

# Reopening plan

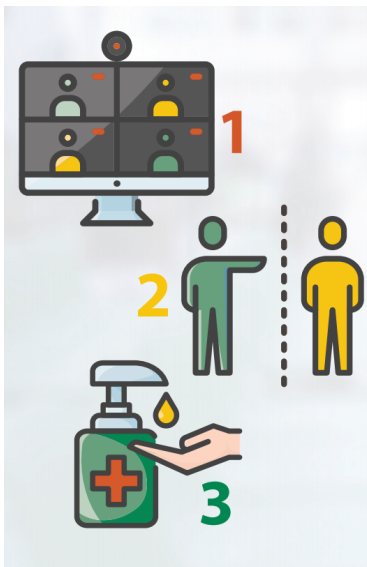


## 2020 COVID-19 Operational Plan

The Bedford School's utmost priority is for the safety of its students, staff, and families. With that in mind, we are also committed to providing excellence in education for students in order that they can maximize their potential and develop foundations for success.



- The Bedford School's administrative team has been diligently working on a plan that allows students to return to campus in August. The team has developed the following stages of operation based on the risk of COVID-19 and ongoing development of treatment and prevention options. We will continue to closely monitor information and recommendations from recognized health authorities including the Centers for Disease Control and Prevention and local Departments of Public Health. We will continually consult our Board of Directors, the Bedford COVID-19 Advisory Team, and other associations of which Bedford is a member (Georgia Independent Schools Association, Southern Association of Independent Schools) when appropriate on policies and decisions related to school operations. As an independent school, we are not subject to the same orders as public schools. Decisions will be made to best meet the needs of our community.
- In order to make our campus as safe as possible, Bedford has committed to the following:
  - Limiting class size to 10 students to spread desks out in classrooms
  - Keeping students in classrooms while teachers change rooms to limit traffic in hallways
  - Installing new windows in many areas to improve air circulation
  - Purchasing an electro-static disinfectant sprayer to use throughout the building
  - Installing touchless faucets in all restrooms



### Bedford's plan is to reopen on campus on August 17 in Phase 2.

- **Phase 1:** The campus will be closed. Only essential personnel will be allowed on campus. The Remote Digital Learning Plan will begin within a reasonable period of time to allow for teacher preparation.
- **Phase 2:** School will reopen with heightened restrictions.
- **Phase 3:** School will reopen with limited restrictions.
- **Phase 4:** School will reopen with standard operations.

# Reopening plan

		Phase 1	Phase 2	Phase 3
		Campus Closed	Heightened Restrictions	Limited Restrictions
<b>Social Distancing</b>	Circles of Contacts enforced*		✓	
	Students remain in classrooms. Teachers change rooms.		✓	
	Non-essential visitors restricted		✓	✓
	Spaced seating in classrooms		✓	
	Staggered pick-up times		✓	✓
	Use of common areas restricted		Staggered use allowed	Staggered use allowed
	Field trips cancelled	✓	✓	✓
<b>Capacity</b>	Any gathering limited to 30 spaced people		✓	
<b>Temperature Controls</b>	Temperatures checked and enforced*		✓	visitors only
<b>Health/Hygiene Protocols</b>	20 second hand washing		✓	✓
	Avoid touch face, hands, eyes, etc.		✓	✓
	Cover mouth when coughing or sneezing		✓	✓
	Wearing of cloth masks or face shields		Required in common areas; Optional in classrooms due to social distancing	optional
<b>Sanitation Protocols</b>	Remove items made of porous fabrics from classrooms		✓	✓
	Increase circulation of air flow by opening windows and doors		✓	✓
	At class changes, wipe frequently touched surfaces with EPA approved disinfectant		✓	
	Mid-day wipe down all public surfaces including restrooms with EPA approved disinfectant		✓	✓
	End of day wash down all touchable surfaces with soap and water followed by EPA approved disinfectant		✓	✓
	Weekly spray all classrooms, common areas, bathrooms, and offices with electro-static disinfectant sprayer.		✓	
<b>Mode of Instruction</b>		Digital Remote Learning Plan	On campus learning	On campus learning
<b>Non-Academic Classes</b>	Physical Education classes restricted		✓	
	Art classes restricted		✓	
<b>Limit Sharing of Materials</b>	Students' supplies are separated and individually stored		✓	
	Ensure adequate supplies to minimize sharing of high-touch materials		✓	✓
<b>Extra-Curricular Activities</b>		cancelled	restricted	
<b>Mini-Bus transportation</b>	Masks required		✓	
	Stagger seating as possible		✓	
<b>Attendance Policy</b>	Special amended attendance policy	✓	✓	✓

# Reopening plan

## Definition of terms:

**School:** refers to the people, teachers, staff and students

**Campus:** refers to the physical buildings and property

**Capacity:** the number of individuals who can gather in a given space

**Circle of contact:** reduce the size of our community to class level divisions and limit the contact to only those in that division (Grades 1-3, 4-6, 7-9)

**Temperature control:** required checking of temperatures using an approved no-touch thermometer (Students with 100°F or higher will be sent home & may not return to school until fever-free without medication for 48 hours)

**Health and hygiene protocols:** practices that promote health and reduce the exposure to disease from other human beings

**Sanitation protocols:** practices that reduce the exposure to disease from surface contact

**Mode of learning:** method of teacher instruction (online or on campus)



## RESPONSE TO CONFIRMED CASE OF COVID-19

1. The school will contact local health officials and follow the guidance provided.
2. The school will dismiss students and staff for 2-5 days or quarantine for 14 days as needed.
3. The school will discourage students and staff from social gatherings.
4. The school will communicate to faculty and parents the presence of any confirmed case of COVID-19.
5. The school will clean and disinfect thoroughly.
  - a) Close off area used by the individual with COVID-19.
  - b) Open doors and windows of area.
  - c) Wait 24 hrs to clean area.
  - d) Clean all surfaces with electric static sprayers.

## STUDENT/STAFF ATTENDANCE POLICY

1. Any student or staff who presents with COVID-19 symptoms will be sent to the office immediately and required to go home.
2. Any student/staff or family member who tests positive for COVID-19 is required to notify the school.
3. Any student/staff who has been a confirmed case of COVID-19 will be required to submit a negative test result before returning to school.
4. Any student/staff who has been exposed to or has a family member who has COVID-19 will be asked to quarantine for 14 days and provide negative test results before returning to school.
5. Those students with elevated risk for severe COVID-19 complications can submit a written request to complete schoolwork at home. A doctor's note may be required.

# Maximizing Potential Maximizes Success