

City of Fountains School

COVID-19 Response & Reopening Plan

Revised: Aug. 7, 2020

Overview

The COVID-19 Response & Reopening Plan* serves as a guide to reopening school under the current guidelines put into effect by official health authorities in response to the COVID-19 pandemic.

In making decisions about health, safety and reopening, we rely on updates from the Kansas City Health Department and State of Missouri. We are also tracking publications from the Centers for Disease Control (CDC) and other sources, including information about how private schools in our area and leaders in Waldorf-accredited institutions across the country are reopening.

Guiding Principles

Our central focus is to protect the health and safety of students, faculty and staff while maintaining our commitment to provide developmentally appropriate education and keep intact the connection among our school community.

Every step we take to create a safe school environment is intended as an act of love and care for our families, teachers, staff and friends. We want our children to see that a “safe school” reflects a school that embodies love.

School reopening

We will open our doors on Sept. 8, 2020, for the first day of the 2020-21 school year, pending authorization by local and state officials. We are committed to staying open unless there is a government-mandated stay-at-home order. We will enter the academic year in Mode 2: Modified Outdoor Instruction, as detailed in the Modes of Operation section on the next page.

We acknowledge that some families in our community are not comfortable or capable to be with us for in-person instruction. We respect each of the various levels of comfort and beliefs among our families. Whether you remain enrolled or choose an alternate path of education for the year, we honor your decision. We hope that you will continue to feel at home within your COFS community.

Enrollment

Our enrollment deadline has been extended. Please confirm your child's admissions status for the 2020-21 school year, even if you will choose to revoke enrollment, by filling out [this form](#) by 4 p.m., on Monday, Aug. 10.

**Due to the ever-evolving nature of this situation, the contents within this document are subject to change. Any certain section may be refined or discontinued in part or in its entirety, at any time without prior notice. Furthermore, additional content or sections may be added as necessary. We will communicate any updates to our school community through the typical channels.*

Modes of operation

We are committed to ensuring a strong, engaging educational program throughout the 2020-21 school year, despite the many challenges presented by the pandemic. We anticipate three possible modes of operation for the coming year, as detailed below. By having three strong options to continue to support students and families, we are hopeful that we will be prepared to adjust quickly to whatever situation may arise. There may be times when we must shift modes based on circumstances within our local community. If and when these situations arise, it is our intention to ensure that transitions between modes are as smooth as possible for teachers, students and families. We look forward to continuing to provide an enlivening curriculum for each of our students during a time when they need it most.

MODE 1: In-Person, Modified Indoor Instruction

We will be in this mode when we are able to be on campus but need to maintain small, age-specific groupings, also referred to as 'pods'. In this mode, we will follow CDC and local health department guidelines for all aspects of the school day including social distancing, masks, hand hygiene and school sanitization.

MODE 2: In-Person, Modified Outdoor Instruction*

Our urban campus in the heart of Kansas City has enough space to provide our students with a Waldorf-inspired education in the outdoor air. In this mode, students will spend a large part of the school day in outdoor learning spaces. Similar to Mode 1, we will maintain small, grade-specific groupings and follow local health department guidelines.

MODE 3: Beyond the Classroom (Remote Learning)

We will be in remote learning if required by the State of Missouri or our local health department. A shift to remote learning could be triggered by a statewide stay-at-home order or a more local outbreak. Remote learning may be required by class or program if there is a confirmed case of COVID-19 in a class. Additional details about what our Beyond the Classroom program will look like this year can be found in the program-specific Reopening Guides.

We will discontinue modes of operation and return to "normal" school life and instruction as soon as we can do so safely. Discontinuation may still involve aspects of our modes (i.e., sanitization practices), however, students will be able to gather across grade-levels and we will be able to welcome parents and community members into our buildings. Festivals, events, assemblies and community gatherings will be possible at this time.

**We will begin the 2020-21 school year in Mode 2. Unless a circumstance that necessitates transition arises, we will continue in Mode 2 until Fall Break, at which point we will have assessed, determined and communicated which mode we will transition to following the break.*

COVID-19 Screening & Response

It is vital that we work in strong partnership with families on a daily basis to conduct health screens for each child. You are expected to be alert for signs of illness in your child prior to leaving for school and to keep them home when they are feeling unwell. Please utilize the [At-Home Screening Checklist](#) and keep your child comfortable at home if they are experiencing ANY of the symptoms (high-risk or additional) outlined in the Screening Criteria section below.

Upon arriving to school and before entering the classroom, a visual health check of each child will take place. If a child is showing signs of illness, they may be asked to return home for the remainder of the day. Students and Faculty exhibiting any symptoms of illness will be required to wear a mask until they have vacated the premises.

Temperature Checks

We request that you take your child's temperature prior to leaving home each morning. In the event that your child has a temperature of 100.4°F or higher, please advise Administration that your child will be absent and follow the screening criteria charts below.

At school, we will be using infrared forehead thermometers if a fever is suspected. Students who develop a temperature of 100.4°F or higher during the school day will be put in a designated area until a parent or caregiver arrives to take them home.

Faculty & Staff

Faculty and staff members will track their own temperatures and symptoms daily either at home or upon arrival at school. A teacher or staff member must report to Administration and not come to work if they are experiencing any of the symptoms detailed in the Screening Criteria section.

Confirmed COVID-19 Case

If there is a confirmed COVID-19 case within our student body or staff, we will immediately notify local health officials to determine a course of action for the specific class, program or entire school. This may include an initial short-term dismissal (2-5 days), allowing time for local health officials to gain a better understanding of the particular COVID-19 situation impacting the school and for facilities to be properly cleaned and disinfected. Through our work with the KC Health Department, we will determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

Screening Criteria

The following information and charts have been provided by the Kansas City Health Department.

- **Exposure** is defined as being within 6 feet of an individual for longer than 15 minutes.
- **Case** is defined as an individual who tests positive for SARS-CoV-2 (COVID-19).

| High-risk Symptoms | Additional Symptoms | |
|--|--|---|
| <ul style="list-style-type: none"> • New cough • Difficulty breathing • Loss of taste/smell | <ul style="list-style-type: none"> • Fever ($\geq 100.4^\circ$) or chills • Congestion/runny nose • Nausea/vomiting/diarrhea | <ul style="list-style-type: none"> • Sore throat • Headache • Muscle or body aches |

If a student screens POSITIVE for COVID-19 **SYMPTOMS**:

| Screening Results | Is a COVID-19 test required? | When can child return to school? |
|---|------------------------------|--|
| <p>1 additional symptom AND No COVID-19 exposure</p> | NO | <p>Return to school 24 hours after symptom resolution</p> <p style="text-align: center;">OR</p> <p>If alternate diagnosis is made, return precautions should be specific to diagnosis</p> |
| <p>1 high risk symptom OR ≥ 2 additional symptoms AND No COVID-19 exposure</p> | YES | <p>Negative COVID-19 Test</p> <p>Return to school 24 hours after symptom resolution</p> <p style="text-align: center;">OR</p> <p>If alternate diagnosis is made, return precautions should be specific to diagnosis</p> |
| | | <p>Positive COVID-19 Test</p> <p>At least 24 hours since resolution of fever without the use of fever-reducing medications AND improvement in symptoms AND At least 10 days have passed since symptoms first appeared</p> |

If a student screens POSITIVE for COVID-19 **EXPOSURE**:

| Screening Results | Is a COVID-19 test required? | When can child return to school? |
|--|------------------------------|---|
| <p>Exposure to a person with confirmed COVID-19 case</p> | NO | <p>Quarantine for 14 days from last exposure to a person with confirmed or suspected COVID-19. If child develops high-risk or additional symptoms during quarantine, follow steps for SYMPTOMS.</p> |

Group sizes

For the 2020-21 school year, class sizes will be reduced with a cap on enrollment, as shown below. Our classrooms have been measured for recommended capacities and we will utilize these measurements for any class larger than 10 students. We will divide any class larger than 10 students into consistent small groups referred to as 'pods'.

As much as possible, students will remain in their designated classroom area for their classes while teachers move between spaces. Any shared space that is utilized will be cleaned and sanitized before the next group arrives.

Pending final enrollment confirmations, Faculty may choose to implement a class schedule that includes early-release to accommodate smaller class sizes, minimize exposure and increase time for school sanitization.

Early Childhood

- Dory's Class: 14 students per class (7 per pod), 2 teachers
- Morning Glories: 12 students per class (6 per pod), 2 teachers
- Buttercups (Parent/Toddler): 8 pairs (only one parent/caregiver per child), 2 teachers

Grades

- Grades 1, 2/3, 4, 5, 6/7: 10 students per class, 1 Teacher (Lead or Specialty)
 - Classes may be combined depending on space (e.g., gym) for specialty subjects.

Enrichment

- 10 students or less per pod, 1 teacher

Face masks

Our plans and strategies are created with the intention to reflect the care and love we have for each other and our school community. We must meet the needs of those who have health concerns by ensuring they are protected. Some teachers have underlying medical conditions and will require their students to wear masks or face coverings during class instruction, depending on the current mode of operation. If this is the case for your child's class, you will be notified by your Lead Teacher. All other students will be able to wear a mask or face covering if they feel more comfortable doing so.

We will provide teachers with full transparent face shields, which could be worn in conjunction with a mask, as well as during instruction or if they must be within 6 feet of children for any activity. We recognize that this option will be especially beneficial for Early Childhood students, as they will have the ability to see their teacher's full face and facial expressions.

During a local mask mandate, we will adhere to the Kansas City Health Department guidelines.

Social distancing

Students

We will take many measures to organize the school environment in a way that removes the burden of social distancing from the students. Some of these measures in consideration include classroom and desk spacing, staying within their class, staggered recess in designated areas, staggered pick-up and drop-off.

Our goal is to allow for physical distancing in a way that is not punitive in nature – does not isolate students from their peers and teachers – and allows all students to be educated in an age-appropriate way about these measures and how they can help to keep the community healthy.

Faculty and Staff

Teachers and staff members will practice strict social distancing with each other, especially within the building, but also while outdoors on campus.

Parents and Guests

We ask that adults adhere to the recommendation of keeping 6-foot distance between individuals. In addition, we request there be no congregating at any time among our community members on school grounds, including the playground, ramp, sidewalk or lawn.

Curbside drop-off/pick-up

Administration is currently devising a plan for drop-off and pick-up including designated areas for each class to meet at the beginning of the day and leave at dismissal. We are taking into consideration many options including staggering arrival and dismissal times, separate entrances for different classes and having designated staff members outside the school to pick up children as they arrive. Our goals are to adhere to social distancing recommendations and restrict the number of people entering the building. Final drop-off and pick-up plans will be included in our 2020-21 Family Handbook.

Guests on campus

During Modes 1-3, nonessential visitors will not be permitted into the building or outdoor classroom areas. Any visitor who needs to enter the building or classroom area (i.e., maintenance) will be required to wear a face covering, maintain spatial distancing of 6 feet between others and use hand sanitizer upon entering.

Student health and wellbeing

Maintaining a safe and healthy environment for our students is our highest priority.

Hand washing and sanitizing

We recognize the importance of frequent hand washing and the role it plays in controlling the spread of infectious disease. We will continue to provide education on proper hand washing techniques to all students. Here is how hand washing will vary depending on our mode of operation:

- Mode 1: Most of our classrooms are equipped with a sink, allowing students to have a dedicated area to wash their hands at regular intervals throughout the day.
- Mode 2: We will have hand-washing stations available in multiple areas outdoors.

Students will be required to wash their hands upon entering their classroom, after bathroom use, before and after each meal and other designated times as determined by their Lead Teacher and further outlined within the program-specific [Reopening Guides](#). We will use single-use paper towels for drying hands. If and when hand washing is not feasible, we plan on using a hand sanitizer produced by a local business.

Health station

We will have a dedicated, private area indoors for students who fall ill during the school day. COFS does not currently have a school nurse on staff, however, we plan to renew usual first aid and CPR certifications as an entire Faculty and Staff. Any staff member who cares for unwell children will be provided with appropriate personal protective equipment and we will continue to follow the guidelines of the public health department.

Air filtration and purification

When operating in Mode 1, windows will be open in classrooms as much as possible to increase circulation of outdoor air, unless an open window poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) for children. In addition, UV filtered air purifiers or similar filtration system will be installed in each indoor classroom, pending final approval by the COFS Board and Keystone Church Board. A fan may also be placed in front of the window(s) to increase fresh air circulation.

Water bottles

During Modes 1 and 2, our water fountain will be restricted. Please ensure your child has a clearly-labeled water bottle filled up each day. If you feel that one water bottle is not enough, please pack two. Coming prepared with a full water bottle will greatly reduce the hallway traffic and class distractions. If water bottles need to be refilled during the school day, a staff member will properly do so using our filtered water system.

School sanitization

We will have dedicated times between classes, throughout the day and at the end of the school day during which all staff in attendance will be required to clean classrooms and common areas.

During Modes 1 and 2, we will focus sanitization efforts on high-contact areas such as door knobs, light switches, faucet handles indoors. Outdoor high-contact areas include playground equipment, door knobs and railings, which will be disinfected throughout the day and in between use by each class or pod.

Bathrooms will be disinfected on an ongoing basis throughout the day, with a deeper clean after a class takes its scheduled use of the facilities.

Program-specific cleaning and disinfecting details can be found in the [Reopening Guides](#).

Force of Nature

We will utilize Force of Nature and thymol-based products to clean, sanitize and disinfect our school.

This cleaner and disinfectant kills viruses and is an EPA registered disinfectant & sanitizer as effective as bleach that's registered for use in hospitals, ICUs, schools, daycares and more. Furthermore, it is on the [EPA's List of Disinfectants for Use Against SARS-CoV-2 \(COVID-19\)](#).



Hospital-Grade Sanitizing & Disinfecting

Force of Nature is an EPA-registered disinfectant & sanitizer that kills 99.9% of germs*, even Staph, MRSA, Norovirus, Influenza A, Salmonella, and Listeria when used as directed. It's on EPA's list of Disinfectants for Use Against SARS-CoV-2, the cause of COVID-19.



It kills viruses and bacteria with no toxic chemicals. EPA registered for hospital & ICU use.



It disinfects & sanitizes just as effectively as bleach with no harmful chemicals.

School closure

In the event of a government-mandated stay-at-home order, or if it is determined that we should close our doors based on guidance from local and state health departments, we will enter Mode 3 (Beyond the Classroom) and provide academic continuity by initiating a remote learning block.

Beyond the Classroom

First, it is important to note the distinction between our plans for 2020-21 remote learning and the emergency Distance Learning Program (DLP) that you experienced during the spring. Our plans for a possible remote learning block during the upcoming school year evolved from the DLP survey responses collected in June. As in years past, we have invested in faculty training over the summer, allowing Lead Teachers the opportunity to develop rich and age appropriate curriculum to be delivered in-person or over distance. We will ensure a robust and consistent response across the Grades and within the Early Childhood and Enrichment programs. We are committed to maintaining a connection with each child, helping them to progress in their education in ways that align with Waldorf philosophy and pedagogy. You can view additional details about Beyond the Classroom within the program-specific [Reopening Guides](#).

At the beginning of a mandated school closure, we will give families, Faculty and Administration a week to prepare for remote learning. During this transition period, communications may increase, so it is vital that parents stay connected with their child's Lead Teacher and school administration. Necessary school materials/supplies will be picked up this week.

The remote learning block will commence at the beginning of the second week and will last for eight weeks – excluding planned school breaks – unless the stay-at-home order is lifted before then. If the school closure lasts beyond eight weeks, we will discontinue the remote learning block for a break period. At this point, we will take up to four weeks of a break, during which your school Leadership will determine a plan for initiating another block of remote learning. We will compensate the amount of school days missed, up to four (4) weeks, with make-up days during Spring Break and/or into June.

Tuition

We understand that your child's education is a major decision. Attending a private school is not a decision made lightly for many in our community, and we recognize that. We want you to feel secure and supported in your choice to attend COFS, no matter what. That's why, at the start of school closure, we will offer a reduced tuition option for families. Exact financial logistics regarding decreased tuition during a time of school closure are currently in review until enrollment is finalized and will be explained in greater detail in the coming weeks.

Undoubtedly, we remain committed to working with families who experience financial hardship during this time. Our Fundraising committee will initiate a relief fund to support those COFS families in need of emergency tuition assistance.

School closure timeline

School closure begins

Week 1

Remote learning begins.

Transition period

Up to a week-long period to prepare for remote learning, pick up school materials/supplies.

Remote learning block lasts for the duration of school closure, up to eight weeks, excluding planned school breaks.

Reduced-tuition options will be provided during remote learning block.

Beyond Week 8

If school closure goes beyond 8-week block, remote learning will discontinue for a break and up to four weeks of missed school days will be made up over Spring Break and/or into June.



Contact

You may submit any questions you have regarding 2020-21 planning [here](#). Specific feedback can be directed to the following individuals based on subject matter:

Pedagogical

Dory Wheatley, Faculty Chair
dory@cityoffountainsschool.org

Admissions/Enrollment

Daniela Hindman, Administrator
administrator@cityoffountainsschool.org

Communications

Lauren Vossen, Community Development Manager
outreach@cityoffountainsschool.org

Strategic/Legal

Nicci Marshall, Board Presider
presider@cityoffountainsschool.org

Financial

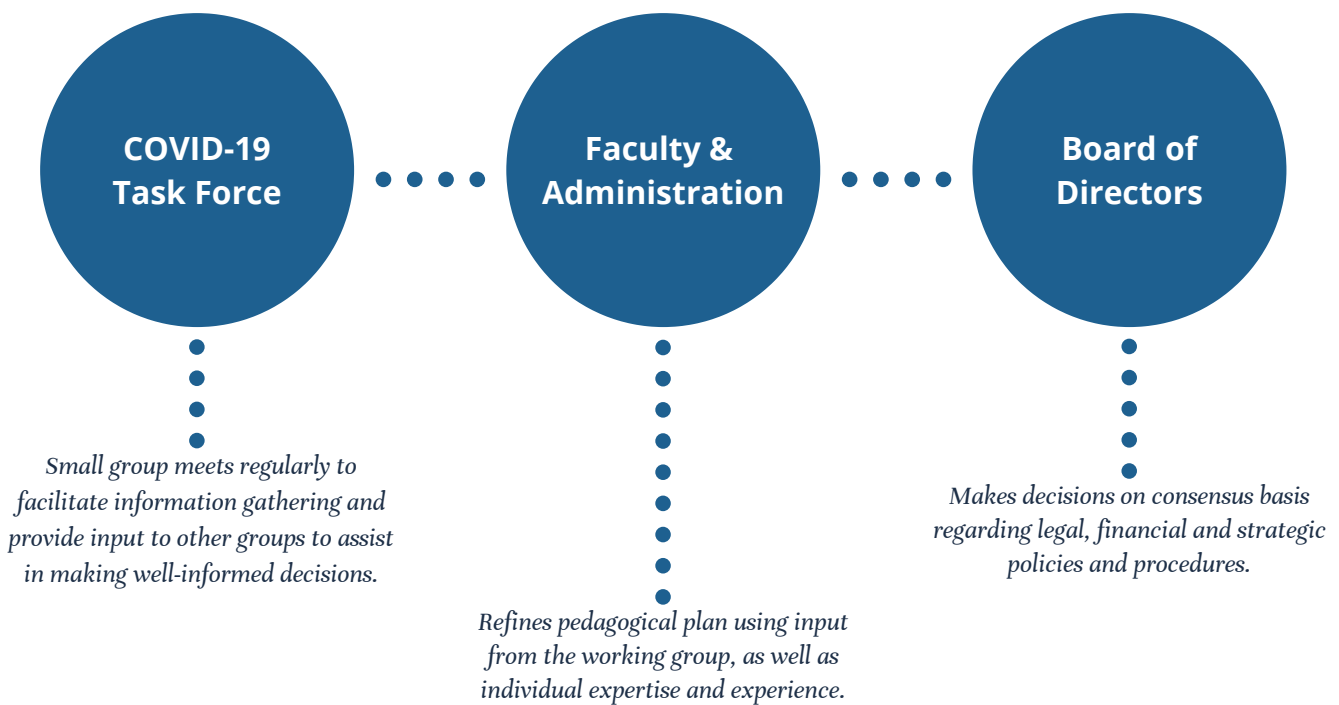
Kari Cottrell, Bookkeeper
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Appendix

COVID-19 Planning Workflow

Decisions for reopening have taken shape through communication among three groups, the COVID-19 Task Force, Faculty and Administration and the Board of Directors.

Together, our central focus is to protect the health and safety of students, faculty and staff while maintaining our commitment to provide developmentally appropriate education and keep intact the connection among our school community.



School Closure Example

For greater clarity, here is an example of what our remote learning block could look like:

Say a government shut-down is initiated beginning Monday, Nov. 9, and lasts for 13 weeks. The sample schedule below shows what the remote learning block would look like in this scenario.

Any days (up to four school weeks) spent in the 'break period' after the remote learning block ends will be made up during the week of Spring Break in this scenario.

| Date | RL Week | |
|------------------|----------------|---|
| Nov. 9 - 13 | | <i>School closure mandate, begin transition period</i> |
| Nov. 16 - 20 | 1 | Remote learning block (RL) begins |
| Nov. 23 - 27 | | <i>Fall Break</i> |
| Nov. 30 - Dec. 4 | 2 | RL |
| Dec. 7 - 11 | 3 | RL |
| Dec. 14 - 18 | 4 | RL |
| Dec. 21 - 25 | | <i>Winter Break</i> |
| Dec. 28 - Jan 1 | | <i>Winter Break</i> |
| Jan. 4 - 8 | 5 | RL |
| Jan. 11 - 15 | 6 | RL |
| Jan. 18 - 22 | 7 | RL |
| Jan. 25 - 29 | 8 | RL |
| Feb. 1 - 5 | | <i>RL break, school days made up during Spring Break week</i> |