



The University School

Reopening Plan

Important Phone Numbers:

Allegheny County Health Department, COVID Specialist: (412) 687-2243

The University School: (412) 361-7182

Mrs. Lockerman: (412) 600-3775 (cell)

Letter from Our Head of School

Dear University School Community,

Since closing our doors in March, we have eagerly awaited the day to welcome our students back into our school building. Although we look forward to seeing each other again, opening a school during a pandemic is not without challenges. The safety of our students, staff, and families is essential to our school. Our careful, thoughtful planning and small community will enable us to reopen for in-person instruction safely. *Please note that the Private Academic Board for The PA Department of Education has recommended that our school open with the option to offer virtual instruction only to promote social distancing. We intend to provide in-person instruction as long as it is safe to do so. If Governor Wolf or any other government official mandates that all schools move to virtual instruction, our school will follow this direction.*

The University School's Health and Safety Plan adheres to the guidelines set forth by the CDC, Allegheny County Health Department, and the PA Department of Education. The extreme measures that we are taking are our promise to our community to keep each other safe. While some aspects of our school will be temporarily different - *daily health checks, enhanced physical distancing, traffic patterns, and desks (just to name a few)* - our values, vision, and mission will not change.

We anticipate that we will continue to receive new guidelines to keep our community safe. We also expect times of uncertainty and unexpected changes as the school year progresses. Our promise to you is to uphold our [Guiding Principles](#) during this time.

Please review this document carefully and contact me if you have any questions.

Sincerely,

Nicole A. Lockerman, MAT
Head of School
The University School



The University School Reopening Plan

ALLEGHENY COUNTY STATUS	THE UNIVERSITY SCHOOL PLAN
<p>Low to Moderate Transmission</p>	<p>IN-PERSON INSTRUCTION/VIRTUAL INSTRUCTION OPTION</p> <p>In-Person Instruction with the option to select live, virtual instruction so to promote social distancing.</p> <p>4-day school week. Please review the Instructional Calendar for the dates of in-person instruction and virtual instruction.</p> <p>All courses will be offering a real-time, live-stream option if a student is ill or is required to quarantine.</p> <p>At the discretion of the School and the advice of PDE and ACHD, we may use a hybrid model with strict capacity limits. This will occur if there is a significant increase in incidence and positivity rate.</p> <p>Modified Dismissal Time (<i>dismissal is now 2:28 pm</i>)</p> <p>No Visitors permitted during the school day.</p>
<p>Substantial transmission / SCHOOL CLOSURE DUE TO COVID-19 EXPOSURE</p>	<p>VIRTUAL INSTRUCTION</p> <p>Live, virtual instruction four days per week.</p> <p>One pause day for 1:1 teacher and student meetings.</p> <p>School closed to the entire community except for essential personnel.</p>



Determining Instructional Models

On August 10, 2020, Governor Wolf and the PA Department of Education [released new recommendations](#) for schools in determining instructional models. Under this guidance, schools should rely on two standard health metrics to help determine the instructional model: **incidence rate and the percent positivity of diagnostic testing**. Additionally, the Governor and PDE note that a safe return to in-person instruction will look different across every school depending on the size of the school, classroom size, and school resources.

We will continue to monitor the guidance and recommendations for determining instructional models and anticipate that new guidelines and suggestions before the first day of school. Until further notice, **we intend to offer a four day, in-person instructional model with an option to select live, virtual instruction.**



First Day of School

PLEASE READ CAREFULLY AS SOME THINGS HAVE CHANGED

The first day of school is postponed by one week. The first day of school for all students is now September 2, 2020. Delaying our start date will allow for our teaching staff to devote more time to become familiar with our procedures.

All students will attend an orientation to become acquainted with the changes and expectations for the 2020-2021 school year. During orientation, students will review daily expectations, receive their academic schedules, complete a self-guided tour, and will receive a device (if needed).

We believe that orientation is a necessary step in familiarizing our students and families with our expectations. Students must wear a mask during this time and follow all physical and social distancing procedures. One parent may attend orientation with the student.

Orientation

Students will attend orientation based on their grade level. Families will receive a link to sign-up for a time slot on the assigned day. If you are unable to participate in your child's appointed day, please contact Nicole Lockerman to make arrangements for a different day.

August 31, 2020

9th and 10th Grade Orientation 9:00 am - 3:00 pm

September 1, 2020

11th and 12th Grade Orientation 9:00 am - 3:00 pm

September 2, 2020

First Day of School 9:00 am - 2:28 pm



Instructional Calendar

Below is the tentative instructional calendar for the first month of school. Mid-month, we will evaluate how to proceed for October. Please understand that this may change, but we intend to keep the school open as long as it is safe to do so.

September 2, 2020	First Day of School
September 3, 2020	In-Person Instruction
September 4, 2020	In-Person Instruction
September 7, 2020	HOLIDAY SCHOOL CLOSED
September 8, 2020	In-Person Instruction
September 9, 2020	VIRTUAL INSTRUCTION
September 10, 2020	In-Person Instruction
September 11, 2020	In-Person Instruction
September 14, 2020	In-Person Instruction
September 15, 2020	In-Person Instruction
September 16, 2020	VIRTUAL INSTRUCTION
September 17, 2020	In-Person Instruction
September 18, 2020	In-Person Instruction
September 21, 2020	In-Person Instruction
September 22, 2020	In-Person Instruction
September 23, 2020	VIRTUAL INSTRUCTION
September 24, 2020	In-Person Instruction
September 25, 2020	In-Person Instruction
September 28, 2020	HOLIDAY SCHOOL CLOSED
September 29, 2020	In-Person Instruction
September 30, 2020	VIRTUAL INSTRUCTION
October 1, 2020	In-Person Instruction
October 2, 2020	In-Person Instruction



Community Expectations

All members of The University School share the responsibility in preventing the spread of the coronavirus. We expect that all members of our school community will abide by the guidelines based on the recommendations of the CDC, the PA Department of Education, and the Allegheny County Health Department. ***These guidelines are necessary to keep our community safe.***

The University School Students, Staff, and Families promise to do their part in keeping our school safe by abiding by:

HEALTH GUIDANCE

We will follow the recommendations set forth by the CDC, the PA Department of Health, and the Allegheny Health Department. This includes but is not limited to adherence to the travel advisory, social and physical distancing, and wearing face coverings in the community.

HYGIENE

We will practice and reinforce good hygiene practices at home, in the community, and school.

DAILY HEALTH SCREENINGS

We will complete the weekly symptom questionnaire on Sunday evenings. We will take our temperature before leaving for school. Anyone who fails the temperature check upon arrival at school will return home. Anyone who is sick, or lives in a home with someone who is ill, should stay at home.

FACE COVERINGS

We will wear face-coverings properly every day, for the day. We will remove our masks only during designated times in safe areas and when eating and drinking.

TRAVEL GUIDANCE

We will avoid traveling to [high-risk states](#) as listed on the Allegheny County Website 14 days before the start of school. If your family must travel to an area that is on the list, please notify the Head of School.

COVID-19 EXPOSURE

We will notify the school if someone in our household has been exposed to COVID-19 or tests positive for the coronavirus.

We appreciate your commitment to these expectations. We believe that these actions are necessary to reopen the school for in-person instruction. Those who fail to comply with our policies will be dismissed from The University School.



POLICIES AND PROCEDURES

Below are specific guidelines for the precautions that must be followed to keep our community safe. If you have any questions about these procedures, please contact Nicole Lockerman.

Informed Consent Review

Students and staff are required to sign an informed consent before the start of school. By signing the informed consent, the individual agrees to abide by the policies and procedures established by The University School (TUS). Individuals agree to monitor symptoms at home, report exposure to COVID-19 to the school administrator, and follow procedural guidelines if exposure occurs.

If a student or staff member does not sign the informed consent or breaks the agreement, the Head of School will take appropriate action, including dismissing the individual from TUS. Anyone unwilling to consent to our policies will not be permitted to participate in in-person instruction and enrollment or employment may be reviewed.

Monitoring Health

Monitoring our students and employees for signs and symptoms of the coronavirus will begin at home. Everyone should take their temperature before arriving at school. TUS has purchased two digital “no-touch” thermometers and will conduct routine, daily health checks, including checks for the history of exposure. *Sick employees and students should stay at home without fear of reprisal. Virtual learning will be available to all students who are unable to attend school.*

Anyone with a temperature higher than 99.5° should not come to school.

If upon arrival, a student or staff has a temperature or other COVID-19 symptoms, the individual will be escorted to a private space to quarantine, and parents will be notified.

Guidelines for Hygiene Practice

Each classroom will be equipped with hand sanitizing stations, sanitizing wipes, and cleaning solutions. Teachers will be responsible for assisting with the cleaning of touchpoints throughout the school building and will be trained on how to appropriately clean, to sanitize, and disinfect the classrooms. We will also be trained on ventilation protocols to maximize airflow throughout the building.



Staff will utilize checklists with specific cleaning protocols for all classrooms and common areas, including the front office, Head of School office, and student support room. The checklist will require staff member signatures to ensure cleanliness. Air purifiers are placed in each classroom to maximize airflow. Also, when safe, windows and doors will be kept open to improve airflow.

Students will sanitize their hands upon entering and leaving a classroom. Students will also be encouraged to wash their hands throughout the day.

Restrooms will be limited to 1 user at a time.

Daily cleaning will occur Monday through Friday by our cleaning company, Building Stars. Weekly, on Wednesday and again on Saturday, our cleaning company will complete a deep clean.

Guidelines for Mandatory Face Coverings

The University School is enforcing a mandatory face coverings policy. Students and staff must properly wear an approved face-covering throughout the school day. The University School will keep a supply of face masks in the building to offer to individuals who arrive at school without a mask, or if a mask is lost or broken during the day.

Individuals who are unable to wear a face-covering due to a medical reason must contact the Head of School before the first day of school. Special considerations will be made for these individuals, including given the option to work from home or attend school via online learning.

Face coverings are most essential in times when physical distancing is difficult such as between classes, lunch, and dismissal.

Your cloth face covering should:

- ✓ Reach above the nose, below the chin, and completely cover the mouth and nostrils
- ✓ Fit snugly against the sides of the face
- ✓ Be made of multiple layers of fabric that you can still breathe through
- ✓ Be able to be laundered and machine dried without damaging the material or shape



Face Covering Breaks

Face coverings are an essential protective measure our school can implement during the school day. Students and staff may remove their face masks in designated outdoor areas. Only one individual at a time may occupy this area.

Policy for Leaving the Campus During School Day

TUS wants to maintain the culture of our school that our students and staff have come to love. We are committed to providing a safe environment while not compromising our academic standards and supportive culture. Students will be permitted to leave the school campus during the day (with prior parental permission) but must adhere to Allegheny County's social distancing guidelines. Students who leave campus must follow school rules and demonstrate respect for the community rules.

Lunch/Water Bottles

We encourage students to pack a lunch that does not require heating and that can be easily packed or thrown away at the end of lunch. Students should bring a water bottle to school. There will be a water bottle refilling station in the school. Bottled water will also be available.

Touching Others/Physically Distancing

The University School is implementing strict social distancing procedures. Students should avoid touching others, including hugging, kissing, sharing drinks and food, and sitting closer than 6 feet from each other. Touching others, or invading personal space, will not be tolerated and will result in disciplinary action.

Signage Throughout Building/Traffic Flow Patterns

The University School has placed signs throughout the building with important safety messages, including new, one-way traffic flow patterns. Students should familiarize themselves with these signs.

We have used signage provided by the CDC. For more information about these important messages, please follow [this link](#) to the toolkit for young adults 15-21.



Visitors

Visitors and volunteers, including parents of students enrolled at our school, will be prohibited from entering our school building unless deemed necessary by the Head of School. Visitors will use the South Negley entrance to avoid any interaction with students or staff. All visitors will sign a COVID-19 waiver and will be subject to temperature check and must wear a mask unless a health condition does not permit. Any visitor who has recently traveled to a city or country that is on the travel advisory list will not be permitted to enter the building.

Meetings with parents and IEP meetings will be conducted via video conference. The Head of School will schedule new student interviews before or after school hours when possible.

Physical Education

We are currently evaluating outdoor spaces for physical education or considering moving physical education to the spring semester. We have hired a new physical education instructor who will also create a health education plan that we will implement during the first semester. More information regarding physical education will be provided before the start of school.

Common Areas Expectations

The Commons Room will not be used during the pandemic. Students will report to a classroom for homeroom, study hall, and lunch. The Commons Room will be used for two large classrooms, which will be separated by dividers.

Guidelines for Student Arrival/Dismissal

Upon arrival, students will collect their belongings for the first three periods and will immediately report to their homeroom which is the student's first period.

Students will be dismissed using a staggered schedule.



When Students or Staff have Symptoms and/or History of Exposure

If someone in our community has symptoms or a history of exposure, the following guidelines should be followed:

- Employees or students who have symptoms or who have recently had close contact with a person with COVID-19 should stay at home. For more information about what qualifies as “close-contact” please visit <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>.
- Individuals who have symptoms of COVID-19 should be tested as soon as possible.
- Staff and students should stay home if they have tested positive for COVID-19.
- Staff and students who have recently had [close contact](#) with a person with COVID-19 should stay home and monitor their health for 14 days after the last contact with this person.

When Can I Return to School After Symptoms or Exposure?

TUS is working with Allegheny County Health to determine the protocol for when people may return to school after feeling ill or after being in close contact with someone with confirmed exposure to COVID-19. Currently, TUS is following the CDC’s guidelines to inform our community when they can return to school.

Please refer to the CDC’s criteria :

- [If they have been sick with COVID-19](#)
- [If they have recently had close contact with a person with COVID-19](#)

If you have been tested for coronavirus and the test is negative but you still have symptoms, please follow your doctor’s guidance returning to school according to your health condition.

Privacy Concerns

TUS understands the potential stigma associated with monitoring for the virus and confirmed exposure to the virus. TUS will protect the privacy of our students and staff to the extent possible that it does not interfere with the school’s ability to protect the lives of others. If



identification must be shared with anyone outside of the community, the Head of School will inform the individual before the information being shared.

If there is a confirmed case of COVID-19 in our community, TUS will notify all families via email and phone message regarding the next steps.

Mental Health and Wellness

The COVID-19 pandemic is causing a tremendous amount of stress, fear, and anxiety for many people. Our students and staff will have access to the mental health care resources they need to stay well during this challenging time. Our school will play an essential role in helping students and staff cope, access needed resources, and build resilience. Our school psychologist and support services team will be available to speak with students daily, even during remote instruction.

Emergency Closure

The Head of School may decide to move to hybrid instruction or full remote instruction for emergency reasons such as (but not limited to):

- Community spread of COVID-19 in the school building or substantial spread in the community
- Absent teachers leading to the inability to cover classrooms and ensure the safety of the students
- Extreme weather conditions that would interfere with keeping the school community comfortable and safe



Action for When There is a Confirmed Case (direction provided by the CDC)

Any school in any community might need to implement short-term closure procedures regardless of community spread if an infected person has been in a school building. If this happens, the CDC recommends the following procedures regardless of the level of community spread:

- 1) Coordinate with local health officials. Once learning of a COVID-19 case in someone who has been in the school, the school will immediately notify local health officials. These officials will help administrators determine a course of action for the school.
- 2) Dismiss students and most staff for 2-5 days. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the local health officials to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow the further spread of COVID-19.
 - Local health officials' recommendations for the scope and duration of school dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.
 - Discourage staff, students, and their families from gathering or socializing anywhere. This includes gathering at places like a friend's house, a favorite restaurant, or the local shopping.
- 3) Communicate with staff, parents, and students. Coordinate with local health officials to communicate dismissal decisions and possible COVID-19 exposure.
 - This communication with the school community should align with the communication plan in the school's emergency operations plan.
 - Plan to include messages to counter potential stigma and discrimination.
 - In such a circumstance, it is critical to maintaining the confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.
- 4) Clean and disinfect thoroughly.
 - Close off areas used by the individuals with COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize the potential for exposure to respiratory droplets. Open outside doors and windows to increase air



circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.

- Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water before disinfection.
- For disinfection, the most common EPA-registered household disinfectants should be effective.

5) Make decisions about extending the school dismissal. Temporarily dismissing school is a strategy to stop or slow the further spread of COVID-19 in communities.

- During school dismissal (after cleaning and disinfection), the school may stay open for staff members (unless ill) while students stay home. Keeping facilities open: a) allows teachers to develop and deliver lessons and materials remotely, thus maintaining continuity of teaching and learning, and b) allows other staff members to continue to provide services and help with additional response efforts. Decisions on which, if any, staff should be allowed in the school should be made in collaboration with local health officials.
- Administrators should seek guidance from local health officials to determine when students and staff should return to school and what additional steps are needed for the school community. In addition, students and staff who are well but are taking care of or share a home with someone with a case of COVID-19 should follow instructions from local health officials to determine when to return to school.

6) Implement strategies to continue education and related supports for students.

- Ensure continuity of education.
 - Review continuity plans, including plans for the continuity of teaching and learning. Implement e-learning plans, including digital and distance learning options as feasible and appropriate.
 - Determine, in consultation with school district officials or other relevant state or local partners:
 - If a waiver is needed for state requirements of a minimum number of in-person instructional hours or school days (seat time) as a condition for funding;
 - How to convert face-to-face lessons into online lessons and how to train teachers to do so;



- How to encourage appropriate adult supervision while children are using distance learning approaches; and
 - How to deal with the potential lack of students' access to computers and the Internet at home.
- 7) Consider alternatives for providing essential medical and social services for students. Continue providing necessary services for children with special healthcare needs, or work with the state Title V Children and Youth with Special Health Care Needs (CYSHCN) Program.



FAQ's COVID-19 Protocol

What happens if a student or teacher is showing symptoms of COVID-19?

Individuals showing symptoms of COVID-19 will not be allowed in the school building. Symptoms include cough, fever, and shortness of breath. TUS encourages individuals who are showing symptoms to speak to a doctor about being tested for COVID-19. Individuals may not return to the building until test results are returned and are negative, or if they have been symptom-free for 10 days.

What happens if a teacher or student is symptom-free but is awaiting a test result or is quarantining after potential exposure?

Anyone who is awaiting results from a COVID-19 test will not be permitted into the school building until the test results are confirmed as negative.

What happens when there is a confirmed case of COVID-19 in our school?

We have strict guidelines from the CDC that we must follow. If the individual tests positive for COVID-19, TUS will notify the Allegheny County Health Department and follow their guidance regarding school closure, who must quarantine and for how long, and whether the instructional operation model must change. All families will be notified via email and telephone.

We will dismiss students and most staff for 2-5 days. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting our school and for custodial staff to clean and disinfect the school building. We will work with the local health officials to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow the further spread of COVID-19.

Virtual instruction will be available to all individuals who are feeling well enough to participate.

What happens if a student or teacher begins to develop symptoms of COVID-19 during the day?

The individual will be quarantined and the area will be disinfected and closed off to the public. TUS will notify AHD for guidance (see above).

What happens if a known COVID-19 case is confirmed in a student or staff member's household?

If there is a known COVID-19 case in a student or staff member's household, the family should contact the Head of School immediately. Action will be taken as necessary based on guidance



from the Allegheny County Health Department. Please refer to the steps outlined in the document When There is a Confirmed Case.

How long must an individual quarantine after testing positive for COVID-19?

You can be around others after 10 days have passed since the onset of your symptoms, once you have no fever, your respiratory symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.

What happens if a student tests positive for COVID-19?

The student will not be penalized for missing school due to COVID-19. The student will have the option to attend classes remotely if the student is well enough to attend online classes.

What happens if the incidence of COVID-19 increases in Allegheny County?

TUS will continue to consult with appropriate authorities, such as the ACHD and Pennsylvania Department of Education, and monitor local, state, and federal guidelines to make informed decisions about the instructional format. If necessary, cohort models, hybrid instruction, and virtual instruction will be considered.

A zero tolerance policy regarding face coverings, social distancing, adherence to CDC guidelines and our policies will be enforced.

We believe that respect for these guidelines demonstrates respect to our school community. At the forefront of this policy is the safety and well being of The University School students, staff, and families.

