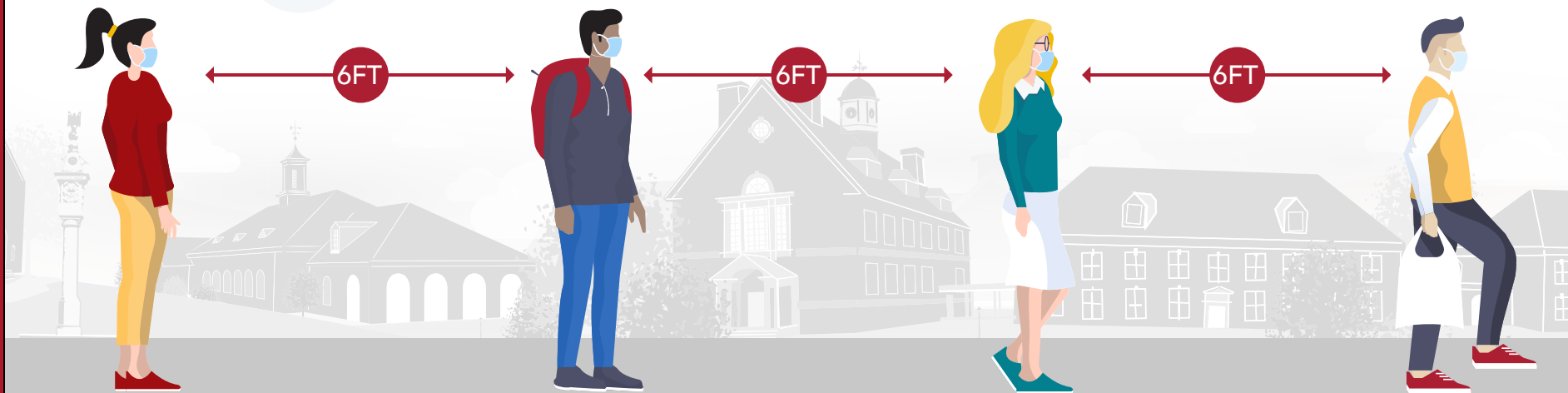


# A ROADMAP TO REOPENING

*Prepared by the OpenPomfret Task Force*  
*June 20, 2020*



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# INTRODUCTION

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## LETTER FROM THE HEAD OF SCHOOL

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Dear Pomfret Parents,

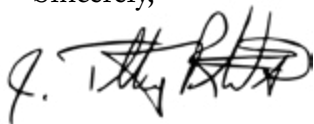
Summer is now officially upon us; we are in the process of closing the door on both the 2019–2020 academic year and the current fiscal year, and our attention has turned even more fully to the happy, if complicated, process of planning for the year to come.

We know much more today about COVID-19 and the steps we must take to open our campus to students, faculty, and staff in the fall than we did just six weeks ago. And yet the reality is that formulating absolute and final plans at this point in the summer is at best a challenge, at worst a fool's pursuit; there are simply too many unknown variables, including some that are simply out of our control. Nevertheless, with this message to you, we take an important next step in our planning process.

Front and center in our priorities is creating a plan that does everything within our power to ensure the safety and well-being of our community members. Come September, we will have in place all of the practices, policies, and procedures necessary to keep your children safe. Yet no amount of precaution can guarantee that Pomfret School will remain COVID-19 free in the coming year. We choose to open our campus and return to in-person programming fully aware that our planning must account for this possibility and take steps to mitigate any possible transmission.

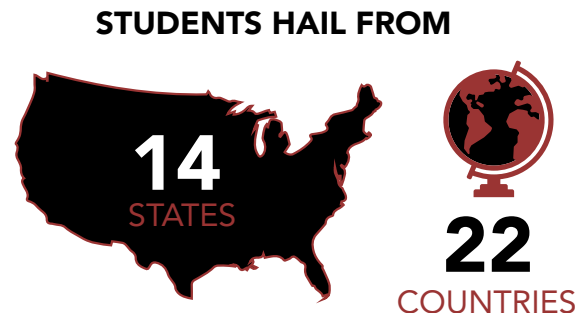
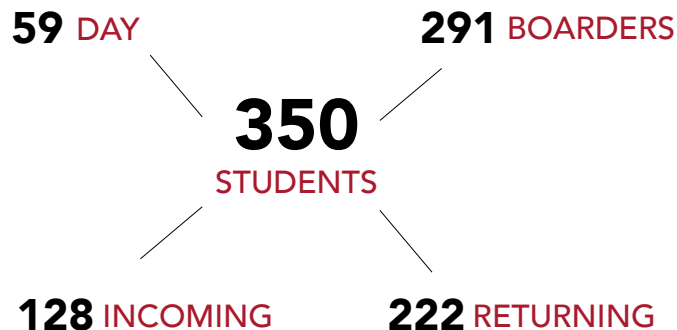
While there is still uncertainty on a few key points, I can tell you with certainty on June 20 that our plan is to bring students back to campus in the fall, and that we will offer an exceptional academic program whether your child is on campus or learning at a distance for a portion of the year. In the coming weeks, you can expect to receive more information about our fall reopening plan. In the meantime, please do not hesitate to contact me directly with your questions and concerns.

Sincerely,

A handwritten signature in black ink, appearing to read 'T. Richards', with a stylized flourish at the end.

Tim Richards  
Head of School

## OUR COMMUNITY | BY THE NUMBERS



151  
EMPLOYEES



37  
ADMINISTRATIVE  
FACULTY

52  
TEACHING  
FACULTY

62  
STAFF

70

EMPLOYEES LIVING  
OFF CAMPUS

81

EMPLOYEES LIVING  
ON CAMPUS

# CALENDAR

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## *Dates for the 2020-2021 fall term.*

### **August 24**

International students allowed to arrive for a two week on-campus quarantine (if required)

### **September 6–10**

Students arrive in phases

### **September 11 – November 20**

On-campus classes

### **December 1 - December 16**

Distance learning period

### **January 7**

Students return to campus

### **January 8**

Classes resume

*More details to follow*

### **Open Dorms**

In a departure from previous years, campus will be open to all current students for the duration of the school year, including long weekends, traditional breaks, and the distance learning period. During these times, we strongly encourage international students to remain in the US, either in the dorms or with an identified family member/guardian residing within 4 hours of campus, as previously communicated with the School.

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## **PLANNING PROCESS AND KEY CONSIDERATIONS**

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# OPEN POMFRET TASK FORCE WORKING GROUPS

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## **ACADEMICS & PROGRAM**

Gwyneth Connell, Director of the Grauer Family Institute

## **COMMUNICATIONS**

Garry Dow, Director of Communications

## **FINANCE**

Ed Griffin, Chief Financial Officer

## **HEALTH, SAFETY, AND CAMPUS DENSITY**

Brenda Bullied, Director of Facilities

Don Gibbs, Dean of Academics

# SCENARIO PLANNING TIMELINE

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**5/1** Senior leadership holds its first formal meeting to discuss fall reopening.

**5/6** The State of Connecticut releases the “considerations” it will use to determine if and when School campuses can reopen.

**5/8** Pomfret announces the formation of the OpenPomfret Task Force.

**5/12** Head of School Tim Richards hosts a town hall-style webinar, *What Next Year Might Look Like*, sponsored by the Pomfret Parent Executive Council for incoming and returning parents.

**5/19** The School announces its intention to reopen campus in September.

**6/2** The State of Connecticut publishes the [Independent School Reopen Plan](#), providing official guidance to independent schools like Pomfret about the reopening.

**6/20** The School releases its official scenario planning report, *A Roadmap to Reopening*.

# OUR GUIDING PRINCIPLES

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## **SAFETY**

The health and well-being of the Pomfret community is our chief concern. It guides all of our decision-making.

## **QUALITY**

We are committed to providing a richly rewarding educational product that empowers student success through academic and athletic programming, community engagement, and personal connection.

## **CONTINUITY**

To the greatest extent possible, we are seeking to provide our families with a genuine sense of stability and normalcy during this uncertain time.

## **COURAGE**

We are not the first to contemplate what action looks like in the face of uncertainty. The important thing is to know what risks are worth taking, and why.



# CONSIDERATIONS

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*State-mandated guidance for reopening campus.*

1. To safely resume campus operations, the prevalence of disease in Windham County must remain low.
2. Local hospitals, including Day Kimball, which is just two miles away, must have adequate surge capacity.
3. Pomfret must be able to ensure that we have adequate supplies of viral diagnostic tests as well as adequate financial support to obtain, administer, and process them.
4. We will also need to build a robust contact tracing program, likely through technology-assisted tracking.
5. In addition, we will need to develop ways to maintain appropriate physical distancing on campus.
6. We will also need to ensure that we have adequate supplies of personal protective equipment, especially face masks, for students, faculty, and staff.

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# **PROGRAM PLANS FOR FALL 2020**

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# THE HUMAN TOUCH

*A modified campus learning experience with in-person instruction.*

If we have learned anything during this pandemic, it's that there is no substitute for being together. When high caliber educators and motivated learners come together, you get amazing results. The human touch (even from six feet away) is what makes Pomfret, Pomfret. That's why we are fully committed to bringing as many students as possible back to campus for in-person instruction this fall.

Through the use of a flexible approach to teaching and learning called agile course design, we will be able to offer plenty of in-person instruction each day, even as we maintain social distancing protocols and classroom density guidelines, which may be relaxed as circumstances allow. Classes may look and feel a little different this fall, but the essence of the Pomfret Experience you have come to know and love — an experience full of deep human relationships, challenging classes, engaging learning opportunities, and fun social events — will remain unchanged.

# AGILE COURSE DESIGN

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## *Using space and time differently.*

Though we all grow accustomed to our regular daily and weekly schedules, the pandemic has reminded us that not every learning task requires the same number or combination of people, the same number of minutes, or the same physical space.

As we integrate our distance learning tools with our on-campus learning, one English class might find itself spread across two classrooms for an entire period, with the teacher going back and forth to monitor the progress of the discussion and offer guidance. Meanwhile, a chemistry teacher might bring in one pair of students at a time to complete a lab practical, then send them back to their dorm rooms to write up the report.

We may also expand our understanding of what constitutes a meaningful learning space, as classes take advantage of the Tuck or an outdoor classroom in the woods to conduct large-group activities, all while students and teachers continue to use Zoom for 1:1 feedback sessions and coaching.

# BETTER THAN BEFORE

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*A new and improved distance learning experience for those who need it.*

Even as we prepare to welcome students back to campus this fall, we recognize that not every student will be able to join us right away. We also recognize that even if we return to campus under semi-normal conditions, a rise in the prevalence of disease may require a temporary return to remote instruction, in the dorms or at home. That's why we have created a best-in-class distance learning option available to any student who needs it.

In our spring distance learning surveys, we learned a lot about what you liked and what you didn't, and we have used that feedback to create a distance learning program that is better than before. In particular, we will build in more opportunities each week for classes to meet in real-time. We will continue to develop strategies and tactics that help students strengthen their own time management skills, and we will make certain that academic workload and pace are manageable and create conditions for success. Last but not least, we have created a new kind of teaching position, the distance learning coach, who will support faculty in creating high quality distance learning experiences that are both accessible and engaging to students learning remotely.

# ATHLETICS & AFTERNOON PROGRAM

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We are committed to maintaining a robust interscholastic athletic and afternoon activity program that develops skills, builds camaraderie, and creates memories. We will follow the guidance of the Governor, the [CIAC](#) and the [NFHS](#) regarding return to play protocols and safe participation.

## INTERSCHOLASTIC COMPETITION

We are increasingly confident that athletes will participate in an attenuated but otherwise normal fall season.

## SPORTS-SPECIFIC COACHING & TRAINING

In the fall and perhaps beyond, dedicated athletes will be able to train and receive coaching out-of-season.

## ATHLETIC RECRUITMENT

We will offer creative ways for aspiring college athletes to gain exposure if their seasons are compromised.

## AFTERNOON PROGRAMMING

We will continue to offer afternoon activity programming as healthy alternatives to interscholastic athletics, including lifelong exercise options, explorations of the arts, community service, and more.

# DEADLINES

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*Important dates for you to know.*

## **JUNE 30**

The last day to withdraw from Pomfret School with no additional financial responsibility.

## **AUGUST 1**

The last day to withdraw from Pomfret School with no additional responsibility beyond the first tuition payment (55% of net tuition).

## **AFTER AUGUST 1**

All net tuition and fees are binding.

# REFUNDS & INSURANCE

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*If you can't make it back to campus.*

Pomfret remains committed to refunding all variable costs that the School does not incur in the case that services are dispensed in a non-traditional manner, such as distance learning, to tuition-paying parents.

However, if the School does open as planned, and international students or immunocompromised students are unable to attend in person, we will refund 15% of net tuition on a prorated basis, and provide you with the improved distance learning solution referenced earlier in this communication. For a boarding student who is not on financial aid, the annual amount calculates to \$10,000.

Lastly, tuition refund insurance is available for all tuition-paying families. The cost is 2.4% of net tuition, and it provides coverage for 50% of all unused tuition as long as the student has attended Pomfret for 14 continuous days. Purchasing this insurance is an option for those families who are concerned about this school year fully meeting their expectations.

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# HEALTH & SAFETY

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## REPOPULATION

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*A plan to welcome students back to campus.*

### **MASKS**

It is likely that students and faculty will be required to wear masks for some portion of each day.

### **ENHANCED CLEANING PROTOCOLS**

We will conduct frequent cleaning of high-touch surfaces, provide hand sanitizer stations at the entrances to buildings and classrooms, and provide cleaning/disinfecting supplies for commonly used surfaces.

### **CAPACITY**

We will redefine campus density limits to permit safe social distancing in classrooms, dormitories, the dining hall, chapel, auditoriums, athletic facilities, and our library, among others.

### **CAMPUS ACCESS & SECURITY**

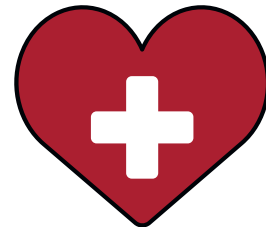
We will adjust our visitor and vendor procedures, and keep our campus community safe.



## **MONITORING & CONTAINMENT**

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*A plan to detect infection and prevent the spread of disease on campus.*



### **HEALTH SCREENING**

We will conduct regular temperature checks.

### **TESTING**

We will require COVID-19 tests for students and employees.

### **CONTACT TRACING**

We will develop contact tracing capacities.

### **ISOLATION**

We will house COVID-19 positive cases in a dedicated space on campus.

### **QUARANTINE**

We will sequester potential positive cases in a dedicated space on campus.

### **HEALTH CENTER SYSTEMS**

We will ensure local healthcare facilities have adequate capacity to receive our students.

## **SHUTDOWN**

*A plan to close campus should any of the following occur.*

### **CAMPUS OUTBREAK**

We have too many sick students or employees to safely continue operating.

### **DISEASE PREVALENCE**

A spike in local cases means it is no longer safe for students to reside on campus.

### **GOVERNMENT ORDER**

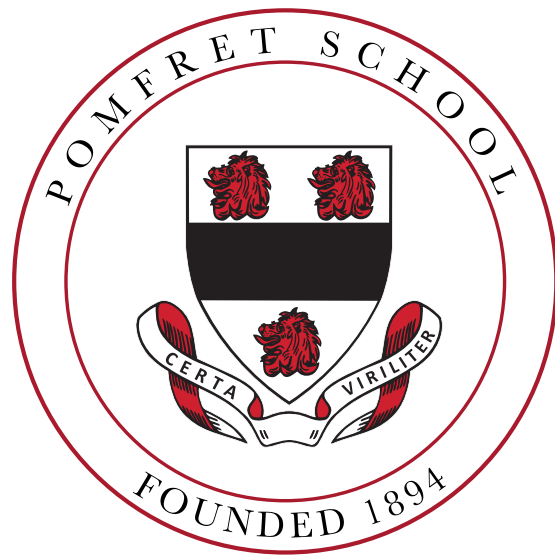
The Governor instructs schools to cease operations because of a change in state health requirements.

# NEXT STEPS

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## *Where do we go from here?*

As September draws nearer, you will receive more information from us, including specifics on the opening of school, academics and student life, athletics, and our approach to distance learning. We will also share important information describing our new health and safety protocols, including a few public service announcement videos that communicate expectations and support a safe re-entry. In the meantime, please do not hesitate to contact the School if you have a question or concern. We are here to help.



*Be Well*