



PINEWOOD PREPARATORY SCHOOL

RETURN TO CAMPUS GUIDE 2021-2022

CREATED AUGUST 2021



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PART 1: PILLARS

Thank you for taking the time to read this guide. As we are all well aware, the ongoing COVID-19 situation has created numerous disruptions to Pinewood's normal operations and to our daily lives. The goal of the Return to Campus Committee (RCC) is to ensure a safe and healthy opening for all members of the Pinewood community while also preserving as much of the Pinewood experience as possible. Information on the virus and subsequent recommendations from various officials and health organizations changes constantly. As a result, these guidelines are meant to represent feasible mitigation efforts and operational adjustments that meet current needs. Given the unprecedented nature of this virus, updates and revisions are most likely inevitable and the school will communicate changes in policy or procedures accordingly. It is important to recognize that no scenario fully eliminates complete risk. The guidelines outlined herein are intended to mitigate exposure.

The Importance of Partnership

Connectedness is a vital part of the Pinewood experience. While we may not be in close contact these days, we are relying on each of you to come alongside us and be a partner in our efforts to open successfully. The next few pages of content will detail how each member of the Pinewood community can partner with us in the weeks and months to come. You can expect an emphasis on accountability, which supersedes individual preferences for the well-being of the entire community. In the true spirit of Pinewood, we are confident that we can and will rally together to overcome this time of disruption. We cannot wait to see each of you soon!

PART 1: PILLARS

Pinewood's Return to Campus Committee will continue to place these three key pillars as a priority to continue to keep the School open:

1. Place the safety and health of our community members first and limit the spread of Covid
2. Maintain an in-person learning environment in order to value the integrity of the School's Mission
3. Minimize interruptions to School operations



PART 2: PROCESS

PINEWOODS RETURN TO CAMPUS COMMITTEE (RCC) COMPRISES OF THE FOLLOWING MEMBERS:

- Dr. Daniel Seiden, Head of School
- Mrs. Rhett Frampton, Head of Lower School
- Dr. Angie Ringley, Head of Middle School
- Mrs. Babette Hamilton, Head of High School
- Mr. Brendan Diffley, Director of Guidance and College Counseling
- Mrs. Anna Bright, School Psychologist
- Nurse Jessica Litchfield, School Nurse
- Mrs. Janice Martin, Facilities/Events Manager
- Mr. Herman McNeill, Director of Food Service
- Ms. Devon Gregory, Safety & Security Coordinator
- Mr. Daniel Shirley, Communications Specialist
- Mrs. Aimee Soyka, Director of Technology
- Mrs. Julie Londergan, Chief Financial Officer
- Mr. J.W. Myers, Athletic Director

The RCC was intentionally structured to incorporate perspectives that span the full range of programming and operations.

PART 3: POLICIES & PROCEDURES

Note: Pinewood Preparatory School (PPS) aims to again successfully reopen our school for in-person, full-time education for the scholastic and social development of our students. These Policies & Procedures were developed based on current research and recommendations from health organizations, as well as local, state, and national authorities. The fluid nature of this situation may necessitate a change. If so, this document will be updated accordingly.

Health and Wellness

It is our plan to employ a layered prevention strategy as recommended by DHEC to reduce the transmission of COVID-19. Our prevention strategies will focus on the following:

- Vaccination
- Masks
- Contact Tracing / Isolation / Quarantine
- Family Expectations & Illness Reporting
- Modification of Day-to-Day Operations, Movement Around Campus, & Campus Dining
- Facilities Support / Ventilation
- Extracurricular Activities

All policies and procedures listed under this subheading are intended to prevent the transmission of COVID-19. Families, faculty, and staff members must act in the best interest of the Pinewood community in applying these practices.

PART 3: POLICIES & PROCEDURES

Masks

Like DHEC, Pinewood recognizes and respects that mask use cannot be mandated per the SC General Assembly.

We will promote an optional mask policy in which parents and students are encouraged to engage in conversation with their healthcare providers regarding risks and benefits of masks based on individualized risk factors with informed choices based on shared decision-making.

All people in the school setting will be allowed to wear a mask if they wish with a zero-tolerance policy in place to ensure students and staff members are not bullied or criticized for any mask-related choice.

When worn, masks should be worn and removed consistent with best practices and in compliance with specifications as outlined by Pinewood's Uniform Policy.



CONTACT TRACING / ISOLATION / QUARANTINE

Contact tracing: The practice of identifying, notifying, and monitoring individuals who may have had close contact with a person determined to be a confirmed or probable case of an infectious disease as a means of controlling the spread of infection.

Isolation: A practice used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected.

Quarantine: A practice used to separate people who are close contacts of someone with a contagious disease, like COVID-19, from others for a period of time to see if they become sick.

Adult close contact: Someone who was within 6 feet of an infected person (laboratory-confirmed or a clinically compatible illness) for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes) from 48 hours prior to symptom onset (or specimen collection for an asymptomatic infected person) of the infected person

Student close contact: Students within 3 feet of an infected student for a cumulative total of 15 minutes or more over a 24-hour period from 48 hours prior to symptom onset (or specimen collection for an asymptomatic infected person) of the infected student.

Fully vaccinated: A person is considered fully vaccinated, ≥ 2 weeks following receipt of the second dose in a 2-dose series, or ≥ 2 weeks following receipt of one dose of a single-dose vaccine.

PART 3: POLICIES & PROCEDURES

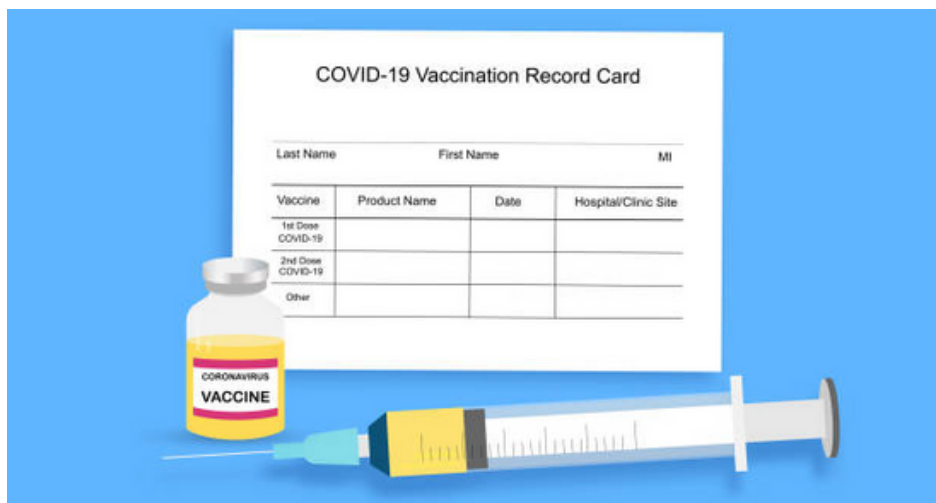
Guidance

While masks among unvaccinated individuals aged two years and older is strongly recommended, the presence or absence of masks does not affect the DHEC definition of a close contact for K-12 (i.e., an individual can still qualify as a close contact regardless of wearing a mask).

Isolation is required for all cases of COVID-19.

Quarantine is required for an individual who has been a close contact (within 3 feet for students or 6 feet for adults, for at least 15 minutes cumulatively over a 24-hour period) of someone who is determined positive with COVID-19 either through testing or symptom consistent diagnosis, with the following two exceptions:

- Individuals who are fully vaccinated and do not have symptoms do NOT need to quarantine after a close contact.
- People who have tested positive (PCR or antigen test) for COVID-19 within the past 3 months and recovered and do not have symptoms do NOT need to quarantine.



PART 3: POLICIES & PROCEDURES

Guidance

Fully vaccinated staff who were in close contact with someone who has COVID-19 but do not have COVID-19 symptoms do not need to quarantine unless they develop symptoms. **Individuals may voluntarily choose to provide documentation to their full vaccination status to eliminate the need for quarantine.** Fully vaccinated people are recommended to get tested 3-5 days after exposure, even if they do not have symptoms. If fully vaccinated people test negative, masks may not be indicated. These individuals should also continue to monitor for symptoms daily and throughout the day, practice social distancing to the extent possible, practice good hand hygiene, and clean frequently touched surfaces often until 14 days after exposure.

For a person who is not fully vaccinated and has been in close contact with someone with COVID-19, the person may return to school after completing up to 14 days of quarantine. The 14 days of quarantine begin after the last known close contact with the COVID-19 positive individual. Alternatively, the person may complete a 10-day quarantine if the person is not presenting symptoms of COVID-19 after daily at-home monitoring, or they may complete 7 days of quarantine if they report no symptoms during daily at-home monitoring, and the individual has received results of a negative antigen or PCR/molecular test on a test taken no earlier than day 5 of quarantine. If quarantine is discontinued before day 14, the individual should continue to monitor symptoms and strictly adhere to all non-pharmaceutical interventions (e.g., wear a mask, practice social distancing) through 14 days after the date of last exposure.

Please note: We will notify families of known close contacts regardless of vaccination status.

PART 3: POLICIES & PROCEDURES

Family Expectations & Illness Reporting

All Pinewood families and faculty and staff members are asked to be vigilant toward any potential COVID-19 symptoms and keep themselves or their students home when deemed necessary. <https://pw-sc.client.renweb.com/pwr/>

Signs / Symptoms of COVID-19 & Attendance

All Pinewood families, faculty, and staff members are asked to be vigilant toward any potential COVID-19 symptoms and keep themselves or their students home when deemed necessary.

Individuals should remain out of school if they have any of the following with or without fever:

- Shortness of breath or difficulty breathing -or -
- Loss of taste or smell -or -
- New or worsening cough.

***If these symptoms are explainable by an underlying condition (such as shortness of breath for an individual with asthma) exclusion may not be necessary and should be discussed with the school nurse.

Other COVID-19 symptoms may include:

- fever,
- chills,
- fatigue,
- muscle or body aches,
- headache,
- sore throat,
- congestion or runny nose,
- nausea/vomiting, -and/or-
- diarrhea.

(continued on next page)

PART 3: POLICIES & PROCEDURES

Anyone with any combination (2 or more) of these 'other' symptoms with or without fever should also remain home and contact the school nurse to discuss clearance for return to campus.

A person can spread the virus up to two (2) days before they have any symptoms, but many COVID-19 cases show no symptoms at all. To stress the importance of staying home for any COVID-related concern, absences will be excused, and students will not be recognized for perfect attendance this school year.

At-Home Testing

To ease frustration related to limited test site availability, we will accept results of home testing. The success of our school year depends on honest reporting and proper testing technique.

We will rely on the well-established expectations of Pinewood's Honor Code to guide honesty with respect to reporting accurate results. If any member of our community is uncertain of technique for proper at-home testing, the school nurse will be available as a guide.

We strongly recommend confirmatory testing for symptomatic individuals with a positive at-home test. At-home tests may NOT be used as proof of immunity for 90 days following an active infection, which is one reason that confirmatory testing is so important.

We also recognize, as with all rapid tests, there is a higher probability of false positives for asymptomatic individuals using the test for screening purposes. Thus, we will also strongly recommend confirmatory testing for any asymptomatic individual who tests positive.

PART 3: POLICIES & PROCEDURES

Contact Tracing

We are closely monitoring viral activity within the community with careful contract tracing at Pinewood. Any member of the community deemed to be a close contact (as defined by SC DHEC) will be notified with quarantine options discussed.

Quarantine

Fully vaccinated individuals will not be required to quarantine if proof of immunization has been provided. We will strongly encourage these individuals to wear a mask and self-monitor closely for any new symptom onset.

Pinewoods continues to allow for 3 possible quarantine options.

1. A quarantined individual may return after day 7 of quarantine with a negative COVID test no earlier than day 5 of quarantine.
2. If one would rather forgo testing, he or she may return after day 10 of quarantine.
3. One may also choose to complete a full 14-day quarantine.

Return from all three options of quarantine requires one to remain symptom-free.

PART 3: POLICIES AND PROCEDURES

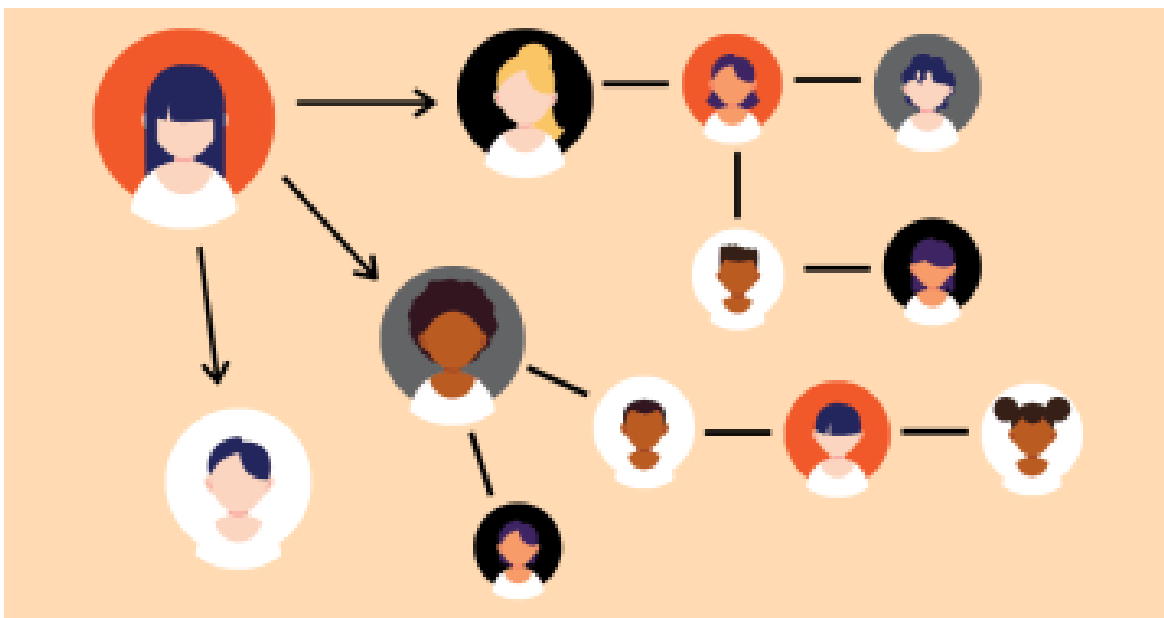
Isolation

Anyone testing positive for COVID-19 will need to remain out of school for 10 days from the initial date of symptom onset. Again, we will rely on the expectations outlined by Pinewood’s Honor Code with respect to reporting symptom onset. One should be free of fever for at least 24 hours (without the use of fever-reducing medication) with all other symptoms improving.

Positive Household Contacts

Any symptomatic person residing in a household with a member of the family testing positive will be considered ‘presumed positive’ and will be asked to isolate at home for 10 days from date of symptom onset with return when fever-free for at least 24 hours with all other symptoms improving.

Asymptomatic individuals residing in a household with a member of the family testing positive should also remain home. Day 1 of quarantine starts when the affected family member is no longer contagious (Day 11 following symptom onset for the affected family member = Day 1 of quarantine of the asymptomatic individual). Quarantine options, as listed above, would then apply with testing as indicated.



PART 3: POLICIES & PROCEDURES

It will be essential for everyone to do their part to ensure a successful reopening. It is extremely important that families are educated on what to look for, what to do if in contact with someone who tests positive, and what constitutes “contact.”

Families should be accountable for ensuring that their children are symptom-free and not putting themselves, or others, at harm. Anyone found to intentionally violate our Covid safety guidelines and put others at risk may be asked to meet with the Head of School to discuss continued enrollment.

Lower School families will be asked a quick series of questions at morning drop-off to verify that students are not experiencing any flu/Covid-like symptoms and have not been in contact with anyone who has tested positive for Covid. Upper School students will be asked similar screening questions in their morning advisement.

Students who are sent home from school due to virus-like symptoms are expected to remain home for 48 hours and communicate with the school nurse to coordinate a safe return to campus.

In the event that a student or faculty/staff member tests positive for COVID-19, contact tracing and facility sanitization will need to take place. Each case must be considered individually and will determine the length of time that we suspend in-person activity. The administration will act in accordance with HIPAA privacy laws. Based on the level of exposure, virtual learning may be limited to a specific grade level, division, or the entire student body.

PART 3: POLICIES & PROCEDURES

Day-to-Day Operations

Drop-Off/Pick-Up: Parents must remain in their vehicles during drop-off and pick-up time. Additional personnel will be on hand during drop-off and pick-up to assist students. All parent “waiting areas,” such as the front lobby and breezeway area, will be discontinued while these protocols are in place.

Handwashing will remain an essential part of daily programming. Teachers will frequently ask students to wash hands based on their activity. Hand sanitizer will always be available for use in conjunction with handwashing.

Campus Visitors: All campus visitors should follow all posted safety guidelines.

Signing In/Out & Front Office: In order to maintain proper distancing protocols, only one guest at a time will be permitted in the Front Office (parents may enter along with small children, but only one family at a time should enter). Please allow extra time during student and visitor sign-ins/outs as a result of this new policy.

Students who come to the Nurse’s Office with virus-like symptoms will remain in a separated space until the time of their dismissal, either self-transported or awaiting parent pickup.

Individuals being assessed or dismissed from attendance due to respiratory symptoms will be required to wear a face covering while in designated healthcare areas (i.e., the school nurse’s office) and when transiting to/from these areas.

PART 3: POLICIES & PROCEDURES

Movement Around Campus

Classroom teachers will monitor hallways for safety and flow during class changes. Locker access will be limited. Students will need to get in the habit of only using lockers at their designated times, which will be communicated to students in their morning advisement and segmented by grade level.

Campus Dining

Students will be encouraged to eat in the outdoor dining area or other outdoor spaces as much as possible.

Viral trends will be monitored closely with further adjustments as indicated.

Facilities Support / Ventilation

Air filters across campus will be replaced at a higher frequency. Over 114 air purifiers will be installed throughout campus spaces. Students (with the exception of those participating in athletics/extracurriculars, Pinewood Plus, or Connect) must leave campus by 3:30 p.m. each afternoon to enable the evening cleaning crew to begin cleaning.

Extracurricular Activities

Extracurricular activities to include assemblies, field trips, on-campus activities, etc., will continue according to the policies and procedures listed above.

WE LOOK FORWARD TO A SAFE AND HEALTHY 2021-2022 SCHOOL YEAR!

