

Return to School - Safety Guidelines Summary

Updated 8/7/2020

During Phases 1-3, the building will be closed to all in-person learning. All students will participate in the remote environment.

During Phases 4 & 5 (we are currently in Phase 4), the building will be open to in-person learning and will follow the following guidelines, based on the Return to School Roadmap and guidance from the CDC and Livingston County Health Department. This document shares important highlights of the full Return to School plan. To read a draft of the entire plan, please click [here](#). Additional details about aspects of the plan will be shared with families throughout the month of August and will be posted on the school's COVID-19 website, www.kwoods.org/covid19.

Topic	Details for Phases 4 & 5
Masks	<p><i>Phase 4</i></p> <ul style="list-style-type: none"> • All students, staff and visitors will be required to wear facial coverings except for when actively eating unless it cannot be medically tolerated. • During outdoor recess during lunch, students will be expected to social distance (6ft.+) or wear a facial covering. • Individuals who claim medical exemption must turn in a letter from a medical professional excusing them from wearing a facial covering prior to their first day of attendance in-person. <p><i>Phase 5</i></p> <ul style="list-style-type: none"> • All staff and visitors will be required to wear facial coverings except for when actively eating unless it cannot be medically tolerated. • All students must wear facial coverings in hallways and common areas except for when actively eating unless it cannot be medically tolerated. It is strongly recommended that students wear facial coverings during classes. • Individuals who claim medical exemption must turn in a letter from a medical professional excusing them from wearing a facial covering prior to their first day of attendance in-person.

	<p><i>General Mask Guidelines for both Phases 4 & 5</i></p> <ul style="list-style-type: none">• Facial coverings are defined as “cloth material that covers the nose and mouth. Facial coverings may be secured to the head or simply wrapped around the lower face. They can be made of a variety of materials, such as cotton or linen, and may be factory-made or made by hand.” Face shields do not qualify as a facial coverings but can be worn in addition to facial coverings.• If students are not wearing facial coverings or not wearing them properly, they will be asked to remedy the problem. If the student chooses not to fix the problem, a Connecting Room will be given and if they still refuse, they will be sent home. Continued incidents will escalate disciplinary actions, potentially resulting in suspension and/or transfer to remote learning.• Students and staff will be asked to provide their own facial coverings, based on their personal preferences. However, there will be disposable masks available at all times in the Main Office for those who need or forget their mask.• It is incredibly important that all students have masks that are comfortable, fit well and that they practice wearing them for longer durations prior to school starting. Comfortable, well-fitting masks make a world of difference in how well an individual can tolerate wearing a mask.
<p>Cleaning & Hygiene <i>Phases 4 & 5</i></p>	<ul style="list-style-type: none">• Students and staff will be asked to sanitize or wash hands at the beginning and end of each class period/lunch/recess. Hand washing/sanitizing stations will be set up in all classrooms and common areas.• Sharing of supplies will be limited. Shared supplies will be sanitized regularly. Students are encouraged to use their own supplies when possible.• Desks and chairs will be cleaned after each class session. Students will clean their own areas with an EPA approved alcohol-based cleaner. Gloves will be provided for students who have sensitivities. More details will be shared later in August.• Frequently touched surfaces will be cleaned every 4 hours using EPA approved disinfectants.• The school will be regularly thoroughly cleaned using EPA approved disinfectants.• Air filters will be regularly changed, and HVAC systems will be evaluated for efficiency and adequate ventilation.

<p>Spacing, movement and access <i>Phases 4 & 5</i></p>	<ul style="list-style-type: none"> • Classes will be assigned to classrooms based on enrollment and size of the classroom, allowing for the maximum social distancing possible. • Additional spaces will be utilized to aid in social distancing, including the cafeteria, gym, double classrooms and outdoor spaces. • The bell schedule has been reconfigured to minimize student transitions. • Student seating in classrooms will be arranged with maximum social distancing and safety in mind. • The quantity of students allowed in the bathroom at one time will be limited to minimize congregation of students. Restroom sinks will be disabled if they are less than 3 feet from one another and additional sanitization stations will be set up outside of the bathrooms to avoid congregation. • Staff will monitor hallways and outside areas during arrival, passing time and dismissal to minimize congregation. • Visitors will be limited to essential visitors as defined by administration. They must check-in at the Main Office, wear facial coverings and follow safety procedures. • Parents dropping off materials for students will be asked to leave them outside the building for staff pickup after notifying the Main Office.
<p>Screening and responding to positive cases <i>Phases 4 & 5</i></p>	<ul style="list-style-type: none"> • Kensington Woods will work with the Livingston County Health Department to implement all guidelines regarding screening, testing and responding to positive cases. • More detailed information regarding screening, testing and responding to positive cases procedure will be sent out later in August. • It will be expected that students are screened daily (temperature check, screening questions). If they do not meet the screening criteria, they will not be allowed to attend school. • Staff will conduct daily self-screening examinations, including temperature check and screening questions, prior to coming to work. If they do not meet the screening criteria, they will not be allowed to come into work. • Visitors will be screened upon arrival (temperature check, screening questions). If they do not meet the screening criteria, they will be denied entry. • It is imperative for the health of the entire school community and the learning environment that any students or staff that have any symptoms stay home until evaluated by a health professional. We will share detailed information on what symptoms mean a student should stay home soon. • If a student stays home due to symptoms, but is well enough to attend classes, they can log into their classes remotely and do not have to miss content.

	<ul style="list-style-type: none"> • If a student becomes ill with COVID-19 symptoms during the school day they will be quarantined until they are picked up and then it will be requested that they are tested for COVID-19. • If a staff member becomes ill with COVID-19 symptoms during the school day they will be requested to be tested. • Symptomatic students and staff will be requested to stay home until they have tested negative for COVID-19 or have been released from isolation according to CDC guidelines. • Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the school to encourage closer observation for any symptoms at home. • In the event of a lab or clinically diagnosed case of COVID-19, we will work with the Livingston County Health Department to identify and notify close contacts so they can take appropriate actions. • If there is a positive case identified amongst students or staff, the building will be closed for 2-5 days for deep cleaning and all students and staff will immediately transition to fully remote learning. The closure may be longer depending on number of students or staff affected by quarantine, which will be determined on a case by case basis. Due to our learning structure for this year, these closures would not affect the length of the school year because we will engage in remote learning.
<p>Lunchtime <i>Phases 4 & 5</i></p>	<ul style="list-style-type: none"> • Lunches will be held in the cafeteria/gym area, with social distancing. Seating will be arranged and/or marked to allow for maximum social distancing. Students will also be encouraged to eat outside when the weather allows. • The new bell schedule will allow for a greatly reduced number of students in attendance at lunches. • Students will enter and be dismissed from the cafeteria/gym through a staggered schedule. • Students and staff will be expected to wear facial coverings at all times except when actively eating. • Drinking fountains will be utilized for filling of water bottles only. Students should plan on bringing their own reusable water bottle, clearly marked with their name. • Juniors and Seniors will still have open campus, providing they have parental and administration approval and follow current guidelines of mask wearing and social distancing while off campus. • No Parent Group lunches will be offered under Phase 4. This will be reevaluated for Phase 5.

<p>Gatherings</p>	<p><i>Phase 4</i></p> <ul style="list-style-type: none"> • No indoor assemblies will be held. Instead, any needs for assemblies will be met through remote presentations, directly through staff or outdoor, socially distanced formats with limited quantity of participants (under 100 in Phase 4). • Off-site field trips will be evaluated on a case-by-case basis, considering needs for transportation (no bus transportation will be used), social distancing, field trip environment, academic connections and other safety concerns. <p><i>Phase 5</i></p> <ul style="list-style-type: none"> • The need for indoor assemblies will be carefully considered and assemblies will not be held indoors in large groups unless safety considerations can be met. Whenever possible, any needs for assemblies will be met through remote presentations, directly through staff or outdoor, socially distanced formats with limited quantity of participants. If any are allowed, they will comply with current and future guidelines and executive orders.
<p>Extracurriculars and Athletics</p>	<p><i>Phase 4</i></p> <ul style="list-style-type: none"> • JV Athletics, Varsity Athletics and interscholastic competitions will be suspended while in Phase 4. • Extracurricular clubs will be allowed to meet as long as they meet social distancing, facial covering and other safety requirements. They will be encouraged to meet outside or remotely whenever possible. • Athletic clubs will be considered under Phase 4 as long as they can meet social distancing guidelines, meet only outdoors and meet other safety requirements. • Extracurricular activities that require large gatherings like school dances will be suspended. <p><i>Phase 5</i></p> <ul style="list-style-type: none"> • Opportunities to offer JV and Varsity Interscholastic athletics will be re-evaluated in Phase 5. If they are offered, stringent safety guidelines will be developed and enforced, in compliance with Michigan High School Athletic Association guidelines. • Extracurricular clubs will be allowed to meet as long as they meet social distancing, facial covering and other safety requirements. They will be encouraged to meet outside or remotely whenever possible. • Extracurricular activities like school dances and gatherings will be carefully considered under phase 5. If any are allowed, they will comply with current and future guidelines and executive orders.

**Social & Emotional
Health and Mental
Health**

Phases 4 & 5

- As part of the Kensington Woods mission, students will continue to build strong relationships with their teachers and peers and be supported socially and emotionally.
- Grade Level Advisory will continue to focus on social-emotional learning through developmentally appropriate social-emotional and life topics.
- Students will be screened for social, emotional and mental health concerns through self-assessments and staff monitoring.
- Parents are welcome to bring any concerns about their students social, emotional and mental health to administration or staff so that we can work as a team to support students.
- Resources will be shared with families about what is being addressed in school and how they can continue to support at home regarding social, emotional and mental health
- Students will have access to a social worker as part of the Project Success program through the Livingston Community Prevention Project. This social work will be able to meet with students both remotely and in-person.
- Teachers will participate in regular professional development to support students in their social, emotional and mental health.