

COVID SAFETY PROTOCOLS

v. 13 - January 19, 2022



2021-2022 SCHOOL YEAR

PENNFIELD FAMILIES AND FACULTY,

As of January 2022, COVID is still very much on our minds, and the presence of the virus and the Omicron variant continue to impact policies, as outlined in this booklet. That said, nothing will ever dampen Pennfield's mission or our community spirit.

Pennfield's first priority is to maintain a safe learning environment, where children are cherished and appropriately challenged academically. Since September 2020, Pennfield remained open for in-person instruction, with only a few pods temporarily shifting to distance learning. Pennfield has been successful because of our collective commitment to adhering to safety protocols and for caring for each other.

During the months ahead, flexibility, patience and vigilance are key. We all play a role in keeping Pennfield open for in-person instruction. So, if a child or faculty member is sick or showing signs of COVID, staying home is the only choice.

Please read through this document with care. Science guides our decisions, and we heed the recommendations of the Rhode Island Department of Health. Of course, nothing is set in stone, during the year plenty of COVID reminders and updates will be passed along to you. In the interim, always feel free to direct questions or concerns to Karen Lambert (klambert@pennfield.org), Lower School Head, Marianne Lawless (mlawless@pennfield.org), Upper School Head, or me (rkelly@pennfield.org). We are here to help.

Thank you for entrusting your children with us.

Respectfully yours,

Rob Kelley
Head of School

FACE COVERINGS AT THE PENNFIELD SCHOOL

- Access to the building will continue to be 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 paper masks with a snug fit, or KN95 masks. Fabric masks should not be worn at this time.
- All visitors/parents must show proof of vaccination and be boosted to enter the building for special events.
- Everyone on campus is required to wear a face mask at all times, except while eating and during monitored outdoor mask breaks.
- Students will eat snack/lunch in stable groups and with proper social distancing. Once students are seated for lunch, they will be able to remove their masks. Students will bring in their own snacks, lunches, and refillable water bottles. Hot lunch is available 2 days per week for students who sign up for that option. 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, but must wear a mask at all times as well, except in special circumstances such as a phonics lesson.

Pennfield strongly encourages all students and faculty to submit a negative PCR test result for COVID upon returning to school in January, 2022. If that isn't feasible, a rapid antigen test result is acceptable.

<https://portal.ri.gov/>



SUGGESTED SUPPLIES

- 3 clean masks for each day
- Refillable water bottle
- Students in K - 8 are encouraged to bring a lightweight, outdoor chair - small to medium height. It is important that the legs are long metal tubes that won't sink into the ground.
- Students in Grades 1-8 are asked to bring ear buds or headphones.

TEMPORARY DRESS CODE CHANGES

- Because we are not able to use the locker rooms at this time, sweatshirts and athletic gear are okay to wear.
- All clothes must be clean, not torn or ripped, and in good taste.

DAILY PROCEDURES

BEFORE ARRIVING AT SCHOOL

Parents must monitor their child's health every morning. 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 will also monitor their health every morning. 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.

BEGINNING THE DAY

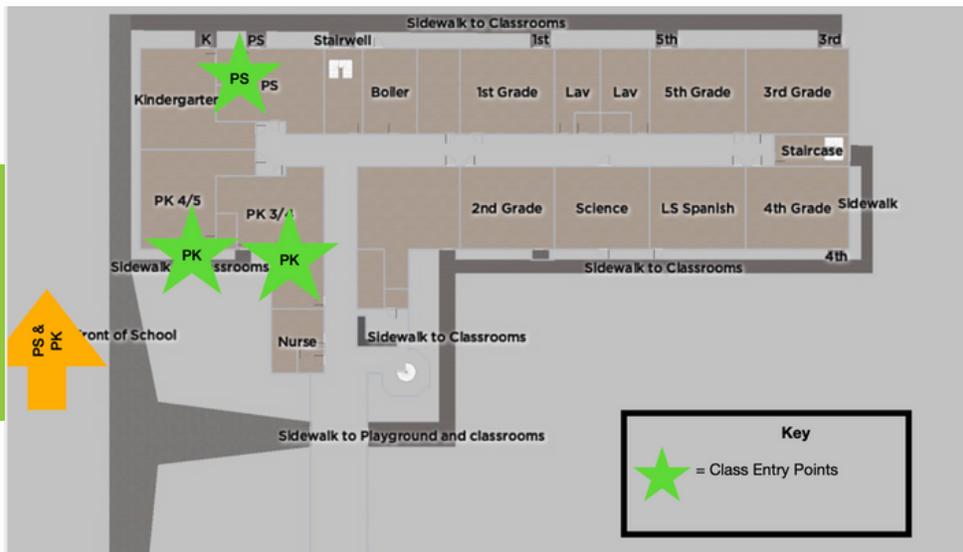
- There is no Early Bird; however, classrooms will be open starting at 7:45 a.m.
- Students should arrive between 7:45 and 8:00 a.m. Everyone arriving on campus must wear a face mask and adhere to social distancing (3 feet apart).
- Only one parent for each student in PS and PK may accompany their child 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.
- Faculty members will be assigned to monitor students during drop-off and checkout.
- Parents of students in grades K through 8 should remain in their cars, unless there are extenuating factors.
- Students in grades K, 1, 3, and 5, will walk to their outside classroom door, adhering to social distancing, and be greeted by their teacher.
- Students in grades 2 and 4, 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 to their assigned lockers and then to go directly to their homerooms.

DAILY ROUTINES FOR FACULTY AND STUDENTS

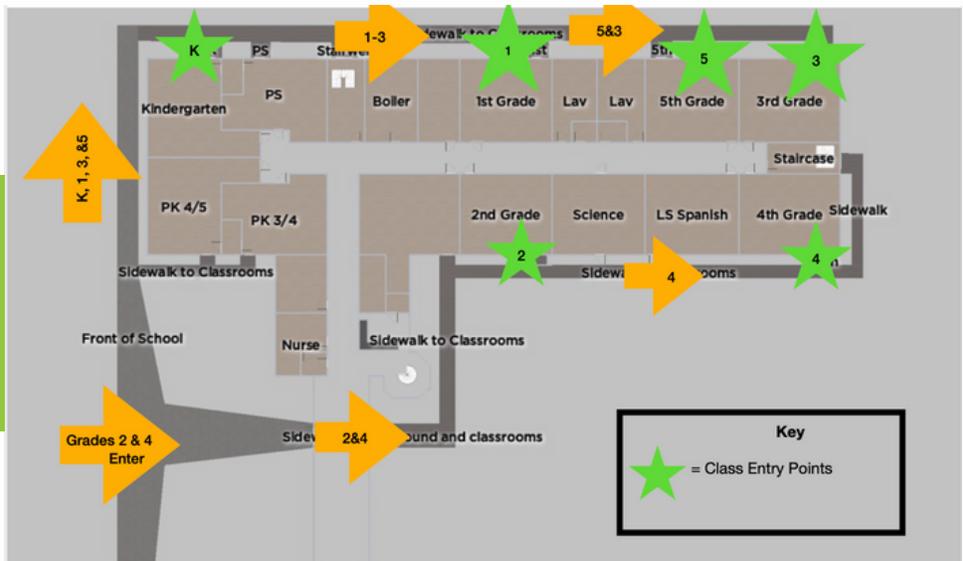
- Students and faculty will wash their hands throughout the day, beginning upon arrival in the morning. Hands will be washed and/or hand sanitizer will be used before and after recess, whenever using iPads or computers located within stable groups, before eating snacks or lunch, and before and after using the bathroom.
- Throughout the day, students will stay within their stable groups.
- Whenever feasible and educationally appropriate, classes will be conducted outdoors.

SCHOOL ENTRANCE LOCATIONS FOR EACH GRADE

Preschool and Pre-K



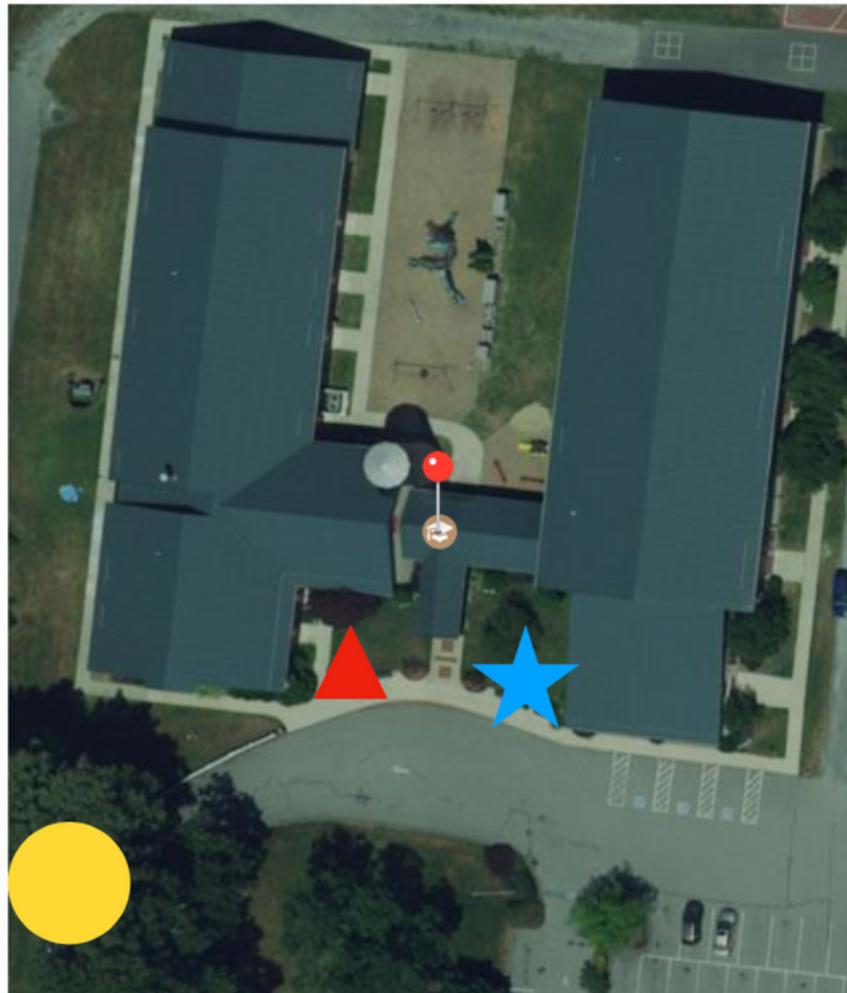
Grades K-5



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 (D'Eramo)	PS (Lambert)
2:45 - 2:55 p.m.	PK 4/5 (Williams)	PK 3/4 (D'Eramo)	PS (Lambert)
2:55 - 3:05 p.m.	Grade 2	Grade 1	Kindergarten
3:05 - 3:15 p.m.	Grade 4	Grade 3	Grade 5
3:15 p.m.	Grade 6	Grade 7	Grade 8

Travel Guidelines

Currently, out of state domestic travel and international travel for vaccinated and unvaccinated individuals are allowed, but strongly discouraged. We recommend **unvaccinated individuals** get a PCR and/or antigen test 5 days after any out of state travel, and we recommend that **vaccinated individuals** get a PCR and/or antigen test at day 5, upon return as well.

If you are not vaccinated, but have recovered from COVID-19 in the past 90 days, you do not need to get tested, or quarantine after arrival in Rhode Island when traveling within the US and US territories.

ALL travelers should monitor for symptoms for 14 days after travel. If you develop symptoms, isolate at home away from others and get tested right away.

Everything is subject to change based upon the CDC and RIDOH recommendations. For more information, refer to the RIDOH website: <https://covid.ri.gov/covid-19-prevention/travel-tofrom-ri>

Pennfield strongly recommends all students and faculty to be tested for COVID regularly. If you are testing regularly just as a safety precaution you do not need to stay home while awaiting your results

Use this Link to schedule a test: <https://portal.ri.gov/>

Results can be emailed to our school nurse (nurse@pennfield.org).

Think your child is experiencing symptoms? When to Stay Home and Test for COVID-19

Email all health related questions to nurse@pennfield.org. If anyone in your home is a close contact, scheduled to take a PCR or antigen test, or diagnosed with COVID, the nurse must be notified. If your child is sick, please inform the nurse of your child's symptoms.

Anyone (vaccinated and unvaccinated) with one of these symptoms, must stay home and take a PCR test:

- New cough
- Difficulty breathing/Shortness of breath
- New loss of taste or smell

Anyone (vaccinated and unvaccinated) with two or more of these symptoms, must stay home and take a PCR test:

- Fever or Chills
- Fatigue
- Muscle aches
- Headache
- Sore throat
- New runny nose or congestion
- Nausea or vomiting
- Diarrhea

The individual tested may return to school with proof of a negative COVID test. Unvaccinated siblings may continue to come to school while awaiting PCR test results.

Use this Link to schedule a test: <https://portal.ri.gov/>

These guidelines are the same as previous years.

STAY HOME IF:

- Increased temperature (100.4) - stay home until symptoms have resolved without the use of antipyretics (fever-reducing medication) for 24 hrs.
- Diarrhea - stay home until resolved
- Vomiting - stay home until resolved

A negative covid test does not mean your child is 100% healthy from other viruses. Keep your child at home until they are feeling well.

Close Contacts of Individuals with a Positive COVID Test

We are defining fully vaccinated as someone who:

- is at least 2 weeks out from receiving their booster shot, OR
- within 6 months of receiving their 2nd round of Moderna shots, OR
- within 5 months of receiving their 2nd round of Pfizer shots, OR
- within 2 months of receiving their J and J shot, OR
- **any child age 5 - 17 years old who has completed the two-dose primary series of Pfizer or Moderna more than 14 days prior to exposure date.**

UNVACCINATED CLOSE CONTACTS

- The last day of exposure is considered day 0.
- Close contacts should try their best to take a PCR or antigen test from a testing site upon finding out they are a close contact, and then they need to take a test at day 5. They need to quarantine for 5 days from last exposure and may return to school at day 6, with proof of the recent negative COVID test taken from a testing site. When they return to school, they will need to take an antigen test, administered by the school nurse at Pennfield, before going to their classroom.
- Household contacts of someone who is positive must quarantine for **5 days from last day of exposure**. They should take a PCR and antigen test immediately if possible, and then again on day 5. On day 6, they may return to school but need to take an antigen test at Pennfield, administered by the school nurse before going to their classroom.
- Family members of a person taking a PCR and/or antigen test may continue to come to school while family members are waiting for test results.
- All PCR and antigen tests taken on day 5 need to be administered at a testing site. Self-tests may not be used.

VACCINATED CLOSE CONTACTS

- The last day of exposure is considered day 0.
- Close contacts may continue to come to school while monitoring symptoms. If they develop symptoms, they should stay home and take a PCR test; however, they no longer need to get tested at day 5 of exposure if symptom-free.
- Household contacts of someone who is positive must quarantine for **5 days from when the family member started showing symptoms or tested positive**. They should take a PCR and antigen test immediately if possible, and then again on day 5. On day 6, they may return to school but need to take an antigen test at Pennfield, administered by the school nurse before going to their classroom.
- Family members of a person taking a PCR and/or antigen test may continue to come to school while family members are waiting for test results.
- All PCR and antigen tests taken on day 5 need to be administered at a testing site. Self-tests may not be used.

Close contacts who have been diagnosed with COVID-19 during the past 90 days do not need to quarantine.

HOWEVER:

ALL close contacts MUST wear a KN95 mask for 10 days after last exposure.

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.
- Updates will be communicated to families and faculty frequently on the status the situation.
- If a positive case is found during school day in your child's pod, you will be contacted to pick up your child and the space will be thoroughly sanitized. You will be informed about the status of the class returning once the school has reviewed the data per RIDOH guidelines.
- If the school is informed about a positive case after school hours, the pod may be closed for at least the following day until the team connects with RIDOH. Check your emails each night (no later than 9 p.m.) and morning, prior to school, to make sure your child's class has not been affected.
- Individuals who are symptomatic and test positive will isolate for at least 5 days since symptoms first appeared and will not return to school until fever free for 24 hours and with other symptoms improving. Asymptomatic individuals must quarantine for 5 days from the date of their positive test. Upon returning to school, all students (both symptomatic and asymptomatic) will take an antigen test, administered by the school nurse at Pennfield before going to their classroom and must wear a KN95 mask for an additional 5 days. If the antigen test is positive, the student will need to continue to quarantine though day 10.
- Unvaccinated close contacts of individuals with a positive COVID test, or any adult who received their 2nd Moderna dose more than 6 months ago and is not boosted (5 months for Pfizer, 2 months for J&J), will need to quarantine for 5 days from last day of exposure. All unvaccinated direct contacts should try to get tested immediately if possible, and then must be tested again on day 5. They may return to school on day 6, but will take an antigen test, administered by the school nurse at Pennfield, before going to their classroom. Close contacts who do not want to test may choose to quarantine for the full 10 days.
- Fully vaccinated close contacts do not need to quarantine, but they must wear a KN95 mask at all time for 10 days. If they develop symptoms they should do a PCR test. Close contacts who have been diagnosed with COVID-19 during the past 90 days and completed their isolation do not need to quarantine, but should wear a KN95 mask at all times for 10 days.
- All household contacts of a positive individual will begin a 5 day quarantine period. If vaccinated, quarantine begins when the family member started showing symptoms or tested positive. If unvaccinated, quarantine begins on the last day of contact with the isolated individual. They must take a PCR and antigen test on day 5 (self-tests may not be used). Students will take an antigen test, administered by the school nurse at Pennfield before going to their classroom and must wear a KN95 mask for an additional 5 days.
- Pennfield faculty and students who have quarantined or who have tested positive must be cleared by the school nurse before returning to school. Individuals who are taking a PCR or antigen test or have quarantined will be closely monitored for symptoms for 14 days.
- All PCR and antigen tests must be administered at a testing site or pharmacy. Self-tests may not be used.
- ALL contacts will need to wear a KN95 mask until 10 days after last exposure.

PENNFIELD SCHOOL CLEANING POLICIES

- 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.
- During extended breaks (such as Summer and Winter vacation), 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.
- During the academic day, surfaces in public area, e.g. all door handles, railings, walls that students may touch, etc. will be disinfected.
- At the end of each day, classroom teachers will thoroughly disinfect all desks and shared spaces.
- In the Lower School, all equipment and manipulative materials will be disinfected nightly.
- 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 have been added to bathrooms.
- Bathrooms will be thoroughly disinfected mid-day and every evening.

AIR QUALITY AT THE PENNFIELD SCHOOL

by Paul Murphy, Facilities Manager

In response to questions regarding air quality, below are details explaining the operation and function of The 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 classroom 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 classroom and shared spaces are mechanically and naturally aspirated with fresh air. Natural ventilation will be augmented by fans in each classroom. 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. Parents and students will be provided with a detailed Zoom class schedule. 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

Only students at home due to a positive COVID test result, or deemed a direct contact, may Zoom into class after seeking approval from Mrs. Lambert or Dr. Lawless. Faculty will have 24 hours to prepare for Zoom classes. As always, students at home will access homework and activities via Seesaw, Bloomz, or Google Classroom.

Voluntary travel is discouraged during the school year. Should you need to travel and thus become subject to quarantine post-travel, please contact Mrs. Lambert or Dr. Lawless for guidance on missed work.



Contact Information

Rob Kelley**Head of School**

rkelley@pennfield.org

work: 401.849.4646 x201

cell: 401.808.9354

Kristin Emory**Head of External Affairs****Director of Admission**

kemory@pennfield.org

401.849.4646 x147

Marianne Lawless, Ed.D.**Head of Upper School**

mlawless@pennfield.org

401.849.4646 x206

Karen Lambert**Head of Lower School**

klambert@pennfield.org

401.849.4646 x119

Iris Bohensky**Front Desk**

frontdesk@pennfield.org

401.849.4646

School Nurse

nurse@pennfield.org

401.849.4646 x104

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.