



The Laurel Education Group

PLANNING GUIDE

January 15, 2021



LaurelEducation.org/covid-19-planning

The Planning Guide may be modified as the trajectory of the virus changes and evolves.

EXECUTIVE SUMMARY:

We plan to re-open in the fall, on-campus and in-person. The Laurel Education Group is fortunate that our small class sizes, the spacious new campus, outdoor spaces, temperate climate, and substantial resources position us to weather this global pandemic. We have made significant investments to implement this plan. We are not considering a modified schedule, such as a three on/three off rotation, as we feel this will provide unnecessary pressures on our families.

Our plan relies on a combination of testing (periodic temperature checks), contact tracing, social distancing, face coverings, use of outdoor spaces, and enhanced hygiene and cleaning practices.

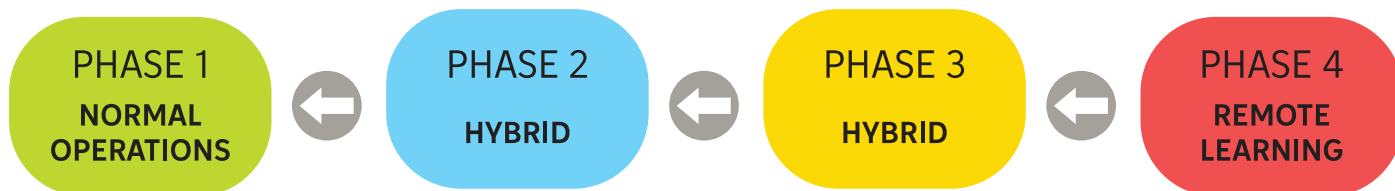
The Laurel Education Group Administrative Team and the Faculty, have developed a re-entry strategy that recognizes that the school must remain flexible to act in response to the changing situation that continues to evolve due to COVID-19.

Our priority is to support the diverse needs of students and families. This Planning Guide reflects our thinking as of late June 2020. Our current situation and potential future situations necessitate planning and preparation that is broad in scope, specific in its applications, and flexible in its deployment.

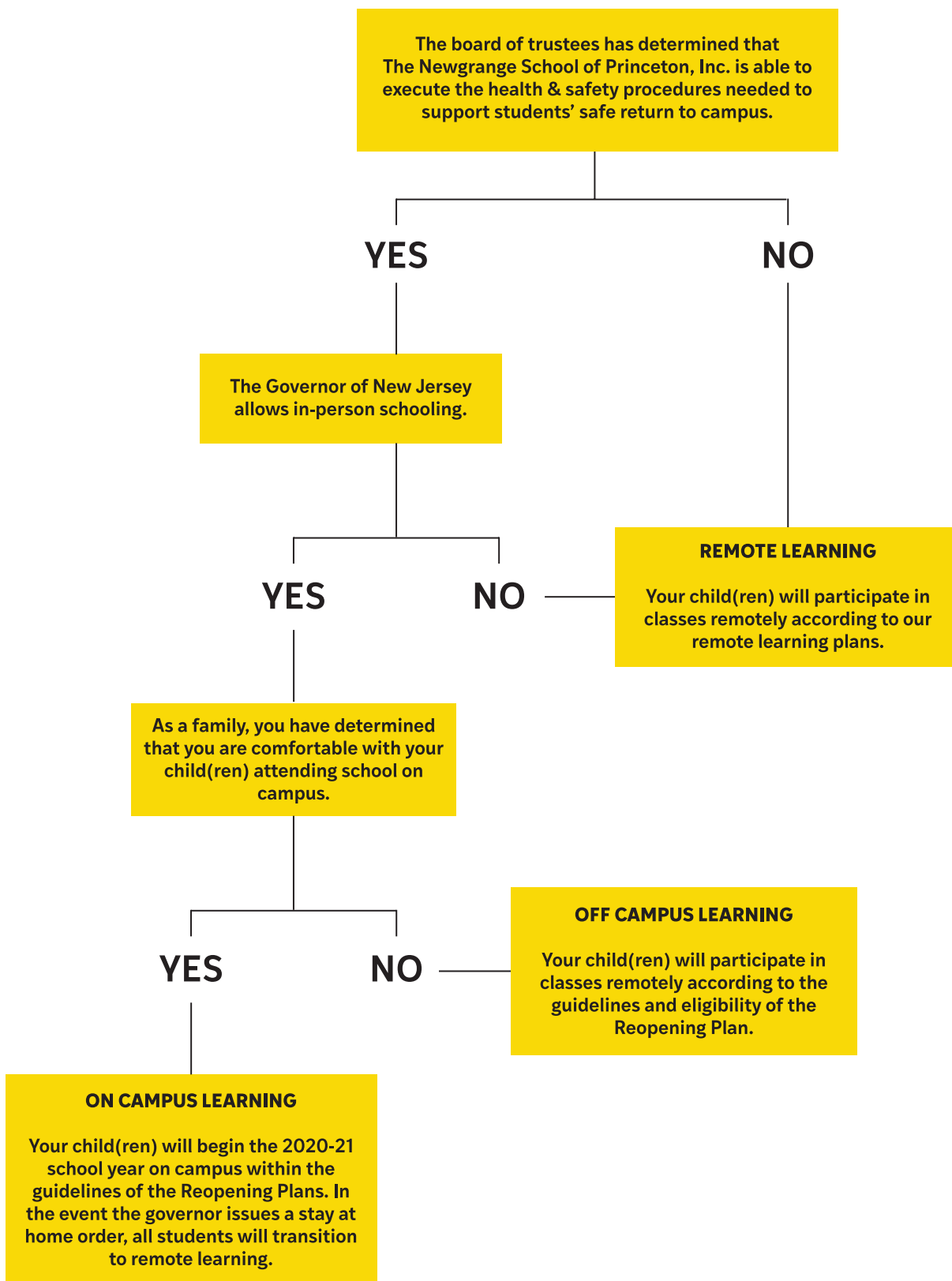
Our goal is to provide the very best educational experience possible for our students while also ensuring the health and safety of all members of the community. Laurel is at its best when teachers can work as closely with students as possible; therefore, we have worked on this plan to address what we must do to provide in-person instruction. When that is not feasible, we will provide synchronous learning (off-campus) and remote learning opportunities for students with a commitment to maintaining a positive experience.

OUR PLAN

Our plan consists of four phases:



We are guided by a decision matrix that accounts for all possible scenarios as we see them now. Given the unknown trajectory of the virus, this decision matrix may be altered.



In our planning, we considered a number of factors, some within our control, some that we cannot control.

WHAT IS CERTAIN WITHIN AN UNCERTAIN FUTURE

UNCERTAIN

- ➔ The trajectory of the virus
- ➔ Social Distancing Requirements
- ➔ Guidelines, regulations and requirements
- ➔ Future pandemics and other unanticipated closures

CERTAIN

- ➔ Health and safety is our top priority
- ➔ Combination of a focused mission, small class sizes and two teacher model ideally positions us
- ➔ Years of expertise and experience will ensure we meet our high standards of instruction

HEALTH AND SAFETY

Laurel's Administrative Team has been actively and strategically working together in our responses to COVID-19. The specially formed Re-opening Task Force has created this Planning Guide, designed to protect the health and safety of the entire Laurel community - students, families, faculty, staff, and visitors.

This plan follows the guidelines of the CDC, WHO, the New Jersey Department of Education and the New Jersey Department of Public Health to guide our operations for on-campus learning.

PREPARING FOR INTERRUPTIONS

Laurel is preparing for possible interruptions to on-campus learning, in the event, our area experiences a spike in COVID-19 cases which requires the Governor to close schools. In that case, a shift to full Remote Learning will happen immediately. Additionally, an immediate case of COVID-19 in our community could require certain cohorts of students be kept home and/or the entire campus closed.

ON-CAMPUS LEARNING

Laurel is pleased to offer On-Campus Learning for full school days, Monday-Friday, for parents who choose this option for their child(ren). Preparing for on-campus school operations to resume in September requires consideration for both the academic classroom experience and activities beyond the school day. Students who select On-Campus Learning will continue to benefit from in-person engagement with their teachers and classmates as well as co-curricular and extra-curricular activities.

OFF-CAMPUS LEARNING

Laurel will provide the Off-Campus Learning (synchronous learning) option for families that select this option as the best choice for their family during the COVID-19 pandemic in concert with our reopening phases.

A typical classroom will have a video camera and audio for live classes, and students will be required to attend these live classes from their home computers.

Phase 4: All Remote Learning

Phase 3: Opt for Remote Learning

Phase 2: Opt for Remote Learning

Phase 1: Full In-Person Learning

While we value the opportunities that result from in-person instruction, we understand that this may not meet the needs of some families. Off-Campus Learning will include a blend of remotely tuning in to live class time and completing work asynchronously. Participating in Off-Campus Learning will require an even greater partnership between home and school.

REMOTE LEARNING

Remote Learning will be in effect if the State of New Jersey closes schools or on an individual basis if an immediate family member contracts COVID-19. In the scenario where schools are closed, all students will move to Remote Learning. In the scenario where there's a family member with the disease, the student will go into Remote Learning for 14 days and may return with a negative test.

FREQUENTLY ASKED QUESTIONS

Will my child need to wear a mask?

The simple answer is yes. For phases 3&2, everyone will be required to wear face coverings while inside, and outside when social distancing is not possible. Teacher masks will be clear, so that students can see the teacher's mouth.

Will my child be required to wash his/her hands?

Yes. The New Jersey Department of Education's guidance calls for frequent hand washing. Going forward, under phase 3 and phase 2, hand washing will be required upon entering the building. Additionally, there will be hand sanitizing stations at every classroom entrance, as well as hand sanitizer at every desk under phase 3.

Will there be temperature checks?

Yes. Under phase 3 and 2, temperature checks will occur at drop off, lunchtime, and dismissal. Parents will be notified if their child(ren) has a fever (over 100.0). Additionally, all staff members will have their temperature checked upon arrival to work each day. Families are also asked to keep their child(ren) at home if there is a fever and/or flu-like symptoms.

What will drop off and pick up look like?

At drop off, we are asking that parents do not enter the building, instead dropping their child(ren) off with an assigned staff member. Students will remain in their classes at pickup / dismissal until called for phases 3 and 2. They will exit via the outside doors to the classrooms.

Will you restrict other people coming to campus?

Under phase 3, parents may drop their children off, but may not enter the building. We understand there will be exceptions, however we ask for cooperation in this as we try to limit the number of outside visitors to our campus

Visitors, contractors, and guests will be required to fill out a COVID-19 form, have their temperature checked, and complete a contact tracing form. Face coverings will be required for all visitors.

Parents will be allowed into the building by appointment only.

Will groupings of students be limited?

Yes. Under phase 3, groupings will be capped at 10 students and will stay in the same group throughout the day. Movement between classes will be from the outside doors, limiting contact in hallways. Under phase 2, there will be more movement between classes, however still maintaining social distancing.

We are currently under phase 2, with more movement permitted.

Will I need to screen my child before sending her/him to school?

Yes! You will need to complete our Daily Screening Form prior to sending your child to school. By sending your child(ren) to school, you certify that your child meets the criteria to be in-person. If you answered TWO OR MORE in Column A, or at least ONE in Column B, you must keep your child home and notify the school for further instructions.

What will the classroom look like?

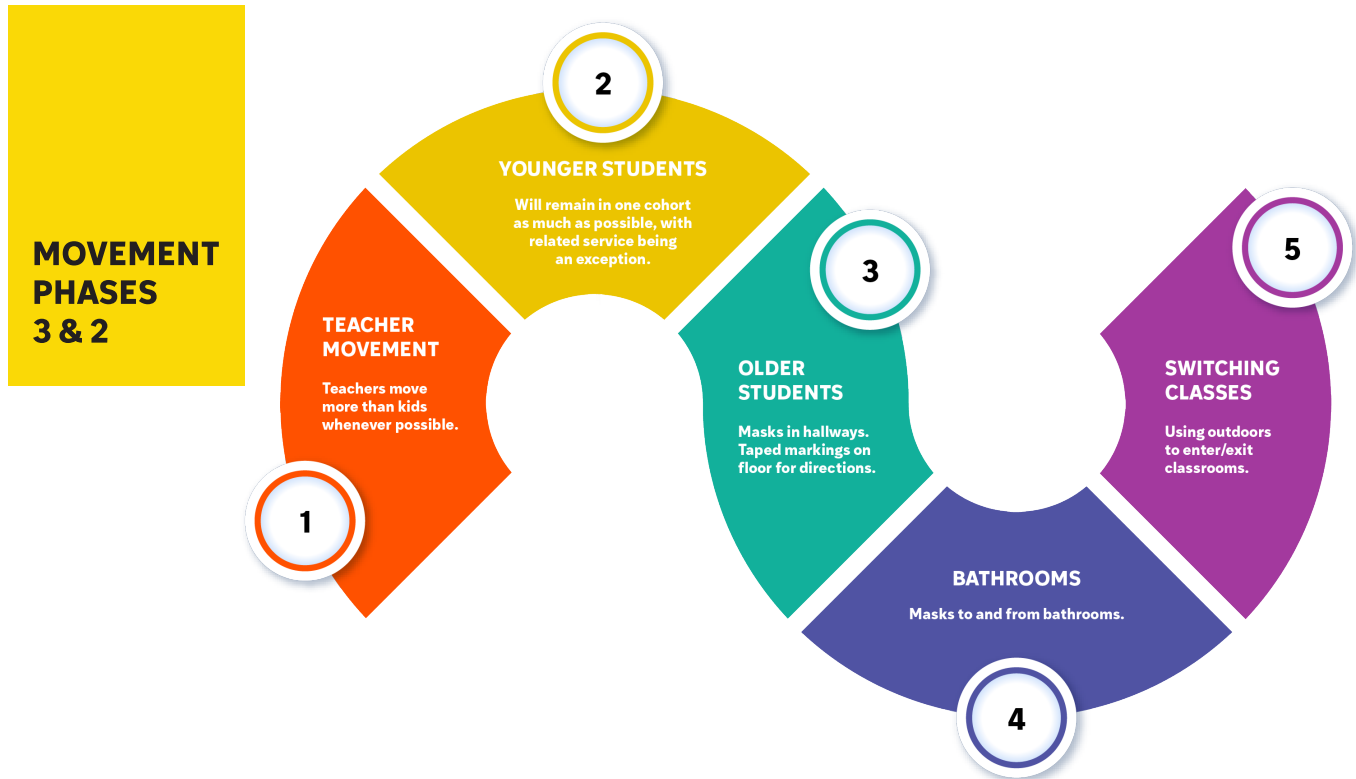
Desks will be socially distanced, with directional tape on the floors to guide movement. Each classroom has a door to an outside space. We will be using outdoor spaces as much as possible. students. Some activities may be modified to allow for this; however, as soon as we are safely able to resume activities.



Each classroom will be equipped with a mobile whiteboard and portable chairs so that learning can easily move outdoors.

How will movement within the school be handled?

Each classroom has a door to the outside. Whenever possible, students will enter and exit via the outside doors.



Will students have PE and/or outside time?

Yes! PE is very important. We know our students cherish their time engaged in PE. Newgrange is committed to continuing to offer robust programs and will provide all that we can give the health and safety requirements for students. Some activities may be modified to allow for this; however, as soon as we can do so safely we will resume all activities.

How will lunch be handled with social distancing guidelines?

For phases 3 and 2, all meals will occur in the students' homeroom and/or in our large open spaces.

Will there be field trips or off-campus activities?

Under phase 3, no. Under phase 2, it will depend on the venue and circumstance.

If we choose Off-Campus Learning, will my child be missing out?

Laurel is committed to providing an at-home learning experience that mirrors the classroom experience as much as possible. That said, there are certain aspects of a school that cannot be duplicated at home. Families are encouraged to help their Off-Campus Learning students experience physical exercise, social interaction, and creative pursuits during their free time.

Who do I contact with technical questions for Remote of Off-Campus learning?

Please contact Andy Haines at ahaines@thenewgrange.org

How will you determine to move from phases?

We will take into account a number of factors:



How will the school determine if it needs to close?

SCENARIO	CLOSURE
One Confirmed Case in the School.	School remains open*; students and staff in close contact with positive case are excluded from school for 14 days.
Two or more cases in the same classroom (outbreak limited to one cohort).	School remains open*; students and staff in close contact with positive case are excluded from school for 14 days. Recommendations for whether the entire classroom would be considered exposed will be based on public health investigation.
Two or more cases within 14 days, but are linked to a clear alternative exposure that is unrelated to the school setting and unlikely to be a source of exposure for the larger school community (e.g. in same household, exposed at the same event outside of school).	School remains open*; students and staff in close contact with positive cases are excluded from school for 14 days.
Two or more cases within 14 days, linked together by some activity in school, but who are in different classrooms (outbreak involving multiple cohorts).	Recommendations for whether school closure is indicated will be based on investigation in conjunction with the local health department.
A significant community outbreak is occurring or has recently occurred and is impacting multiple staff, students, and families served by the school community.	Consider closing school for 14 days, based on investigation by local health department.
Two or more cases are identified within 14 days that occur across multiple classrooms and a clear connection between cases or to a suspected or confirmed case of COVID-19 cannot be easily identified (outbreak involving multiple cohorts)	Close school for 14 days.
Very high risk of community transmission (refer to COVID-19 Regional Risk Level Matrix).	Close school until COVID-19 transmission decreases.

* Note: A temporary closure may also be considered for a period of 2-5 days if a student or staff member attended school while potentially infectious, before being confirmed as having COVID-19. This short-term dismissal allows time for local health officials to gain a better understanding of the COVID-19 situation impacting the school and perform contact tracing.

***We are fogging the entire building once a week
and have increased our cleaning of high-touch
surfaces throughout the day.***

THE REOPENING TASK FORCE

Deep appreciation goes to the following task force members who gave their time and talent towards developing this Planning Guide. With their help, we feel prepared to open in a safe and healthy manner.

Tim Viands
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Susan Miller
Tara Ruggiero
Alicia Wagner
Jennifer Walsh
Maureen Gold
Myra Kay McCowan
Nancy Hammill
Rebecca Horner

COVID-19 DAILY SCREENING FOR STUDENTS AND STAFF

Name: _____ Date: _____

Parents/Guardians: Please complete this short check each morning and report your child's information per your school's reporting instructions.

Section 1: Symptoms

Any of the symptoms below could indicate a COVID-19 infection in children and may put your child at risk for spreading illness to others. Please note that this list does not include all possible symptoms and children with COVID-19 may experience any, all, or none of these symptoms. Please check your child daily for these symptoms:

COLUMN A	COLUMN B
<input type="checkbox"/> Fever (100.0 or above)	<input type="checkbox"/> Cough
<input type="checkbox"/> Chills	<input type="checkbox"/> Shortness of Breath
<input type="checkbox"/> Rigors (shivers)	<input type="checkbox"/> Difficulty Breathing
<input type="checkbox"/> Myalgia (muscle aches)	<input type="checkbox"/> New loss of smell
<input type="checkbox"/> Headache	<input type="checkbox"/> New loss of taste
<input type="checkbox"/> Sore Throat	
<input type="checkbox"/> Nausea or Vomiting	
<input type="checkbox"/> Diarrhea	
<input type="checkbox"/> Fatigue	
<input type="checkbox"/> Congestion or Runny Nose	

If **TWO OR MORE** of the fields in Column A are checked off OR **AT LEAST ONE** field in column B is checked off, please keep your child home and notify the school for further instructions.

Section 2: Close Contact / Potential Exposure

Please verify if:

- ☐ Your child has had close contact (within 6 feet of an infected person for at least 10 minutes) with a person with confirmed COVID-19.
- ☐ Someone in your household is diagnosed with COVID-19.
- ☐ Your child has traveled to an area of high community transmission.

If **ANY** of the fields in Section 2 are checked off, your child should remain home for 14 days from the last date of exposure (if child is a close contact of a confirmed COVID-19 case) or date of return to New Jersey.

Contact your child's provider or your local health department for further guidance.