

# *Pinewood*

PREPARATORY SCHOOL



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REOPEN



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**2020-2021 RETURN TO CAMPUS GUIDE**

revised October 8, 2020

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**Pinewood is an independent college preparatory school dedicated to academic excellence and character development. Through the core values of risk, truth, and exploration, the School enriches community - locally and globally.**

**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 has identified three key pillars in the School's reopening process:
  1. Place the safety and health of our community members first and limit the spread of illness
  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



### ◇ Pinewood's Return to Campus Committee (RCC) is comprised 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
- Mrs. Angela Billingsly, School Nurse
- Mrs. Janice Martin, Facilities/Events Manager
- Mr. Herman McNeill, Director of Food Service
- Ms. Devon Gregory, Safety & Security Coordinator
- Ms. Brooks Hearn, Director of Advancement
- Mrs. Aimee Soyka, Director of Technology
- Mrs. Julie Londergan, Chief Financial Officer

The RCC was intentionally structured to incorporate perspectives that span the full range of programming and operations. In addition to our internal personnel, the administration consulted with multiple medical professionals representing a wide range of expertise.

### ◇ Timeline & Rollout

- **July 20, 2020:** The RCC finalizes the Return to Campus plan
- **July 23, 2020:** The RCC begins implementation of the policies and procedures listed in this plan
- **August 10-12, 2020:** All Pinewood faculty and staff undergo training on Return to Campus policies and procedures
- **August 13, 2020:** All Pinewood students undergo training on health and hygiene protocols to include hand washing, coughing/sneezing, and mask-wearing
- **Ongoing:**
  - The RCC monitors COVID-19 trends and statistics and makes adjustments to the Return to Campus plan as needed
  - Students, families, faculty, and staff receive communications and training on any new or updated protocols

## PART 3: POLICIES & PROCEDURES



*Note: These Policies & Procedures were developed based on current research and recommendations from health organizations and local, state, and national authorities. The fluid nature of this situation may necessitate a change. If so, this document will be updated accordingly.*

### ◇ Health & Wellness

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.

#### ■ Masks/Face Coverings

- Masks and face coverings are intended to protect the wearer and others, including faculty and staff members essential to the School's operations.
- Pinewood requires all students to bring a mask or face covering to school with them.
- All families are strongly encouraged to do their due diligence and order coverings that are appropriate for their child(ren)'s age(s) in an effort to ensure both proper protection and comfort.
- Lower School students are not expected to wear masks throughout the entirety of the school day; however, there may be occasions in which teachers advise them to be worn based on the nature of the lesson and activity.
- Middle and High School students must wear a mask or face covering in any environment where distancing of 6' or greater is not possible.
- Masks or face coverings such as translucent shields are required for faculty and staff members. If teachers can keep a distance of 6' or greater during instructional time, they may remove their mask or face covering.
- Every teacher has the right to require masks or facial coverings in their respective classrooms. The safety of faculty members is deserving of students' full support and cooperation.
- Masks or face coverings must be worn in the hallways, during transitional periods, or other indoor spaces outside of the classroom.
- The Centers for Disease Control and Prevention (CDC) offers best practices on how to safely wear and remove a mask:
  - ▷ Wash your hands before putting on your face covering
  - ▷ Put it over your nose and mouth and secure it under your chin
  - ▷ Try to fit it snugly against the sides of your face
  - ▷ Make sure you can breathe easily

## PART 3: POLICIES & PROCEDURES (CONTINUED)

- ▷ Untie the strings behind your head or stretch the ear loops
- ▷ Handle only by the ear loops or ties
- ▷ Fold outside corners together
- ▷ Place covering in the washing machine ([learn more about how to wash cloth face coverings](#))
- ▷ Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.
- Pinewood’s Uniform Policy will be updated to give specifications on masks and face coverings.
- **Social/Emotional Wellness**
  - Pinewood has two professional counselors on staff for any student facing concerns related to COVID-19.
  - Resources for parents and students will be made available throughout the school year. All resources will be housed on Pinewood’s [COVID-19 Updates page](#) under “News from the Guidance Department.”
  - Middle and High School students and faculty will engage in guided discussions about the COVID-19 response and stress management during advisement periods.
  - COVID-bullying in any form, at any level, will not be tolerated at Pinewood. This behavior includes mocking or making any detrimental comments toward others in reference to mask-wearing, virus exposures, etc.
- **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.
    - ▷ As per [SC DHEC](#), symptoms include: fever; chills; repeating shaking with chills; cough; sore throat; shortness of breath or difficulty breathing; new loss of taste or smell; muscle pain or soreness. Additional findings have also shown that GI issues such as diarrhea could be a symptom of COVID-19.
    - ▷ In an effort to stress the importance of staying home if experiencing any COVID-19 symptoms, students will not be recognized for perfect attendance this school year.
  - 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.”

## PART 3: POLICIES & PROCEDURES (CONTINUED)

All families should familiarize themselves with [SC DHEC's COVID-19 Contact Guidance](#).

- Temperature Checks: The school nurse will be conducting spot-checks throughout the course of the day. 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 this good faith effort will 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 symptoms and have not been in contact with anyone who has tested positive.
  - 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.
  - Any student, faculty, or staff member who has someone in their household who tests positive for COVID-19 may not return to campus for 14 days from the date of the positive test results.
  - It is incumbent upon families to do their due diligence when researching destinations and making travel plans. You should have a clear understanding of any restrictions, testing requirements, or quarantine expectations associated with your particular destination. Given the challenges of this virus, and our obligation to mitigate risk throughout the community, Pinewood reserves the right to require a negative test result or period of quarantine should circumstances warrant such a precaution. However, the primary responsibility rests with each family being conscientious about their respective travel activity.
  - 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.
- **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.

## **PART 3: POLICIES & PROCEDURES (CONTINUED)**

- Handwashing will be an essential part of the Lower School daily programming. Teachers will frequently ask students to wash hands based on their activity. All students will participate in handwashing before and after playground usage and before eating (lunch and snacks). Hand sanitizer will always be available for use in conjunction with handwashing.
- Campus Visitors: All campus visitors, including parents and other guests, are expected to wear a mask and practice social distancing while on campus.
- 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.
- **Movement Around Campus**
  - All students must wear masks or face coverings during class changes and before and after school.
  - Classroom teachers will monitor hallways for safety, flow, and proper distancing during class changes.
  - The Middle/High School bell schedule has been adjusted to allow for more time between classes so students can properly distance themselves.
  - 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.
  - Lower School class routes to locations such as the cafeteria will be adjusted to alleviate crowding.
- **Campus Dining**
  - Cafeteria staff will wear masks or face coverings at all times.
  - Cafeteria staff will adjust seating arrangements to allow time for proper cleaning and sanitizing between groups.
  - Students will be encouraged to eat in the outdoor dining area or other outdoor spaces as much as possible.
  - Middle and High School students will wear masks in dining lines.

## PART 3: POLICIES & PROCEDURES (CONTINUED)

- Lower School will go through the line and eat at tables with their class. Teachers and staff will monitor distancing throughout the process. The cafeteria will include special markings to support distancing and traffic flow.
- Additional sneeze guards and hand sanitizer stations will be installed in Coursey Cafe.
- Silverware and condiments will be issued by the cafeteria staff. All shared pickup bins and receptacles will be discontinued.

### ◇ Academics

#### ■ Technology

- The pandemic has challenged everyone to reconsider what it means to be “a modern day learner.” Perhaps the single greatest area for recalibration involves the role of technology in our educational lives. In alignment with our Strategic Plan, Pinewood will intentionally integrate digital devices and consistent use of educational platforms to meet the needs of our students, teachers, and families. By incorporating digital elements into our traditional in-person curriculum, students will bolster both their technological confidence and competence, which will serve them well in the event that we must transition to virtual learning. In-person instruction is invaluable; however, we recognize the opportunity for technology to complement our mission-driven programming. The Technology Committee has provided significant recommendations that families will want to familiarize themselves with in preparation for the school year. Rest assured, further communications will be shared in the coming weeks that specifically address important technology changes.
- The [2020-2021 Technology Handbook](#) addresses technology and virtual learning at Pinewood for students of all grade levels. Please refer to this comprehensive guide that outlines all of the following:
  - ▷ Personal Devices
  - ▷ Educational Platforms
  - ▷ Guidelines and Expectations
- Virtual Learning: Pinewood adopted a virtual learning plan in response to the onset of COVID-19 in spring 2020. As a result, the School’s administration saw an opportunity to enrich the existing in-person experience with virtual learning methods. Under the guidance of its newly established Director of Virtual Learning, Pinewood will expand virtual learning options for students and develop a more agile response to any future disruptions to in-person learning (for instance,

## PART 3: POLICIES & PROCEDURES (CONTINUED)

severe weather).

- College counseling remains a vital part of Pinewood's High School experience. College counseling programming will adapt to colleges' suspension of group tours by offering on-campus virtual admissions visits with college representatives.

### ◇ Programming & Operations

#### ■ Facilities

- Pinewood's facilities team has expanded over the past year with new team members. This expansion, along with prioritized virus-related responsibilities, enables the team to respond to the increased demands created by virus mitigation.
- Air filters across campus will be replaced at a higher frequency.
- Additional cleaning measures will be implemented, to include:
  - ▷ All door handles leading in/out of school buildings will be wiped down after the start of each class.
  - ▷ The main door handles - used by all campus visitors - will be wiped down hourly by the day porter/facilities team and/or when visitors exit.
  - ▷ Classroom teachers will clean door handles and desks with disinfecting wipes.
  - ▷ Faculty and staff members will have disinfecting wipes to wipe doors and other high-touch areas as needed.
  - ▷ Hand sanitizer will be provided at all points of entry.
  - ▷ 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.
  - ▷ The facilities team will remain in constant communication with the evening cleaning crew to ensure continuity in after-hours cleaning efforts.

#### ■ Athletic Activities

- Pinewood Athletics has followed the guidance of the South Carolina Independent School Association (SCISA) Athletics Department in implementing a return-to-activity schedule.
- [Click here](#) to view the SCISA Athletics Return to Practice/Play plan.

#### ■ Extracurricular Activities

- On-campus extracurricular activities will continue according to the same policies and procedures listed above.
- Pinewood will follow any guidance from SCISA pertaining to SCISA-sanctioned

## PART 4: RESOURCE DOCUMENTS



- ◇ [American Academy of Pediatrics: Guidance for School Re-Entry](#)
- ◇ [Centers for Disease Control and Prevention: How to Wear Cloth Face Coverings](#)
- ◇ [SC DHEC COVID-19 Guidance](#)
- ◇ [SC DHEC COVID-19 Symptoms](#)
- ◇ [SCISA Athletics Return to Practice/Play](#)
- ◇ [Pinewood COVID-19 Updates Webpage](#)
- ◇ [Technology Handbook 2020-2021](#)
- ◇ [Middle/High School Bell Schedule 2020-2021](#)



## QUESTIONS?

- ◇ **Please contact the appropriate division head with questions pertaining to Pinewood's Return to Campus plan:**
  - Head of School: Dr. Daniel Seiden - [dseiden@pinewoodprep.com](mailto:dseiden@pinewoodprep.com)
  - Lower School: Mrs. Rhett Frampton - [rframpton@pinewoodprep.com](mailto:rframpton@pinewoodprep.com)
  - Middle School: Dr. Angie Ringley - [aringley@pinewoodprep.com](mailto:aringley@pinewoodprep.com)
  - High School: Mrs. Babette Hamilton - [bhamilton@pinewoodprep.com](mailto:bhamilton@pinewoodprep.com)
  - Guidance: Mr. Brendan Diffley - [bdiffley@pinewoodprep.com](mailto:bdiffley@pinewoodprep.com)

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