

Devon Preparatory School
363 N Valley Forge Rd | Devon, PA 19333



Re-Opening Plan

August 30, 2020

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Philosophy of Our Reopening Plan

Devon Preparatory School seeks to safely be in session, five days a week, in-person, for all students during the fall semester as much as the state/county governments will allow providing our community spread is reasonably contained. Our efforts to maintain and manage community spread on our campus will be detailed in our plan. The reasons we feel it is necessary for a full return are laid out below.

Adherence to CDC and Pennsylvania State Recommendations for Safety

The CDC and Commonwealth of Pennsylvania have both acknowledged that student learning is significantly greater when the students are face-to-face, in-person with their teachers. Both have laid out recommendations for schools to reopen. The recommendations largely revolve around masking, social distancing, and enhanced cleaning/sanitization practices. Our plan aligns with the recommendations in all three areas.

Student Learning Loss

The three months of online learning that took place last spring likely had a lasting impact on students that is much greater than it may currently seem. Our distance learning program was well-regarded and executed by a caring, professional, and dedicated faculty who would all tell you that online teaching is much more difficult than being in a classroom. There have been multiple studies that have examined the effects of online learning and the conclusion is that student learning regressed and progression to the next year's coursework is not clear.

It is imperative for our students to be back in the classroom, providing that parents are willing to understand the risks they face in doing so. Students are capable of effective learning online, however it takes a specific type of determination and drive to do it successfully. We believe the vast majority of students learn at a significantly higher rate while in the classroom.

Motivation and Student Mental Health

Studies of the mental health impacts of the isolation, brought about by COVID-19, on our adolescents are ongoing. Those who understand the age have rightful concern over their mental health and have even greater concern about the male adolescents' unwillingness to

openly discuss their feelings. Past studies on forced isolation on adolescents has been clear that it makes them substantially more despondent and the effects of the isolation may be felt long after it ends. Students need social contact and that occurs in many forms, throughout the day, at schools across America.

Critical Factors in Our Reopening Plan's Success

1. Focus on Student/Staff Safety

Our complete focus will be on the safe return of our students and staff to school. We expect that everyone understands that a guarantee of safety cannot be made however all should expect us to have this tenet at the forefront of our thinking and decision-making throughout the course of this pandemic.

2. Flexibility

We will be up against changing public health dynamics on an almost-daily basis. We will need the understanding and support of all our stakeholders in order to see that student learning continues no matter the circumstances. Parents should be ready to shift to distance learning, and back to in-school learning again, as the situation warrants.

3. Understanding

Within our community there will be a wide variety of opinion regarding the issues involved with COVID-19, public health, and the politics that surrounds some of the decision-making at the state and federal levels. We need every parent and student to set aside their own personal views, with respect to school matters, and understand that for us to succeed in educating the boys we must unify behind that notion with a sense of understanding and resolve. Our children benefit from seeing us model this and without it we will not be able to succeed in creating policies that will allow us to stay open while maintaining the safety of our community.

Policies

Facial Covering Policies

Teacher/Staff Policy

Teachers and staff members who are outside, or in private spaces (i.e. faculty rooms, dining rooms, private offices, classrooms where no students are present, etc.) within the building, are not required to wear a mask or facial shield so long as they maintain consistent social distance. Facial shields are expected to be worn by all teachers whenever social distancing is not consistently possible or when you are in a public space within the building. Classrooms have been defined, in the new guidance, as a public space. Teachers and staff members with a mental or physical condition that may prevent you from safely wearing a face shield must speak with the Director of Operations regarding the process for being granted an exemption. Teachers with that are granted a health exemption should maintain social distancing in the classroom at all times. Facial covering rules may be different depending on the category of staff and should never be worn when physically exercising or exerting while working as this would potentially constitute a choking hazard. All community members should wear facial shields in the hallways at all times. If a teacher forgets his/her facial shield they must wear a mask into the Main Office and pick up a new one immediately upon arrival.

Student Policy

In accordance with the mask mandate set forth by Governor Wolf, all students will be required to wear a facial shield during the day at Devon Prep. Please pay specific attention to the exceptions listed below. Devon Prep will issue a reusable facial shield that students will wear at school. Students will not be permitted into our buildings each day without a facial shield on.

Students with significant health issues may be permitted to take “shield breaks” during the day but will need to wear them while attending classes or move to the online option.

- When students are outside, and socially distant, they may remove the shield.
- When students are eating they may obviously remove the shield.
- Students may not remove their shields while in the Gym at any time during Advising Period.
- Breaks between periods will be longer than normal in order to allow students to go outside and take off their shield as long as they maintain social distance.

- Students are welcome to wear a cloth mask under the shield but the shield must be worn by all students. Shields must meet specifications laid out in our order form.
- Wearing a shield improperly constitutes a violation of the PA state order mandating universal facial coverings in schools.

The facial shield is a part of the dress code and as such must be worn at all times during the school day. Facial shields must also be worn in the building after school at all times. Facial shields may not be punctured, defaced, or otherwise changed from their original form by any student. All facial shields must have the name of the student prominently labeled. We will label the names when we issue them. Any student who forgets his facial shield will be charged \$10 for a replacement. No student is permitted to enter our buildings without the facial shield. If a student forgets his shield he is to alert the staff member at the Main Entrance upon arrival. The staff member will bring one to him before they enter the building.

Thermal Temperature Monitoring

We will be making changes to our daily arrival procedures to mandate all students enter in the morning from the Main Entrance. We will have a thermal temperature scanner in the vestibule. Students will be directed to enter, one at a time, to have their temperatures taken digitally. Facial Shields must be off for the scanning and then must be put back on before entering the second set of double doors to the Main Lobby. The technology we have acquired will allow for us to ensure that no student has a fever while entering each day. Students who show a temperature that indicates a fever will be moved from the vestibule to the tent on the front patio. There will be a teacher on the front patio each morning to see to an orderly entry line process and another who will take the temperature readings on a remote laptop.

Daily Student Health Checks

We will not be conducting student symptom checks at school in the morning. It is the job of each parent to do the following, EVERYDAY, before your son leaves the house in the morning.

Parents MUST take your son's temperature each morning and verify it is normal before allowing him to leave for school.

1. Ask your son each of the questions below.
 - a. How do you feel?

- b. Do you have a cough?
- c. Are you feeling more tired, achy than usual?
- d. Do you have a headache?
- e. Do you feel sick? If yes, what symptoms do you have?
- f. Do you have your facial shield with you?
- g. Do you have hand sanitizer with you?

If the answers to the questions do not indicate he is well and symptom-free then he **MUST** be kept home for the day. All adolescents will feel some sense of fatigue early in the morning. Please try to examine whether he is more fatigued than normal in your questioning/examination of him. The health of our community depends on the good work of each one of our parents as it relates to these daily health checks.

Reporting Student Absences

If your son is absent for school this year, for any reason, he must be reported absent by a parent by 8:30AM. Please be specific and clear as to the reason for your son's absence on the message. Our School Nurses will be phoning parents of symptomatic absent students each day. They will track symptoms and provide recommendations through those discussions.

Students who are absent from in-person instruction, but taking ALL their classes online during the course of a day will not be officially marked absent but rather be given a designation of "DL" which stands for Distance Learning. Students who are not logged into all their classes from home on a given day will be marked absent.

Parents reporting absences should do so by calling (610)688-7337 and dialing "0" to speak directly to Ms. Nafisah Ray, our Attendance Officer.

Our School Nurses need to be told the honest truth about your son's symptoms/condition on any day where he is held home from school. Parents need to keep their sons at home if they have any symptoms of illness and allow them to learn online for any days where they do not feel well. If this is done in each and every case of students who exhibit symptoms of illness we will stand a much better chance of maintaining a COVID-19-free environment at Devon Prep.

Social Distancing

We have taken the following measures to promote social distancing during the school day.

1. All desks in classroom spaces have been set up to be six feet from each other. Students will not be permitted to move the desks at any time. Faculty members will not be permitted to realign the desks in the classroom for purposes of group activities.
2. The Student Dining Room has been closed off to students and is being used as an additional Faculty Room. This will allow the teachers and staff more room to spread out during the school day.
3. Students will eat outside, under the tent, for lunch each day. The tent will seat 70 students with no more than 4 students per table. If heavy rains were to force us to change plans, we would have students eat in their classrooms.
4. Our 6th, 7th, and 8th grade students will have “home base” classrooms from which they will move only for specials or labs. When those students move they will be using the outside entrances to the Gym and Art Room to decrease the traffic in our hallways.
5. We have created additional sections of existing courses with the purpose of ensuring social distancing in each classroom space.

We will not guarantee that social distancing can be maintained or enforced during a typical school day. There will be no punishment or discipline for social distancing violations. The hallways will not allow for that and the nature of students is to gravitate together. We will be running announcements through our PA system and TV screens to provide reminders for students on this. In addition we will have floor and wall signage in common areas that speak to the importance of maintaining safe distance.

Student Parking Lot and Vehicles

While we will be encouraging students to be outside when possible during the day, the student parking areas and student vehicles will be off limits during the day unless express permission is given. Students wanting to retrieve items from their cars will follow the same procedure we have had in the past and will need permission to do so.

Student Health Center Function, Policies, and Procedures

Policies surrounding access to our Student Health Center have changed for this year. Students who need medication during the day can still retrieve their medication from the Nurses. Students exhibiting any of the following symptoms will NOT be permitted into the Student Health Center.

- Fever or chills
- Cough
- Shortness of breath
- Fatigue and/or body aches
- Loss of taste or smell
- Sore throat
- Congestion or runny nose (not related to diagnosed severe allergies that are noted by a physician in our records)
- Nausea or vomiting
- Persistent pain in the chest
- Inability to stay awake

The above are stated symptoms of COVID-19. No student with any of these symptoms will be permitted inside of the Student Health Center. Students exhibiting ANY of the above symptoms will be instructed to report immediately to the medical tent located directly in front of the school. There will be printed instructions as to how to send for the Nurse.

During the 2020-2021 school year these policies have been enacted to ensure the safety of all students, staff, and community members. It is up to our parents to follow all of these policies, to the letter of the law, in order to keep our community safe.

1. If your son has a fever (either diagnosed by our Nurses during the day or at home with you), **and is not diagnosed as positive for COVID-19 by a physician**, he is not to return to Devon Prep for classes until at least 72 hours after he is fever-free WITHOUT USE OF FEVER-REDUCING MEDICATIONS.
2. If your son has any of the above symptoms other than a fever, **and is not diagnosed as positive for COVID-19 by a physician**, he is not to return to school until at least 24 hours after he is free of symptoms.

If your son has symptoms that require he move to the medical tent it does not mean that we believe he is positive for COVID-19 or even needs to be tested. Our Nurses will consult with you about the best path forward and possibly advise that you contact your son's physician if necessary.

Allergies

Allergic reactions mimic several of the symptoms seen from people who are infected with COVID-19.

We STRONGLY ADVISE that you contact your son's physician if he has significant indoor/outdoor allergies prior to the start of school to ensure that he has the needed medications to help control the symptoms during the fall. Please contact Mrs. Catherine Ciocca at cciocca@devonprep.com with questions concerning your son's allergy medications.

Visitors to Campus

Devon Prep will not allow visitors into our buildings during school hours unless they are essential or on campus to meet with our Admissions Office. During instances where, due to emergency, a contractor were to need to come into the building during school hours, they would undergo a health check before entering the buildings.

All visitors to campus, whether meeting inside or outside with students, will undergo a temperature screening and wellness survey conducted by our School Nurse before meeting anyone associated with our school. Parents who need to come to campus to drop off belongings for their son will be asked to come to the front doors, use the intercom to announce their presence, then leave the materials on the ground and our Receptionist will retrieve them.

Arriving to Campus Each Day

All students must enter the front doors at the Main Entrance and undergo our temperature screening process before entering the school building. Facial Shields must be worn upon arrival each day. There are no exceptions.

Students arriving late to campus must enter through the Main Entrance and undergo temperature screening. There are NO EXCEPTIONS to this.

Upon entry in the morning students are expected to maintain safe distance while waiting to pass through the temperature scanner and enter the school building.

Departing from Campus Each Day

Students will be instructed to exit through doors closest to where their last period class is located. Facial shields must be worn in the building even after school ends unless the student is in the gym and involved in organized physical activity. Students unable to adhere to this policy will not be able to continue in-person learning at Devon Prep.

Transportation

Students riding Devon Prep and/or School District transportation will be required to wear the facial shield correctly at all times while on the bus. Students will be permitted to sit one to a seat on our school buses. School District transportation will have its own protocols and students riding with them must adhere to their specific policies. The drivers will mandate open windows in seats where students are sitting unless there is rain. Our buses have capacity for 22 students according to current guidance. Our vans have capacity for 2 students with social distancing. We will be using buses, almost exclusively, until the public health situation begins to change.

Advising Period

We have a new bell schedule for the first quarter of the 2020-2021 school year which is outlined below. Advising Period will still be a part of the daily schedule but the time has been shortened as we have lengthened the between-period breaks for students. Advising Period will still be a time for club meetings, extra help, and a chance for students to get something to eat. The Computer Labs will be OFF-LIMITS with the exception of clubs that are run specifically by the Technology Department. Students will be encouraged to be outside where possible.

Lockers

Students in grades 6, 7, and 8 will be contacted by their Grade Level Coordinator regarding whether or not they would like to have a locker for the school year. Students in grades 9 through 12 may have a locker, if they request one, by using the link below. We will not issue any lockers unless the form below is submitted.

https://docs.google.com/forms/d/e/1FAIpQLSdLATqv3qQvw5cLd4CgzRUizC9mK41yxeAOdvVPzCQwoeIByA/viewform?usp=sf_link

Sanitizer, Facility Cleaning, HVAC

We have installed an additional 12 touchless hand sanitizer stations within the building. In addition we will have cleaning supplies/sanitizing wipes in each classroom for each student to wipe their desks at the start of each period if they changed classrooms.

We have hired a cleaning service, and subdivided our current cleaning detail, in order to pay closer attention to high-touch spaces and provide a deeper cleaning to our facilities each night. We will continue to clean bathrooms, railings, and all high-touch surfaces during the school day.

We invested in adjusting our HVAC system to pull air from outside. This included new dampers and additional technical adjustments which have allowed our system to be more efficient and better filter the air in our classroom buildings.

Bell Schedule for Quarter #1

We believe that many students will need an opportunity to take a break from facial shields in between classes. We have decided to adjust the bell schedule to accommodate more time for students in between classes to allow for that “shield break” to occur outside, in between periods, as students feel it necessary. Below is the schedule we will use through October 28, 2020.

8:05	Morning Prayer and Pledge of Allegiance
8:05 - 8:46	1st Period
8:53 - 9:34	2nd Period
9:38 - 10:03	Advising Period
10:10 - 10:51	4th Period
10:58 - 12:00	5th Period
	<i>10:58 - 11:23 Middle School Lunch</i>
	<i>11:35 - 12:00 9th Grade Lunch</i>
12:07 - 1:07	6th Period
	<i>12:07 - 12:28 10th,11th,12th Grade Lunch #1</i>
	<i>12:42 - 1:07 10th,11th,12th Grade Lunch #2</i>
	<i>12:07 - 1:07 Middle School Recreation by Grade Level (TBD)</i>
1:14 - 1:55	7th Period
2:02 - 2:45	8th Period
2:45	Dismissal

Food Service

Our entire food service operation has been revamped to allow for safe service during this period of time. Please note all of the points below. A letter to be sent on Monday, August 24 will provide MUCH MORE DETAIL on the changes outlined below.

1. THERE WILL NOT BE ANY FOOD EATEN IN THE BUILDINGS, CLASSROOMS, HALLWAYS, etc. unless approval from the Headmaster or Director of Student Affairs is given. This permission would only be in the case of inclement weather and in one specifically designated area.
2. Lunch Account funding will be done by using the same program as last year.
3. Lunch cannot be served without a school ID. This must be brought to the pickup area each day a student wishes to purchase lunch items.
4. Breakfast can be purchased each morning from 7:30AM until 7:55AM in Calasanctius Hall. The menu will be the same each day. There is no pre-ordering for breakfast. Breakfast items will be available for purchase during the Advising Period as well.
5. Those purchasing breakfast must go to the picnic tables behind Calasanctius Hall to eat unless it is inclement weather and then they will go to Alumni Hall to eat.
6. Our lunch menu will be published each Friday, for the next week. Students will need to pre-order all lunch entree items for the next week no later than 11:59PM on Sunday evening.
7. The form for pre-ordering lunch will be made available to parents on Thursday, August 27 with specific instructions for use.
8. All students in grades 6-11 will be required to eat lunch under the tent. Seniors will be able to eat at other picnic tables located on campus provided there is no rain. In the event it rains our Seniors will eat under the tent.
9. The lunch menu has been changed to allow for both hot and cold items to be boxed and directly distributed to students, during their lunch period, from Calasanctius Hall.
10. A la carte items will still be available for purchase by students who are not purchasing a full lunch. Details will be given to students on how and when this can be done.

Cleaning and sanitizing the tent between periods will be a high priority. Students will not be permitted to move the chairs in the tent and will be expected to clean up after themselves when they finish eating.

Scenario Planning ...

What if ...

1. My son exhibits symptoms associated with COVID-19 at home but does NOT have a fever ...
 - a. Parent MUST keep your son at home for the day
 - b. Parent reports student absence to Attendance Office by 8:30AM
 - c. Parent contacts Student Health Office to speak to School Nurse AFTER 8:00AM to report any symptoms.
 - d. Parent monitors symptoms
 - e. Parent contacts Student Health Office each day with symptom update.
 - f. Parent keeps their son out of school until at least 24 hours after symptoms subside.
 - g. Student participates in distance learning as he is able.

2. My son exhibits symptoms associated with COVID-19 at home AND HAS A FEVER OF 99.5 DEGREES OR MORE ...
 - a. Parent MUST keep your son at home for the day
 - b. Parent reports student absence to Attendance Office by 8:30AM
 - c. Parent contacts Student Health Office to speak to School Nurse AFTER 8:00AM to report any symptoms.
 - d. Parent monitors symptoms
 - e. Parent contacts Student Health Office each day with symptom update.
 - f. Parent keeps their son out of school until at least 72 hours after symptoms subside and temperature registers as normal without the use of fever-reducing medication.
 - g. Student participates in distance learning as he is able.

3. My son exhibits symptoms associated with COVID-19 at school ...
 - a. Student will move directly to the medical tent on the front patio outside the Main Entrance.
 - b. Student will use the written directions to contact the Student Health Center and inform the School Nurse that he is in the tent.
 - c. School Nurse will use PPE, including appropriate gowns, to move to the tent and tend to the student.

- d. School Nurse will contact parents with all relevant details.
 - e. Students who move to the tent will likely be sent home but there may be isolated situations where that is not necessary. The School Nurse will make this determination.
 - f. Parent will follow either Scenario #1 above (no fever) or Scenario #2 (there is a measured temperature that indicates the student has a fever) for the succeeding day based upon which scenario applies.
 - g. Student participates in distance learning as he is able.
4. My son tests positive for COVID-19 ...
- a. Parent informs Student Health Center immediately, if the information is received during school hours, or sends an email to Mr. Mark Aquilante at maquilante@devonprep.com if after school hours.
 - b. Designated Contact Tracer within the school will begin to immediately investigate and inform “close contacts” (defined below) of their need to self-isolate.
 - c. COVID-19 positive student must self-quarantine for a period of at least 10 days and must be symptom-free for 24 hours before returning to school.
 - d. Students who were deemed to be “close contacts” must self-quarantine for a period of 14 days or receive a negative test that is administered no sooner than seven days after their contact with the positive student
 - e. Student participates in distance learning as he is able.
5. My son was determined to be a “close contact” of a friend from outside of Devon Prep who has tested positive for COVID-19 ...
- a. Student must self-quarantine for 14 days.
 - b. Parents must contact the Student Health Center immediately with all relevant information.
 - c. Student participates in distance learning as he is able.
6. Someone who lives with a Devon Prep student is confirmed COVID-19 positive by a test...
- a. Parent informs Student Health Center immediately, if the information is received during school hours, or sends an email to Mr. Mark Aquilante at maquilante@devonprep.com if after school hours.

- b. School Nurse will call the affected parents as soon as is feasible to receive details of the situation and determine if any of our other community members may have been in “close contact” with the affected person.
 - c. Student must self-quarantine for a period of 14 days.
 - d. Student participates in distance learning as he is able.

7. A teacher or staff member at Devon Prep tests positive for COVID-19 ...
 - a. The teacher may teach remotely if they are asymptomatic.
 - b. A substitute will replace the staff member if they are symptomatic and unable to teach remotely.
 - c. The teacher will be out for a minimum of 10 days and must be symptom-free for 24 hours before returning to work.

Contact Tracing

In the event we have a student or staff member who tests positive for COVID-19 we will immediately begin to investigate their close contacts at Devon Prep. A “close contact” is defined as someone who is less than six feet from the affected person for 15 minutes. This will be our operating standard. If your son meets this standard as it relates to his contact with a positive confirmed COVID-19 case within our school, you will be contacted by us. You will not be contacted unless your son meets this standard.

Travel Quarantines

Devon Prep will be creating a new Schoology group called “COVID-19 UPDATE”. When you receive a message from this group, please read it as soon as you receive it. Each Monday we will update the status of states who are on the state travel advisory list. Students or parents traveling to these impacted states should follow the directives of the state government regarding self-quarantine.

Music and Art

We will be holding our Jazz Band and Rock Bands (with indoor singing) as normally scheduled. The groups will practice outdoors. There is no evidence that instruments, when properly handled, cause COVID-19.

Choral Tide will not take place in-person during Quarter #1. We feel confident the singing group will begin in-person at the beginning of Quarter #2 or in January. We have many group members who would need to be close while singing and that is not recommended at this point.

We will be suspending our Middle School music lessons through January. The instructor rotates through other schools besides ours and we feel that it presents an undue risk to have this program as we seek to safely start the year.

Art supplies that are shared will be cleaned with disinfectant after each use.

Athletics

The PIAA will not begin sports seasons until later this year. Our Athletic Department will host intramural sports and our coaches will conduct pre-season training until the seasons begin. All relevant information on these programs will be sent by the Athletic Office.

School Uniform

We will have a modified dress code for Quarter #1. We will revisit the nature of the dress code after the 1st Quarter. The reason for the change is our desire to have no students changing clothes in order to participate in Physical Education class or after school sports activities. The modified dress code is as follows.

1. Devon Prep Polo Shirt (standard uniform)
2. Khaki or other color Dress Shorts
3. Belt
4. Socks
5. Sneakers

Polo Shirts must be tucked in. Students needing to change for PE or Weight Training may bring a t-shirt and simply change shirts in the Gym. The locker rooms will be strictly off limits for student use. Students who wish to wear Khaki pants may do so.

This modified code is in effect until October 28, 2020.

Water Bottles

Students should have these for use at the touchless bottle-filling stations located around the building. All our water fountains have been disabled for direct use.

School Supplies

Sharing supplies such as pencils, pens, paper, etc should not take place for the foreseeable future. Please be sure to have a sufficient amount of supplies for your son before school begins.

Devon Preparatory School Community Commitment to Health Agreement

The health and safety of our community is our highest priority. We consider many elements of health and safety in each decision we make with respect to the current pandemic. Our ability to proceed with our plan and meet in person is entirely dependent on every member of the community doing their part to follow the guidelines to prevent the spread of COVID-19. We expect that each community member agrees to the terms listed below in order to be eligible to be on campus. Students and families who are unable to agree to these terms are able to attend classes remotely. This MUST be signed and returned in order for any student to attend classes in-person.

As a member of the Devon Prep community, I agree to:

- Monitor myself for symptoms of COVID-19 and complete a health screening daily.
- Follow all directions related to mandated temperature-tracking each morning when I enter the school building.
- Stay home if I am experiencing any COVID-19 symptoms and report these symptoms to the School Nurse.
- Maintain physical distancing (where possible), including wearing a mask when in buildings on campus, and outside when physical distancing isn't possible.
- Read all school emails, specifically ones coming from the Schoology group called "COVID-19 UPDATE" to stay informed about health and safety updates.
- Participate in testing and tracing, as required by our school administration, to preserve community health.
- Adhere to isolation and quarantine instructions if I test positive for COVID-19 or if I am exposed to someone who has tested positive.
- Acknowledge that out-of-state travel may require me to follow additional public measures such as self-quarantining for 14 days.
- Demonstrate social responsibility by following public health guidelines in local businesses and public places.
- Follow the school facial covering policy 100% of the time while in our buildings whether prompted or not, during school hours and outside of school time.

Student Signature

Parent Signature