



# THE HEWITT SCHOOL

FALL 2020 REOPENING PLAN

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45 East 75th Street, New York, New York 10021

[WWW.HEWITTSCHOOL.ORG](http://WWW.HEWITTSCHOOL.ORG)

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# INTRODUCTION

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We are proud to share a fall reopening plan that is academically sound, research-informed, age-appropriate, girl-centered, forward-thinking, and—above all—aligned with health and safety guidelines. Members of our professional community have collaborated to develop a reopening plan that reflects our steadfast commitments to health and safety, academic progress, and community and belonging. As the situation of the pandemic evolves and changes, so too will our plan, which will regularly be assessed to ensure effectiveness.

## Our Planning Principles

### **1. ENSURING ACADEMIC PROGRESS**

We will design a program for students to receive the best education possible, and to make progress toward important academic benchmarks through an engaging, challenging, and rigorous academic program regardless of circumstance or location.

### **2. PRIORITIZING HEALTH AND SAFETY**

We will protect to the greatest extent possible the health and safety of every member of the community through careful adherence to recommended health and safety guidelines from the New York State Department of Health, New York State Education Department, and Centers for Disease Control and Prevention (CDC).

### **3. FOSTERING COMMUNITY AND BELONGING**

Our plan will not only meet our students' intellectual needs but also nurture our students' social and emotional connections with others, recognizing that authentic human relationships foster an abiding sense of community and belonging that are integral to a Hewitt education.

## Our Reopening Plan

### **September 9th: School starts fully online**

Hewitt will open on September 9th with a fully online learning model. We will run our full academic program on the same schedule as we would use if we were in person. We delivered fully remote learning in the spring of 2020, when we were required by the State of New York to close and remain closed; since then, we have trained to augment our online teaching practices and lessons.

### **October 7th: Hybrid learning starts**

If state and local authorities continue to support in-person learning in New York City, Hewitt will shift to a hybrid model on October 7th and enact all required safety precautions for in-person learning. Some, but not all, of our students will be in the school building each day. Others will learn online, including any students who cannot or do not wish to attend school in person. If the School must close at any time during the year, we will shift back to fully online learning.

### **June 25th: School year extended**

We will extend the school year to Friday, June 25, 2021 in order to increase the total instructional time for the year. By extending our academic calendar through June, we hope to take advantage of the possibility of non-socially-distanced in-person instruction, which we believe is the best way to realize the full benefit of a Hewitt education.

## Our Goals

### **1. WE WILL MAXIMIZE HIGH-QUALITY, IN-PERSON INSTRUCTION.**

We continue to believe that in-person schooling “as usual” (without social distancing, reduced density, cohorting, and PPE) offers the highest quality education possible. By extending the school year to the end of June 2021, we increase the chances that our students will receive more of the highest-quality, non-socially-distanced in-person instruction should it become possible (subject to state guidelines).

### **2. WE WILL DELIVER HEWITT’S FULL ACADEMIC PROGRAM ONLINE.**

During the first four weeks of the school year, we will offer our full academic program online. Our faculty have been hard at work throughout the summer partnering with experts in online education to augment their online teaching practices and lessons. Students and their families will see a significant increase in the amount of live instruction, individual and small group attention, intellectual engagement, and clear assessment of learning to ensure that students build foundational knowledge and skills necessary for a successful school year.

### **3. WE WILL HONOR THE FACT THAT BEGINNINGS MATTER, AND THAT A SAFE, GROUNDED, AND MINDFUL RE-ENTRY SETS THE TONE FOR A SUCCESSFUL SCHOOL YEAR.**

With a few weeks to observe and monitor emerging scientific data in New York City in September and early October, Hewitt will be able to more fully support our students and teachers for a safe, grounded, and mindful re-entry on October 7th. We truly believe this is the best and safest way for Hewitt to open, and the best way to ensure successful learning experiences and outcomes for our students.

# REOPENING OVERVIEW

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To develop our reopening plans, we engaged with Hewitt stakeholders and community members, including administrators, faculty, staff, parents and guardians, trustees, and local health departments and health care providers.

## OPERATIONAL ACTIVITY

Hewitt has two plans for the fall: fully online learning and a hybrid model—with some students in-person and some students online—that takes into account all state requirements and recommendations for safety. We will teach our standard program, to the greatest extent possible, through each of these two plans.

### FULLY ONLINE

Hewitt will begin the school year on Wednesday, September 9th with four weeks of online learning. We will run our full academic program on the schedule we plan to use when we begin in-person learning. We were able to successfully carry out remote learning in the spring of 2020, when we were required by the State of New York to close and remain closed; since then, we have trained to become adept at online learning. If at any time during the year the School must close, we will shift back to fully online learning.

### HYBRID MODEL WITH IN-PERSON INSTRUCTION

If state and local authorities deem it safe to open, on October 7th Hewitt will use a hybrid model, enacting all required safety precautions. Some, but not all, of our students will be in the school building each day. Others will learn remotely, including any students who cannot or do not wish to attend school in person. Within the context of this hybrid model, the School has carefully considered how classes, shared spaces, activities, schedules, groupings of students, field trips, special events, and policies around visitors may be modified or adapted.

**The hybrid plan is the focus of the rest of this document.** Our plans for operations are discussed in detail below.

## SCHOOL SCHEDULE

Students will attend Hewitt on a modified schedule to allow for social distancing and reduced density:

- All students from a grade will attend school together on their assigned days.
- Students in grade K-6 will attend school in person Monday through Friday.
- Students in grades 7-10 will attend in person twice per week, and attend online classes on the other three days each week.
- Students in grades 11 and 12 will attend in-person school one day per week in order to preserve the highly specialized nature of the college-preparatory curriculum and to maintain a cohort.
- Students who wish to participate in the fully online program may do so at any time.
- Students who are not well enough to attend school can participate from home.

# HEALTH AND SAFETY

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## CAPACITY

We analyzed all school classrooms and communal spaces to determine their target occupancy based on social distancing requirements. On average, Hewitt's classrooms accommodate between six and eight students in a socially distanced configuration. This analysis determined the number of students and grades that can be in our school buildings at any given time, and confirmed our need to reduce attendance on any given day. Our capacity analysis informed the in-person learning schedules and approach outlined in this plan.

## SCHOOL HEALTH OFFICE

### COVID-19 ILLNESS POLICY

Our Health Office has developed our policies, protocols, and procedures based on guidelines from the CDC and state and local departments of health and will amend them as new guidance is issued by the regulating agencies. Hewitt's policies will be communicated to all community members (students, parents, guardians, and employees) and will address:

- Screening
- Testing and early warning signs
- Isolation, collection, and follow-up in case of illness
- Infected and exposed individuals and return to school
- Contact tracing

We will require that parents, guardians, and employees carefully read through our policies, and then acknowledge their agreement by signing a "Health Compact" before school opens for in-person learning.

### SCREENING

The school nurses will write and communicate protocols and procedures for mandatory health screenings of students, employees, and visitors to include the following:

Students and employees will perform daily health checks at home via the Ruvna Health screening software. Ruvna Heath will automatically send texts and/or emails containing secure single-use links, enabling parents and guardians, students, and employees to submit screenings. This will include a temperature check, completion of a symptom questionnaire, recent travel history, and known or suspected exposure to COVID-19. Students and employees with an elevated temperature over 100°F, symptoms of illness (e.g. cough, sore throat, nausea), recent travel from regions requiring quarantine in New York State, or known or suspected exposure to COVID-19 will remain at home, participate in remote learning if they are well enough to do so, and consult a healthcare provider. Ruvna Health, integrated with the school's student information system (SIS), Veracross, will update attendance automatically. If the symptom check, travel history, and health history is negative and temperature is normal, students and employees may report to school at their designated time. Arrival times will be staggered to provide physical distancing outside our entrances.

At each of the schoolhouse doors, students and employees will be checked in by a staff member confirming the result

of their self-screening in Ruvna Health. Staff members serving as door screeners will be provided with appropriate PPE while performing the screening. If a student or employee did not complete the Ruvna Health self-screening at home, they will be screened at the door before entering (including temperature check). If a student or employee has any symptoms of illness that could indicate a case of COVID-19 or an elevated temperature, they will return home prior to entering the building. One of the school nurses will then follow up with the student or employee once they are home with a referral to a health care provider and/or COVID-19 testing.

We will require family members and caregivers to wear face coverings and remain physically distanced from one another outside the building entrances and exits at drop-off and pick-up.

## **TESTING AND EARLY WARNING SIGNS**

Our school nurses will provide community members referrals to convenient testing sites (e.g. physician offices, NYC Department of Health and hospital sites). The school nurses will also maintain records of positive cases and report information promptly to state and local health departments.

## **ISOLATION, COLLECTION, AND FOLLOW-UP IN CASE OF ILLNESS**

Our school nurses will manage procedures and protocols to isolate, safely dismiss, and monitor follow-up of ill students and employees. This will include the following:

If upon assessment during the course of the school day a student is determined to have signs or symptoms of illness that may indicate COVID-19, one of the school nurses will don appropriate PPE (N95 mask, face shield, and disposable gown) and accompany the student to a designated isolation space. The student's parents or guardians will be contacted for pick-up. (All families must have backup plans for prompt pick-up of their student should primary caregivers be unavailable.) While awaiting pick-up, an ill student will be monitored in the isolation space by one of the nurses or a designated staff member.

When the caregiver, parent, or guardian arrives they will wait outside the school and a school nurse will escort the student out the nearest door. Families will be instructed to have their student evaluated by their pediatrician for COVID-19 prior to returning to school. They may return to school with a note of clearance from their doctor. If COVID-19 testing is done, they must report the test result to the school, and remain home during the isolation and/or recovery period as directed by their pediatrician, and regulated by state and local health departments.

An ill staff member will be sent home immediately, and referred to their healthcare provider for evaluation. When cleared by their provider, they may return to school with a note. If COVID-19 testing is done, they must report the test result to the school, and remain home during the isolation and/or recovery period as directed by their healthcare provider, and regulated by the state and local health departments.

One of the school nurses will follow-up on referred individuals, and communicate positive cases to members of the school community who may have been exposed, school administration, and state and local health departments.

## **INFECTED AND EXPOSED INDIVIDUALS, AND RETURN TO SCHOOL**

Following a positive test result for COVID-19 students and employees must follow isolation guidelines established by the CDC and state and local departments of health. Infected individuals may return to school following completion of the mandated isolation period with written clearance from their healthcare provider.

If a student or employee is determined to have been exposed to COVID-19 they must follow quarantine guidelines established by the CDC and state and local departments of health. Individuals may return to school following completion of the mandated quarantine period with written clearance from their healthcare provider.

## CONTACT TRACING

In the event that a student, staff member, or visitor within the school facilities tests positive for COVID-19 the school nurses will immediately report the case to state and local health departments. The school nurses, assisted by employees who have completed the New York State Contact Tracing Program, will cooperate with all state and local health department contact tracing, isolation, quarantine and school closure directives. Confidentiality will be maintained as required by federal and state law and regulations.

## CLOSURES

The School will immediately comply with a mandated health department closure. If an outbreak (as determined by the CDC and state and local health departments) of COVID-19 occurs within the school community, health and administrative staff will work at the direction of health department officials to determine if a voluntary closure is required. Upon closure of our facilities, all students will return to online learning.

## FACE COVERINGS AND PPE

Hewitt will require all students, employees, and visitors to follow protocols and procedures for using appropriate face coverings and personal protective equipment (PPE) to protect against the transmission of the COVID-19 virus inside school facilities. Our requirements will include the following:

All students and employees must be wearing a face covering prior to entering the Hewitt facilities, or any other space owned or administered by the School (e.g. school buses).

Face coverings and additional PPE (e.g. face shields, gloves, and gowns) will be provided to employees as needed. Prior to the start of school, the school nurses will train employees in proper use, removal, and cleaning of face coverings and PPE, as well as protocols for monitoring and assisting students with face coverings.

Students must wear face coverings at all times while on campus unless a teacher gives them permission to remove the face covering for eating, and for taking short “mask breaks” during the day while maintaining six feet of physical distance from others. The school nurses will provide training on proper mask protocols to parents and guardians prior to the start of school.

## COMMUNICATION PLANS

We will communicate with our full community—students, employees, parents and guardians, and visitors—about our health and safety practices, and indeed all of the details of our reopening plans, using our full complement of communications tools and platforms. We regularly use email, social media, and community intranets to keep our stakeholders informed and we have created a page on our public website to host our reopening plans. We also have an emergency text messaging system which we will continue to use when needed.

## **TRAINING**

Faculty, staff, students, parents, and guardians will be trained by the school nurses in the following illness prevention measures:

- Daily health self-screening at home in the morning, including: temperature check, symptom check, travel history, and history of COVID-19 exposure
- Proper face covering/mask/face shield protocols, including: how to don and doff without contamination, cleaning, disinfecting, and storage
- How to maintain physical distancing at school during arrival and departure, travel in the hallways, in the bathrooms and classrooms
- Techniques for reducing contact with high-touch areas at school
- Review of basic hand and respiratory hygiene for infection control, such as handwashing, not touching the face, and covering the mouth when coughing or sneezing

## **SIGNAGE**

In accordance with NYS Department of Health guidelines, information will be posted in high traffic areas such as hallways, bathrooms, and classrooms to remind individuals to:

- Stay home if they feel sick
- Cover their nose and mouth with an acceptable face covering
- Properly store, clean, and discard PPE
- Adhere to physical distancing instructions
- Report symptoms of or exposure to COVID-19
- Follow hand hygiene, cleaning, and disinfecting guidelines
- Follow respiratory hygiene and cough etiquette

## **SOCIAL DISTANCING (PHYSICAL DISTANCING)**

Protocols and procedures to ensure appropriate physical distancing in school facilities will be written and communicated to students, employees, and visitors. These policies and procedures will include the following:

- At least six feet of physical distance will be maintained by individuals as much as possible
- Any time individuals are less than six feet from one another they must wear appropriate face coverings, and ideally limit close proximity to less than 15 minutes
- In classrooms, desks will be turned to face the same direction and will be six feet apart

## **STAGGERED ARRIVAL AND DISMISSAL**

Students at individual grade levels will arrive and depart during staggered 15-minute intervals each morning at the three main entrances to the school buildings to allow for health screenings. They will also depart on a staggered schedule.

## **COHORTS AND REDUCED IN-SCHOOL MOVEMENT**

Students in grades K-6 will stay in one or two learning spaces most of the day with a small cohort of their grade-level peers. Cohorts range in size from 9 to a maximum of 17 students (with some cohorts of 20 in the upper school who will meet in large spaces), depending on the size of the spaces available to safely instruct a group of students. Students in grades 7-10 will attend school twice a week, and attend classes in stable cohorts using designated spaces over the course of the day. Students in grades 11 and 12 will attend school once each week and will be on campus as well as in Hewitt's off-campus leased spaces in Madison Avenue Presbyterian and the Theater at St. Jean.

## **LIMITED SMALL SPACE USE - OFFICES AND ELEVATORS**

We will limit gathering in offices where social distancing cannot be maintained. One-on-one meetings in small offices will be kept to 15 minutes or less and face coverings must be worn. Elevators will be limited to one person at a time and should only be used by those who cannot use the stairs.

## **VISITORS, VENDORS, AND MEETINGS**

- Visitors will be limited to only those people who cannot meet virtually. Vendors, service personnel, or contract personnel who must be on-campus to perform work will be scheduled outside the school day if possible to limit mixing.
- Visitors will be screened upon arrival at school with a health check and temperature check, and their contact information will be collected.
- Visitors will be provided face covering and instructed to observe six feet of physical distancing from others while on the premises.
- Meetings with parents and others will be virtual when feasible. If an in-person meeting is essential, the meeting will take place in a room where social distancing can be maintained.
- The Visit-U system we use to screen visitors has been upgraded to include additional features to aid in the screening and tracking of visitors

## **MEDICALLY VULNERABLE AND HIGH RISK POPULATIONS**

The CDC has identified factors that increase an individual's risk of severe illness if exposed to COVID-19. Students who are medically vulnerable or who have family members in high risk groups may need to attend school remotely. Parents and guardians will be encouraged to work with their child's healthcare provider to make an informed decision.

Employees who may be at higher risk for severe illness from COVID-19 have been invited to follow a process with our human resources manager to determine if a reasonable accommodation can be provided according to the protections provided under the Americans with Disability Act. Accommodations may include but are not limited to alternate work schedules, additional personal protective measures, and remote work.

Hewitt does not serve a student population that qualifies for special education standing beyond certain learning differences and hearing loss that is supported by hearing aids. Students will continue to receive the learning support accommodations that the School currently offers following our health and safety protocols or via remote instruction.

## FACILITY

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### RESTART OPERATIONS

The Hewitt facilities team has already restarted and fully evaluated all building ventilation systems, water systems, and other key facility components, so we are ready to safely reopen our facilities. They have also already done a full cleaning and disinfection of our facilities. The sections below describe our ongoing cleaning and safety procedures.

### HYGIENE, CLEANING, AND DISINFECTION

We will follow the mandatory recommended best practices for hygiene, cleaning, and disinfection from the CDC and state and local health departments.

All students, faculty, and staff will be trained on proper hand and respiratory hygiene. We will provide and maintain hand hygiene stations, including handwashing with soap, running warm water, and disposable paper towels, as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible. We will place hand sanitizer in convenient locations and near high-touch surfaces, and install touch-free dispensers where possible. We have purchased and will place receptacles around the school for disposal of soiled items, including PPE.

We will maintain logs that include the date, time, and scope of cleaning and disinfection. A schedule will be used for cleaning and disinfection frequency for each facility type and maintenance team members will be assigned. We will conduct regular cleaning and disinfection of facilities and more frequent cleaning and disinfection for high risk areas used by many individuals and for frequently touched surfaces, including desks and rest rooms. We will use disinfectants designated by the Environmental Protection Agency (EPA) as effective against COVID-19. We will regularly clean and disinfect restrooms and ensure that distancing rules are adhered to with the use of signage. We will provide for the cleaning and disinfection of exposed areas in the event an individual is confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high touch surfaces.

Cleaning and disinfection are the primary responsibility of Hewitt's maintenance team, but we will also provide appropriate cleaning and disinfection supplies to employees, including disposable wipes so that commonly used surfaces can be wiped down before and after use. We have installed touch-free faucets, and will have hand sanitizer available near high-touch surfaces. We will close water drinking fountains but will leave the bottle filling stations open and encourage individuals to bring their own water bottles or use disposable cups.

We will follow best practices to limit restroom occupancy. We have acquired and will use paper towel dispensers in lieu of air dryers. We will clean and disinfect each restroom on an hourly basis, and cleaning and disinfection can take place between each cohort's use when possible.

### SAFETY DRILLS

Education Law § 807 requires that schools conduct eight evacuation and four lockdown drills each school year. We believe that conducting drills is an important part of keeping students and staff safe in an emergency. This fall we will modify our drill procedures to minimize risk of spreading infection, and to provide updated information and

training specific to emergencies during a pandemic.

Modifications to evacuation drill protocols will include:

- Instructing students that in an emergency requiring evacuation, they must prioritize getting to safety over maintaining social distancing
- Conducting drills on a staggered schedule, where classrooms evacuate separately rather than all at once to minimize contact of students in hallways and stairwells on their way to the evacuation site
- Maintaining appropriate distance between students at the evacuation site

Modifications to lockdown drills will include:

- Instructing students that in an emergency requiring lockdown, they must prioritize getting to safety over maintaining social distancing
- Conducting lockdown drills in the classroom setting while maintaining social distancing and using masks
- Conducting lockdown drills on a staggered schedule with smaller numbers of students present to maintain social distancing
- Conducting lockdown drills in the classroom by giving students information about how to shelter or hide in the classroom, but not requiring them to leave their seats to practice those methods

In addition to conducting fire drills and lockdown drills as required by Fire Code Section 404 and Education Law, we confirm that Hewitt will not be making any changes or additions to our facility, nor to the operation of the stair and corridor doors that are automatically released by the fire alarm system, in order to implement our reopening plan.

## SUPPLIES

The facilities and security teams have been acquiring supplies, securing vendors, and training personnel for our campus reopening. We have acquired: three-ply disposable surgical masks, KN95 five-ply disposable masks, reusable cloth face masks, clear face shields, hand sanitizer, Eco Labs peroxide 57 disinfectant solution, Clorox 360 disinfectant solution, disinfecting wipes, forehead temperature thermometers, body temperature scanners to screen visitors, foot pedal trash receptacles, and additional paper towel dispensers.

The following items have been ordered: free standing touchless hand sanitizer dispensers (provides portability), electrostatic misting devices for evening cleaning and disinfecting after hours, and touchless faucets for those restrooms that do not already have them.

## ADAPTATION OF SPACES

We have done a full evaluation of whether our spaces need to be adapted to support safety measures. Thanks to a recent remodeling (summer 2018) of our building lobbies, our facilities already afford physical separation between our security staff and visitors.

To prepare for fall 2020 reopening, our space updates will include signage and some updates to bathroom fixtures. Signage throughout the campus will remind people of physical distance requirements and direct foot traffic through hallways and stairwells to minimize close contact and passing. Restrooms have been outfitted with touchless fixtures to the extent possible.

## VENTILATION

We are enhancing our HVAC systems to improve the air quality throughout our campus. In systems with ductwork, we are installing the iWave-C, a self-cleaning, bi-polar ionization generator for actively treating a building's air quality. The iWave-C produces and maintains unparalleled ionization output and capabilities; as the air flows past the iWave-C, the device emits positive and negative ions, creating a plasma region that actively purifies the supply air, killing mold, bacteria, and viruses in the coil and occupied space. The ionization process also reduces allergens, smoke and static electricity, as well as controlling odors and other particles in the air without creating ozone or any harmful byproducts.

In those rooms that do not have HVAC systems with ductwork, we are providing Hathaspace HEPA filters. This HSP002 Smart True HEPA Air Purifier 2.0 with Medical Grade HEPA is a powerful five-stage filtration system that can completely replace the air in rooms up to 1500 square feet every hour, removing over 99% of common air pollutants like pollen, mold, dust, bacteria, and viruses. A built-in sensor that continually monitors the air for allergens and PM2.5 particles. In auto mode, the fan speed will adjust to meet the purification needs of the room.

## FOOD SERVICES

Hewitt's food services usually include breakfast service, lunch service, and afternoon snack services. We have suspended breakfast service until further notice. Individually packaged snacks will be provided during the school day.

For our lunch service, lunches will be prepared and put in individual boxes or bags for all grades and delivered to classrooms. They will include single-serve beverages and classroom kits that include wrapped cutlery, napkins, and condiments. Students will eat in their classrooms where seating is arranged six feet apart. Students with food allergies are, and will continue to be, protected by Hewitt's policy of not allowing students, employees, or visitors to bring outside food into the building.

Our food service vendor, FLIK Independent School Dining, has committed to following all CDC and health department guidelines. They have submitted a plan that includes having parents, students, and staff select lunches online or through a mobile app as far as a week in advance in order to streamline the ordering and preparation process.

## TRANSPORTATION

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Hewitt has closely reviewed state guidance on how bus transportation will be modified this fall. Some Hewitt students travel to school on buses provided by the NYC Department of Education (DOE) and some of our students travel on a bus provided by a private carrier hired by Hewitt to transport students from Brooklyn and Downtown Manhattan. We trust that DOE buses will conform to state guidance and we have asked our private bus carrier to adhere to the same guidelines, which are summarized below.

All students will be required to wear masks and social distance on the bus. The buses will be cleaned and disinfected daily. High contact areas on the buses will be wiped down after the morning and afternoon routes. The school buses will not be equipped with hand sanitizer due to its combustible composition and potential liability to the carrier. School bus drivers will not carry personal bottles of hand sanitizer with them on school buses.

The school bus drivers will perform a self-health assessment for symptoms of COVID-19 before arriving to work. If personnel are experiencing any of the symptoms of COVID-19 they will notify their employer and seek medical attention. The school bus drivers will be trained and provided periodic refreshers on the proper use of PPE and the signs and symptoms of COVID-19. The bus company will provide personal protective equipment such as masks and gloves for drivers. The drivers who must have direct physical contact with a child must wear gloves.

All parents and guardians will be required to ensure their children are not experiencing any signs and symptoms of COVID-19 and do not have a fever of 100 degrees or more prior to their boarding the bus. The students will maintain social distance on the bus unless they are members of the same household. Students who do not have a mask will not be denied transportation—they will be provided with masks by the School or the bus driver. Students will not be allowed to eat or drink on the school bus, which would require them to remove their mask. When students embark and disembark the bus, they will follow social distancing protocols. The School will dispense hand sanitizer when students enter the building or classroom.

## TECHNOLOGY AND CONNECTIVITY

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Hewitt has a 1:1 device program that greatly reduces the number of shared touchpoints. We provide iPads to students in kindergarten through grade 2, Chromebooks in grades 3 through 8, and Apple MacBooks in grades 9 through 12. Each student will be provided a power adapter to limit the use of needed to use the shared charging stations at school. The shared charging stations will still be available, with sanitizing wipes readily accessible nearby, and they will be included in the daily cleaning protocols.

When the School was required to close and conduct remote learning in March 2020, we prepared a device and Internet connectivity survey that was sent to employees, parents, and guardians. Since Hewitt will be running a 1:1 device program for students in kindergarten through grade 12, we will revise and resend an Internet connectivity survey before the start of the upcoming academic year. Should a community member need assistance, Hewitt will loan a dedicated mobile hotspot to ensure teaching and learning can continue without connectivity issues. If the mobile hotspot does not work, the School will work diligently with the community member to find a solution.

In addition to our individual device program for students, our Technology Office also employs a range of services, tools, and best practices that support remote learning and enhance our ability to provide safe in-person learning:

- We upgraded our Internet service bandwidth in 2018 to a dedicated 1 Gbps fiber line (Stealth) and 1 Gbps coaxial backup (Spectrum) to each of our main buildings. The upgrades allow uninterrupted service for teaching and learning, as well as our ancillary services.
- We use FreshDesk, a cloud-based customer service software that enables all members of the community to submit help tickets via email. Our technology operations and educational technology departments work together on resolving hardware and software issues, and have proven to be highly effective at providing support without requiring in-person contact.
- The technology operations and educational technology departments have developed self-guided tutorials, videos, and technology tips for faculty, staff, students, parents and guardians to support their use of technology across a wide range of skill levels.
- The technology operations and educational technology departments will partner with homeroom and advisory teachers to assist with grade-level digital fluency skills.

# EDUCATIONAL OPERATIONS: TEACHING AND LEARNING

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## GRADES K-6

Students in grades K-6 will attend school in-person every day. They will be divided into classes or cohorts, with each group using a single large classroom, a full floor, or a half floor, with seats placed facing the front of each classroom to allow for social distancing. Teachers will teach either in person or via Zoom, with in-person lessons being live streamed for any students learning remotely at home. Schedules will focus on core academic subjects — reading, writing, mathematics, and social studies. In addition, students will receive instruction in physical education, world languages, technology, music, visual art, and science.

In the case that our spaces are not large enough to accommodate a full section or class with social distancing, a section will be placed in rooms that are either adjacent to or directly above or below the other class. Classes will be staffed by an adult at all times, and classes may be taught in one space and live streamed to the adjacent room. We are adhering to recommendations to separate cohorts of students by 10 feet or more. The only indoor space shared by students in K-2 is the Madison Avenue Presbyterian gym, a large space that can hold a far greater number of students than in our gym classes.

K-6 students will exercise and spend as much time outdoors as possible. They will have a physical education class or recess scheduled each day. Weather permitting, we will utilize the green space in Central Park to allow for socially distant movement and exercise as often as the schedule allows. We will use large spaces that allow for the recommended 12 feet of distance between students during physical education classes.

## GRADES 7-10

Students in grades 7-10 will attend school twice a week. They will be divided into small cohorts, and attend advisory sessions and classes in defined spaces, each of which will be cleaned between uses.

Weekly schedules will maximize academic time, provide for healthy movement, and allow for both in-person and online learning. For grades 7-8, the academic program will be much the same as it has been in the past: schedules will focus on core academic subjects — English, mathematics, science, and history. In addition, students will receive instruction in physical education, world languages, technology, visual arts, and performing arts. This year, our schedules will emphasize longer blocks of time to give students time to dig into their studies more deeply.

Students in grades 9-10 should expect three class meetings per week in each of their core academic subjects (math, English, science, history, language). They will also have two classes per week in visual arts, performing arts, technology, and physical education. Students who are struggling academically or personally may be asked to come into school on Fridays for additional in-person time.

## GRADES 11-12

The on-campus experience in grades 11 and 12 will be designed to preserve the rich, highly-specialized college-preparatory academic curriculum, maximize student choice in coursework, protect the integrity and health of small cohorts, with on-campus experiences that involve academic classwork, college counseling, social-emotional learning, and focused programming to discuss current events, develop racial literacy and a commitment to equity and justice, and deepen a sense of community.

Juniors and seniors will be on campus one day per week to have college guidance and advisory time, as well as a double block of one particular class that will meet each Friday for a month. This month-long “intensive” will feel similar to a college seminar, and will allow students and teachers to take full advantage of their in-person time together. Each month, students will experience a different course in this manner, giving them the opportunity to work closely with teachers and each other in all courses during the academic year.

## ADDITIONAL NOTES

We will provide every student with their own art supplies (rather than sharing communal art supplies), which they can use either in online or in-person learning. Given the scientific research about virus spread during singing, in-person music instruction will not involve singing.

## SOCIAL-EMOTIONAL LEARNING AND DIVERSITY, EQUITY, AND INCLUSION

As social and emotional learning are cornerstones of Hewitt programs, we will continue to utilize the principles of the RULER program, designed by the Yale Center for Emotional Intelligence, to promote the development of this skillset. All students will also engage in activities designed to build their understanding of identity, diversity, and justice. Because students will remain with their cohort throughout the day either in person or online, they will build a strong sense of community and connection. Indeed, community-building, interpersonal relationship-building, and identity development will remain the focus of the social-emotional programs in all grades.

## MENTAL HEALTH, BEHAVIORAL, AND EMOTIONAL SUPPORT SERVICES AND PROGRAMS

Hewitt’s counseling team consists of one mental health counselor for each division of the school. The counseling team will work closely with homeroom teachers in the lower school and advisors in the middle and upper schools to support both grade-wide and individual needs for mental health and behavioral/emotional support. The counselors will also be available to work with individual students and families to provide resources for additional outside support. In addition, our learning specialists and grade level deans for each division will continue to track individual student progress and well being. Students who struggled academically and emotionally in the spring of 2020 will be offered a carefully structured on-campus support system to cultivate greater connection and personal success.

## FIELD TRIPS, ASSEMBLIES, AND EVENTS

All field trips, assemblies, and events will be virtual.

## ATTENDANCE

In the case of in-person or online learning, teachers report attendance issues (i.e. students logging on late or not being present for synchronous or live classes) to the division offices; division office assistants follow up directly with each family to verify a student’s well being and to report the lateness or absence. Division heads or other members of the school’s administration will contact the family in the event of repeated attendance issues.

# ATHLETICS, EXTRACURRICULAR ACTIVITIES, AND AFTER-SCHOOL PROGRAMS

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## ATHLETICS

For middle school athletics, all activities will take place remotely. For varsity athletics, Hewitt awaits a decision from the Athletics Association of Independent Schools (AAIS) on fall varsity sports. In the event that AAIS cancels fall sports inter-school competition, the league athletic directors are developing scenarios for individual varsity teams to engage in virtual or in-person workouts and practices in the fall depending on health department guidance. The directors are also considering options for all sports, including fall season sports, to have mini-seasons of inter-school competitions in the winter and spring if permitted.

## EXTRACURRICULAR ACTIVITIES

Hewitt does not have extracurricular activities for lower school students. All middle school extracurricular activities will be virtual. Upper school extracurricular activities will be virtual, with the possible exception of sport-specific training for fall athletes should the season be cancelled.

## BEFORE AND AFTERCARE

Hewitt does not offer supervised care for students before school. We usually open our Stillman Hall dining room for breakfast for students and parents to gather before school starts. This fall we will not be able to offer a communal breakfast since health and safety guidelines require us to limit mixing of students from multiple cohorts and to suspend parent visitors on campus.

Aftercare for grades K-6 will be offered with an effort to limit mixing among cohorts; however, it is likely that students from more than one cohort will have to be mixed depending on the number of students electing to participate in aftercare. To minimize virus transmission, aftercare will operate with health and safety protocols (e.g. face coverings, hand washing, social distancing, etc.) similar to those used during the school day.

Optional after-school enrichment activities will be offered online either in synchronous or asynchronous modes depending on the activity. A catalog of offerings will be shared with families near the start of school.

Our Chief Financial Officer Doug Odom serves as Hewitt's COVID-19 safety coordinator. He works closely with the administrators, managers, and department heads whose responsibilities include compliance with our reopening plans. Our community members have received, and will be reminded of, instructions on how to contact the School with questions about our reopening plans, health and safety, technology issues, and/or academic instruction.