system, a window fan will be added to each learning space to further exhaust classroom air. These fans will remain in operation throughout the winter months, but the windows will be closed at the end of the day. When appropriate and weather permitted, outside doors will also be opened in classrooms.
- The make-up air system operates independent of our boiler supplied hot water heated baseboard radiators.
- In conclusion, each class room and shared spaces are mechanically and naturally aspirated with fresh air. Natural ventilation will be augmented by fans in each class room. This combination will be continuously monitored for health and comfort.

Learning Models

Below are clarifications about in-person instruction, full remote instruction, and a hybrid model with only a few students being taught remotely while the majority are being taught in-person.

Full in-person instruction

The ideal mode for teaching and learning, as we all know, is in-person instruction. The give and take interactions and connections in dynamic classrooms, obviously, make learning more enjoyable, engaging, and productive for most students. Faculty are continually teaching students new skills and imparting knowledge and facts – but just as importantly, faculty are paying close attention to their students' emotional health and welfare. All are done more effectively when students are in class with the faculty. That said, faculty will maintain and nurture meaningful relationships with their students regardless of the mode of teaching.

Full remote instruction

Following guidance from the RI Department of Health, certain stable groups within the school may revert to full remote learning. Once the daily in-person schedule is finalized on August 24, a detailed Zoom class schedule will be determined and emailed to parents prior to the start of school. In addition to attending Zoom classes, there will be opportunities for students and parents to conference with faculty and for students to watch pre-recorded lessons. Materials will be available either through Google Classroom, Seesaw, or Bloomz depending on grade.

Hybrid model of instruction

Whenever a student is required stay home due to COVID symptoms or exposure, the student will be able to Zoom into class when lessons are being introduced and will be given opportunities to ask their teacher follow-up questions. The student, however, will not Zooming into classes for the entire day. Materials will be available either through Google Classroom, Seesaw, or Bloomz, and some lessons will be pre-recorded. Specific schedules will be based on an individual's unique situation.

N.B. When a student is ill or absent but not due to COVID, the student will not be Zooming into class. Rather, the student will be gathering materials through Google Classroom, Seesaw, or Bloomz as in the past.

If parents choose for their child to access class in this hybrid model as a personal preference after the first week of school, the student will be required to stay home for this mode of instruction in one-month increments, alerting the administration of their choice by the 25th of each month, giving faculty time to plan accordingly. We cannot allow students to switch between in-person instruction and hybrid instruction informally without consistency, since the hybrid model requires significant additional faculty preparation.

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The mission of The Pennfield School is to create an inclusive community of dedicated learners, where students are given a foundation and appreciation for the joyful pursuit of understanding, while fostering respect for oneself and others as a way of life.

CORE VALUES

- We are committed to creating an environment in which everyone is treated with kindness and respect.
- We are committed to being a joyful place, where students learn by example: the importance of honesty, integrity, generosity and humor.
- We are committed to providing a challenging and balanced curriculum, enabling our students to succeed at a wide variety of secondary schools and beyond.
- We are committed to fostering a strong partnership between faculty, students, and parents.
- We are committed to creating an inclusive culture that is diverse in make-up, is accepting of others, and helps develop a strong sense of social and community responsibility.
- We are committed to embracing the uniqueness of every member of our community and providing the individual attention needed to help each student's talents unfold.
- We are committed to providing a safe and supportive environment in which students are encouraged to take academic, artistic, and athletic risks.

The Pennfield School does not discriminate on the basis of age, gender, race, religious affiliation, non-disqualifying handicap, sexual orientation, family composition, ethnic or national origin, in the administration of its admissions, financial aid, educational policies, hiring or any of its school practices.