

A photograph of the Spartanburg Day School building at sunset. The building is constructed of red brick with a prominent gabled section and a circular tower on the left. The entrance features a portico with four white columns and a stone lintel that reads "SPARTANBURG DAY SCHOOL". A crest is visible in the gable above the entrance. The sky is a mix of orange, pink, and blue.

# Griffin Strong

*A return to campus plan.*

2020-21

Spartanburg  
DAY SCHOOL

INFORMED

## Dear Griffin Community,

**This summer has been one of research, preparation and hard work so that our school is ready for whatever comes next from COVID-19.** I am so grateful to our leadership team and to faculty members who have worked tirelessly and with a singular focus on the safety and wellbeing of our school community. The support from our board of trustees during these extraordinary days has added to expertise in areas of education, technology, medicine, health and finance.

The information provided in this document should be considered the first installment of plans for our return to campus and for a range of scenarios and options. We have considered the needs of our faculty and families, listened to feedback, and created the opportunity for learning and engagement to continue at a high level throughout the year, no matter the circumstances created by the pandemic. No detail has been too trivial when it comes to getting ready for a healthy return to school.

In the weeks leading up to the first day of school, additional details and division-specific information will be shared. Our website will serve as a one-stop source for all of the information related to the return to campus and plans for the year.

Even in the final editing of this document, we have had to consider and make plans around changes recommended by the informing agencies and health officials who guide us. That is likely to continue as we monitor and make adjustments for a safe and healthy return to school. We will communicate with you as often as needed to keep you up to date.

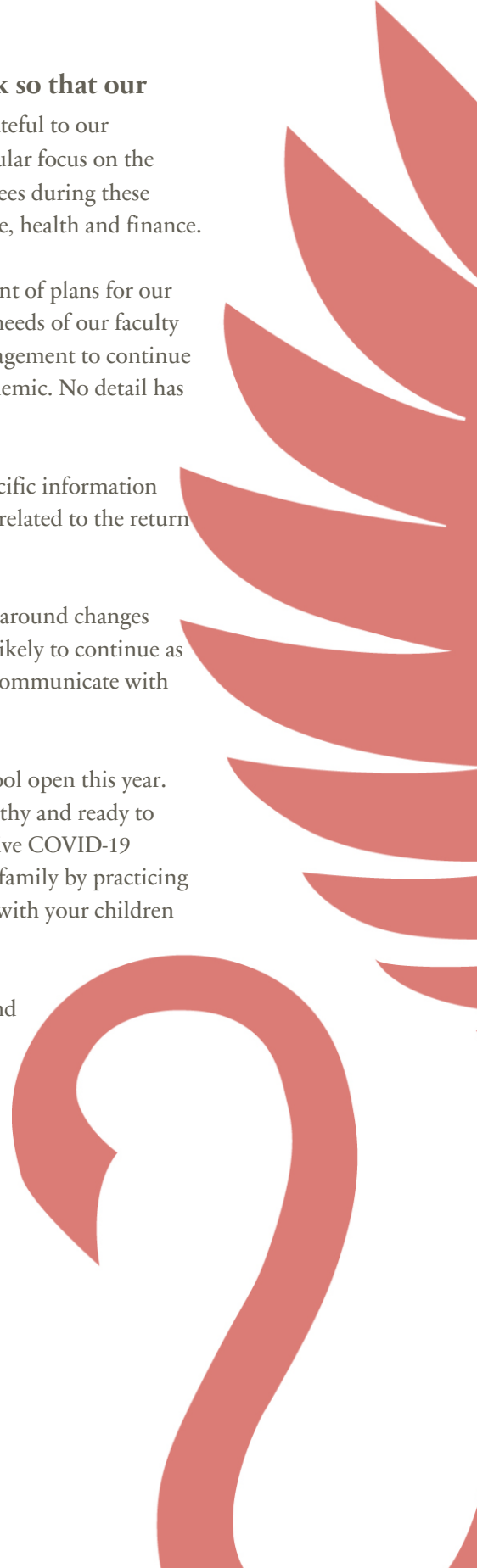
Each of us has a critical role to play in our return to campus and in keeping our school open this year. Right now, I ask you to do everything that you can to prepare your family to be healthy and ready to return to campus. Our local area is seeing sustained and escalating numbers of positive COVID-19 cases. In order to be healthy together, please use the next few weeks to prepare your family by practicing social distancing, wearing face coverings and washing your hands frequently. Share with your children that there will be changes to the campus, all for their safety and wellbeing.

As always, I welcome your comments and questions. I am grateful for each of you and your decision to educate your children at the Day School this year.

We are Griffin Ready, and together We are Griffin Strong!



Rachel S. Deems, Head of School  
Rachel.deems@sdsgriffin.org



INFORMED

## Thoughtful planning

A Spartanburg Day School education is designed to be an on-campus experience. While complete elimination of the risks to our community cannot be achieved while COVID-19 is still a threat, we strive to reduce health risks as much as possible to protect our students and faculty.

Through thoughtful planning, we are prepared to offer a high-quality education and a variety of learning options as we stay true to our mission to “provide a superior educational experience.”

1

### Campus Modifications

Spartanburg Day School has an advantage. Our size allows us to make the necessary modifications to enable all students to be on campus at the same time in August.

2

### Faculty Professional Development

Professional development will be provided so that all faculty are informed, prepared and confident in new health and safety protocols, best practices in offered learning models, technology platforms and student support.

3

### Ongoing COVID-19 Research

We are committed to the study and understanding of COVID-19 trends and information on the local, state and national levels. We will frequently review and adjust policies and procedures in accordance with guidelines from health and medical experts.

#### COVID-19 Resources:

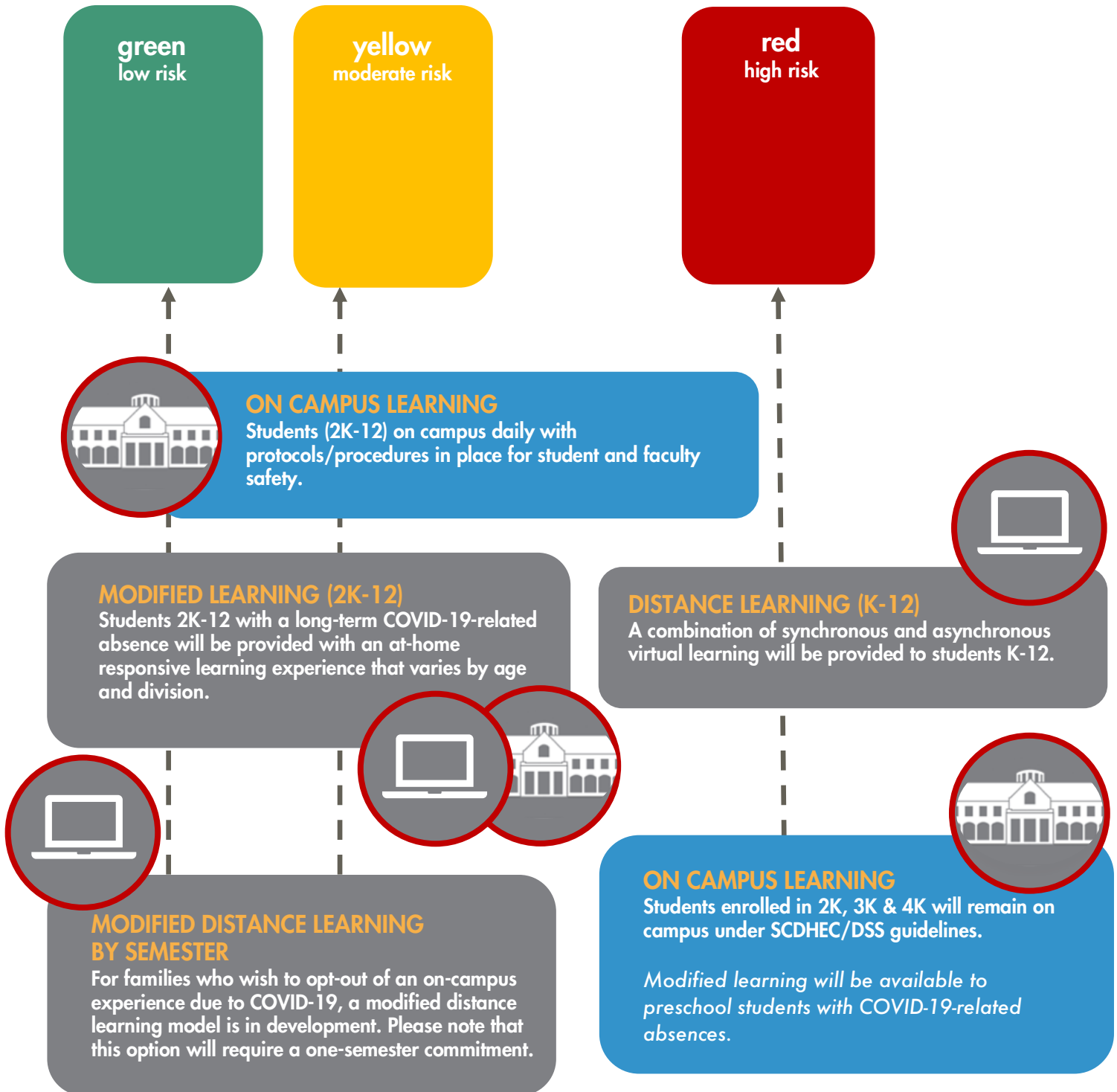
Spartanburg Day School is referencing a variety of resources to develop mitigation strategies. These include, but are not limited to the following:

Centers for Disease Control and Prevention  
South Carolina Department of Health and Environmental Control  
American Academy of Pediatrics

PREPARED

# Learning Models

Although it is our goal to have all students on campus, we realize that due to the rapidly evolving and unpredictable nature of this pandemic there could be interruptions to on-campus learning during the school year. We are prepared with contingency plans, and our teachers are ready to pivot to an additional learning model should we be required to do so.



PREPARED

## Learning Models

(GREEN & YELLOW SCENARIO)

### On Campus Learning

Spartanburg Day School is committed to opening its campus to all students this fall. With on-campus learning, all students, 2K-12, will be at school in person daily. New wellness protocols and procedures will be in place for the safety of faculty and students.



(GREEN & YELLOW SCENARIO)

### Modified Learning

The modified learning model is a combination of in-person classes on campus and learning options for those students who need to learn remotely due to COVID-19. Students 2K-12 with a long-term COVID-19-related absence will be provided with a responsive learning experience that varies by age and division.



(GREEN & YELLOW SCENARIO)

### Modified Distance Learning by Semester

For families who wish to **opt-out** of an on-campus experience due to COVID-19, a modified distance learning model is in development and will be made available, dependent upon interest level. Please note that this option will require a one-semester commitment.



(RED SCENARIO)

### Distance Learning

It is possible that state or health officials could order schools to close. In this case, Spartanburg Day School would move to a distance learning model, a combination of synchronous and asynchronous virtual learning for students K-12. **Students in 2K, 3K, and 4K classes will remain on campus under SCDHEC/DSS guidelines.**



## Short-term absences vs. COVID-19-related absences

Modified learning will be offered to students who have a COVID-related absence.

### Short-Term Absence (examples):

Student remains home from school for a day or more due to mild, common childhood illnesses.

Student is away due to travel, extracurricular activities, etc.

### Long-Term Absence (examples):

Student is observing an isolation or quarantine period per SCDHEC.

Student is observing strict physical distancing due to his/her household member being immunocompromised.

**Timeline:** Case by case

**Content Delivery:** Students will receive class content and assignments from teachers. Any missed assessments may be made up upon the student's return to school.

**Timeline:** 14 days or more

**Content Delivery:** Once the school is notified, the student will be enrolled in the Modified Learning Plan. Delivery methods will vary by grade level. If materials are not with the student, the family may arrange for a contact-free pick up at the school.



READY

## Returning to campus

As we work to mitigate as many health and safety risks as possible, Spartanburg Day School will enact new policies and procedures, including but not limited to the following:



### SCHOOL CALENDAR

The 2020-21 calendar has been modified as we follow recommended guidelines regarding large gatherings. Please visit [spartanburgdayschool.org/calendar](http://spartanburgdayschool.org/calendar) for the most current information.



### FOOD SERVICE

Food service will be provided by the Farmer's Table, or students may continue to bring a packed lunch from home. Food deliveries will not be allowed. Lunch will be served without close contact and will meet the standards of safety for food service and physical distancing. Pricing and details to follow.



### ATHLETICS

Athletic offerings, practices, schedules and procedures will be based on SCDHEC, the National Federation of High School Sports and SCISA guidelines. Please visit [spartanburgdayschool.org/calendar](http://spartanburgdayschool.org/calendar) for the most current information.



### ARTS

New safety measures will be in place to ensure the fine arts continue to be an integral part of the SDS experience. Students will use individual supplies in all visual arts classes, and common areas will be cleaned between each class.



### EXTENDED DAY

Extended Day will continue to be offered for students in grades 2K through eighth. Details/restrictions regarding extracurriculars will be determined in the coming weeks. Please note that drop-ins cannot be accommodated. To register for the semester or the year, or for more information, please contact [extendedday@sdsgriffin.org](mailto:extendedday@sdsgriffin.org).



### CLASS SCHEDULES

Schedules are being created for all divisions to allow us to be in person, on campus five days a week. More scheduling information will be shared by your division head in the weeks to come.



### PARENT/VISITOR ACCESS

Campus access will be limited to students and faculty only. Parent door access fobs will not be active.



### CARPOOL

Carpool will be used to drop off and pick up students each day. Parents will not be permitted to walk students up to or into buildings during drop off/pick up at this time.



### LARGE GATHERINGS

Large group gatherings are suspended until further notice.

READY

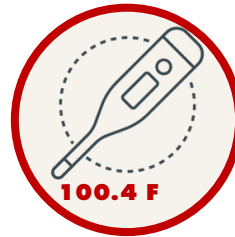
## Returning to campus

We will return to in-person, on-campus learning on August 20. The Spartanburg Day School community will implement protocols and practices to prioritize the health and safety of students and faculty, and maintain a healthy environment. To the extent possible and as age appropriate, we will adhere to health and safety protocols in accordance with the Centers for Disease Control and Prevention (CDC) guidelines for physical distancing, face coverings, hand washing and surface cleaning. Specific details and plans regarding on-campus modifications will be shared over the next few weeks.

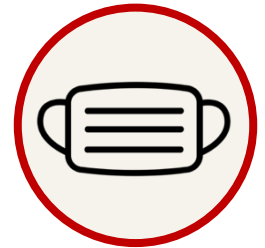
### Cloth Face Coverings

In combination with physical distancing, the use of cloth face coverings is an important way that we can slow or stop the spread of the virus.

Cloth face coverings will be required of all faculty and students **K-12**, recognizing that with adequate physical distancing and based on student age levels/activities, there will be times during the day when they can be removed as directed by faculty.



Students and visitors will be screened prior to entry each morning for temperatures 100.4F or above.



All faculty and students (K-12) will be required to wear face coverings, especially when physical distancing is more difficult to ensure.



Classroom and outdoor spaces will be leveraged to accommodate physical distancing.



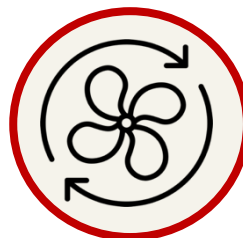
Hand sanitizer stations will be positioned throughout campus to support foot traffic patterns w/physical distancing.



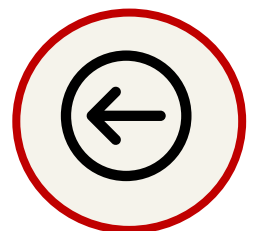
Frequent handwashing will be emphasized, or use of hand sanitizer when hand washing is not available.



Using CDC guidelines, our facilities team will perform deep cleaning before school begins and as needed during the year. Surfaces will be cleaned/disinfected multiple times each day.



Ventilation systems will be inspected and serviced. Outdoor air will be circulated as much as possible.



New signage will be posted throughout campus to support foot traffic patterns in line with physical distancing.





READY

## Q&A: What you need to know about health

### WHAT DOES CAMPUS HEALTH LOOK LIKE IN 2020-21?

Spartanburg Day School employs a registered nurse trained in healthcare and safety. Should a student or faculty member exhibit COVID-19 symptoms, the nurse will provide comfort and privacy until a parent or guardian arrives.

### WHAT IS NEW IN THE NURSE'S OFFICE?

SchoolDoc, an electronic health record system to confidentially communicate school health, will be introduced. An email with information and instructions will be sent before school begins.

### WHAT IF A STUDENT/FACULTY MEMBER TESTS POSITIVE FOR COVID-19?

We ask that you inform the school nurse if a positive test is confirmed in your household. SDS will follow guidance from local health authorities and documented school safety protocols.

### DOES A POSITIVE COVID-19 CASE MEAN THE SCHOOL WILL CLOSE?

A positive case **does not** mean the school will close. Spartanburg Day School is working closely with local health authorities. We have plans in place if and when COVID-19 touches our community. A thorough evaluation in coordination with health authorities will inform our process. Detailed information will be shared in the coming weeks and is also available via the SCDHEC website.

### WHEN WILL I RECEIVE HEALTH COMMUNICATION FROM SDS?

Communication will be shared with confirmation of a positive test result or if directed by local health authorities. We will maintain confidentiality and follow a detailed protocol.

### WHAT CAN I DO TO PREPARE FOR SCHOOL?

Stay home and stay well. If in public, protect yourself and your family. Wear a face covering, practice social distancing, avoid group settings and wash your hands frequently. If you begin to display symptoms, stay at home and call your doctor. The wellness of our SDS community starts with our families at home.

**VISIT** [scdhec.gov](https://www.scdhec.gov)

*Interim COVID-19 Guidance for  
Child Care Providers: Management of  
Suspect and Confirmed COVID-19  
Cases*

LOOKING AHEAD

## Upcoming events

Please visit [spartanburgdayschool.org/calendar](http://spartanburgdayschool.org/calendar) for more information.

**FALL SPORTS PRACTICE BEGINS**

Safety and health guidelines will be communicated by coaches via email.

**FACULTY RETURN TO CAMPUS**

faculty professional development

**ALL SCHOOL ORIENTATION DAY**

Specific times and details to be communicated by divisions. This orientation is designed to familiarize our community with new COVID-19 protocols.

**FIRST DAY OF SCHOOL (full day)**

Preschool (8 a.m.-12:15 p.m.); Lower School (8 a.m. – 2:30 p.m.)  
Middle School (8 a.m. – 3:05 p.m.); Upper School (8 a.m. – 3:05 p.m.)  
Extended Day begins

**LABOR DAY (School holiday)**

**EARLY DISMISSAL**

faculty professional development

**EARLY DISMISSAL**

faculty professional development

**STUDENT HOLIDAY/FACULTY PROFESSIONAL DEVELOPMENT**

faculty professional development

**STUDENT HOLIDAY/COLUMBUS DAY**

AUG. 3

AUG.  
11-18

AUG. 19

AUG. 20

SEPT. 7

SEPT. 18

OCT. 8

OCT. 9

OCT. 12

UNITED

## We are in this together

### SDS COVID-19 Task Force:

Rachel S. Deems, Head of School  
Sheila Cash, Director of Finance and Operations  
Kevin Weatherill, Head of Upper School  
Farrar Richardson, Head of Middle School  
Sunny Huckaby, Head of Lower School  
Joy Couch, Athletic Director  
Bethany Cobb, Director of Admissions and Marketing  
Lee Healy, Director of Communications  
Mimi Killoren, Director of Giving  
Vicky Strange, Administrative Assistant to the Head of School  
Brelan Montgomery, School Nurse  
Elizabeth Watson, School Counselor  
Callie Cable, Human Resources Specialist  
Celia Cooksey, Director of Technology  
Trish Cobourn, International Student Coordinator/Faculty Member/Special Projects  
Paige Gaines-Phillips, Upper School Dean of Students and US Faculty  
Page Birney, Preschool Coordinator and Preschool Faculty  
Will Strait, School Librarian  
Tara Greer, Director VISTAS  
Sam Mitchell, Coordinator Mildred Harrison Dent Fine Arts Center, Mildred Harrison Dent Endowed Chair, Upper School Art Faculty  
Carmen Cooper, Middle School Faculty

### Medical Advisory:

Dr. Charles E. Morrow, '85, SDS Board of Trustee, Chief Medical Officer, VP of Medical Affairs, SRHS

Dr. Michelle Carney, Medical Director of Infection Prevention, Infectious Disease Consultant, SRHS

### SDS Board of Trustees:

#### *\*COVID-19 Financial Task Force*

\*Jaime Wall, SDS Board of Trustee President  
\*Alice Dawson, SDS Board of Trustee Vice-President  
\*Sarah Hunt-Barron, SDS Board of Trustee Secretary  
\*Susan A. Bridges, SDS Board of Trustee Treasurer  
\*Ned Page, SDS Board of Trustees, Past President  
\*Billy Webster, SDS Board of Trustees  
\*Sheila Cash, SDS Director of Finance and Operations  
\*Rachel S. Deems, Head of School  
Marjorie Boafo Appiah  
Andrew Babb  
Vic Bailey III  
Bear Boyd  
Justin Converse'92  
Rick Dent, Jr. '65  
Alex Evins'76  
Elaine Freeman, Trustee Emerita  
David Johnson  
Charles E. Morrow, Jr. '85  
Dick Pennell, Trustee Emeritus  
Laura Stille  
Michel Stone  
Mark VanGeison  
Charlotte Verreault  
Jared Wilson  
Tricia Barr, Parents' Community Representative  
William Gray '00, Alumni Representative



UNITED

## Family agreement

Although Spartanburg Day School is making every effort to abide by new health and safety protocols, as long as COVID-19 continues to spread, there will be a risk that students could become infected. A shared commitment to health and wellness between families and the school will be more important this year than ever before.

That risk extends to the families of students as well as others with whom the student may have contact. To this end, **all parents who plan to send their child(ren) to school for the 2020-21 academic year will be asked to sign an agreement** which states the responsibilities of our families to adhere to state and federal guidelines and the school's expectations to prevent the spread of the virus. In addition, the agreement includes the parent's acknowledgement of the risks associated with their child(ren) attending school on campus during a pandemic. **This agreement will be sent to families for a digital signature in the coming weeks** and will be required in order for a student to return to campus.

