



WARDLAW + HARTRIDGE

Reopening Plan | Fall 2020

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A WORLD-CHANGING PREP SCHOOL SINCE 1882

REOPENING PLAN OVERVIEW

WARDLAW+HARTRIDGE



New or Newly Updated

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Administration and Staff Contact Information

HEAD'S OFFICE

Mr. Andrew Webster
Head of School
awebster@whschool.org

Ms. Donna Brack
Assistant to the Head of School
Office Manager
dbrack@whschool.org

Mrs. Rande Brown
Receptionist
rbrown@whschool.org

LOWER SCHOOL

Mrs. Silvia Sollenberger Davis
Head of Lower School
sdavis@whschool.org

Mrs. Kathy Marikakis
Administrative Assistant
kmarikakis@whschool.org

MIDDLE SCHOOL

Dr. Corinna Crafton
Head of Middle School
ccrafton@whschool.org

Mrs. Elieen Valentine
Administrative Assistant
evalentine@whschool.org

UPPER SCHOOL

Dr. Robert Bowman
Head of Upper School
rbowman@whschool.org

Mrs. Christine Cerminaro
Dean of Students
ccerminaro@whschool.org

Mrs. Lynn Pandure
Administrative Assistant
lpandure@whschool.org

STUDENT SUPPORT SERVICES

Mrs. Darienne Olitt
Learning Specialist (PK-5)
dolitt@whschool.org

Mrs. Linda Schneider
Learning Specialist (6-12)
lschneider@whschool.org

Ms. Dina Congregane
School Counselor
dcongregane@whschool.org

Ms. Zoe Bongiovanni
School Counselor
zbongiovanni@whschool.org

Mrs. Angela Farese
School Nurse
afarese@whschool.org

TECHNOLOGY DEPARTMENT

Mr. Marc Spivak
Director of Technology
mspivak@whschool.org

Mr. Andrew Farman
Associate Director of Technology
afarman@whschool.org

Ms. Pat Fielder
Head Librarian
pfielder@whschool.org

COLLEGE COUNSELING

Mr. Christopher Teare
Director of College Counseling
cteare@whschool.org

Ms. Sarah Whittemore Honan
Associate Director of College
Counseling
swhittemorehonan@whschool.org

Mrs. Debbie Ruzanski
Registrar
druzanski@whschool.org

ADMISSION & FINANCIAL AID

Mr. Gerard Gonnella, '89
Director of Admission &
Financial Aid
Director of International Student
Program
grgonnella@whschool.org

Ms. Ana DeLeón
Associate Director of Admission
(PK-8)
adeleon@whschool.org

Mrs. Bernadette Lambertsen
Administrative Assistant
blambertsen@whschool.org

BUSINESS OFFICE

Mr. John Pratt
Chief Financial Officer
jpratt@whschool.org

Mrs. Marian Tumolo
Comptroller
mtumolo@whschool.org

Mrs. Judy Orak
Administrative Assistant
jorak@whschool.org

ATHLETIC DEPARTMENT

Mr. Karl Miran
Director of Athletics
kmiran@whschool.org

Mrs. Megan Noebels
Assistant Athletic Director
mnoebels@whschool.org

Mr. Ryan Oliveira
Head Athletic Trainer
roliveria@whschool.org

COMMUNICATIONS

Mr. Rudy Brandl
Director of Communications &
Publications
rbrandl@whschool.org

W+H's Reopening Task Force

The Wardlaw+Hartridge School's Reopening Task Force is charged with planning for multiple scenarios for the 2020-2021 school year. We are looking at the reopening of the school in four ways: Health & Safety, Facilities, Schedule & Calendar, and Extra- & Co-Curricular Activities. Our process and practices are aligned with guidance from national, state, and local authorities, and safety is our top priority.

The following faculty, staff, and administrators make up The Wardlaw+Hartridge School Reopening Task Force:

Mr. Andrew Webster

Head of School

Chair of the Reopening Task Force

Dr. Bob Bowman

Head of Upper School

Chair of Academic Schedule & Calendar

Mrs. Sharon Byrne

Performing Arts Department Chair

Chair of Co- and Extracurricular Programs

Mrs. Silvia Sollenberger Davis

Head of Lower School

Chair of Health & Wellness

Mr. John Pratt

Chief Financial Officer

Chair of Facilities

Ms. Zoe Bongiovanni

School Counselor

Ms. Donna Brack

Assistant to the Head of School/

Office Manager

Ms. Dina Congregane

School Counselor

Dr. Corinna Crafton

Head of Middle School

Dean of Teaching & Learning

Mrs. Angela Farese

School Nurse

Mr. Kostas Georgiou

Board of Trustees - Vice-President

Mr. Gerard Gonnella '89

Director of Admission & Financial Aid

Director of the International Student Program

Mr. Karl Miran

Athletic Director

Mr. Kyle Modes

Upper School Science Department

Mrs. Kerry O'Neill

Board of Trustees - Treasurer

Mr. Ryan Oliveira

Athletic Trainer

Pandemic Response Coordinator

Mr. Rob Rizzo

Board of Trustees - President Emeritus

Mr. John Sartor

Board of Trustees

Dr. Ayesha Sitlani

Board of Trustees - President

Mr. Marc Spivak

Director of Technology & Media Services

Mr. Leaford Thompson

Superintendent of Buildings & Grounds

Planning for the 2020-2021 School Year & Our Goals

In planning for the 2020-2021 School Year, The Wardlaw+Hartridge School has focused on the health and safety of our community and the educational experience of our students. As a part of this commitment, we are continuously monitoring all facets of this situation, and continue to plan in an adaptive model that evolves as science and circumstances also evolve. Despite the uncertain future, we are developing plans based on several assumptions informed by guidance from the State of New Jersey's Departments of Education and Health, the Edison Department of Health, the Centers for Disease Control and Prevention, the American Academy of Pediatrics, additional medical professionals and research and writings on the topic of COVID-19 in schools.

As with everything else during this pandemic, there is much that remains unknown or changing, and in fact, none of us know what conditions will exist as we near September. We will be prepared for a wide range of scenarios in order to be responsive to circumstances that may change throughout the school year, including serving students who are kept home for brief periods or even all year. We are committed to delivering the most dynamic, flexible, engaging, and safe educational experience possible to all of our students.

Our plans assume:

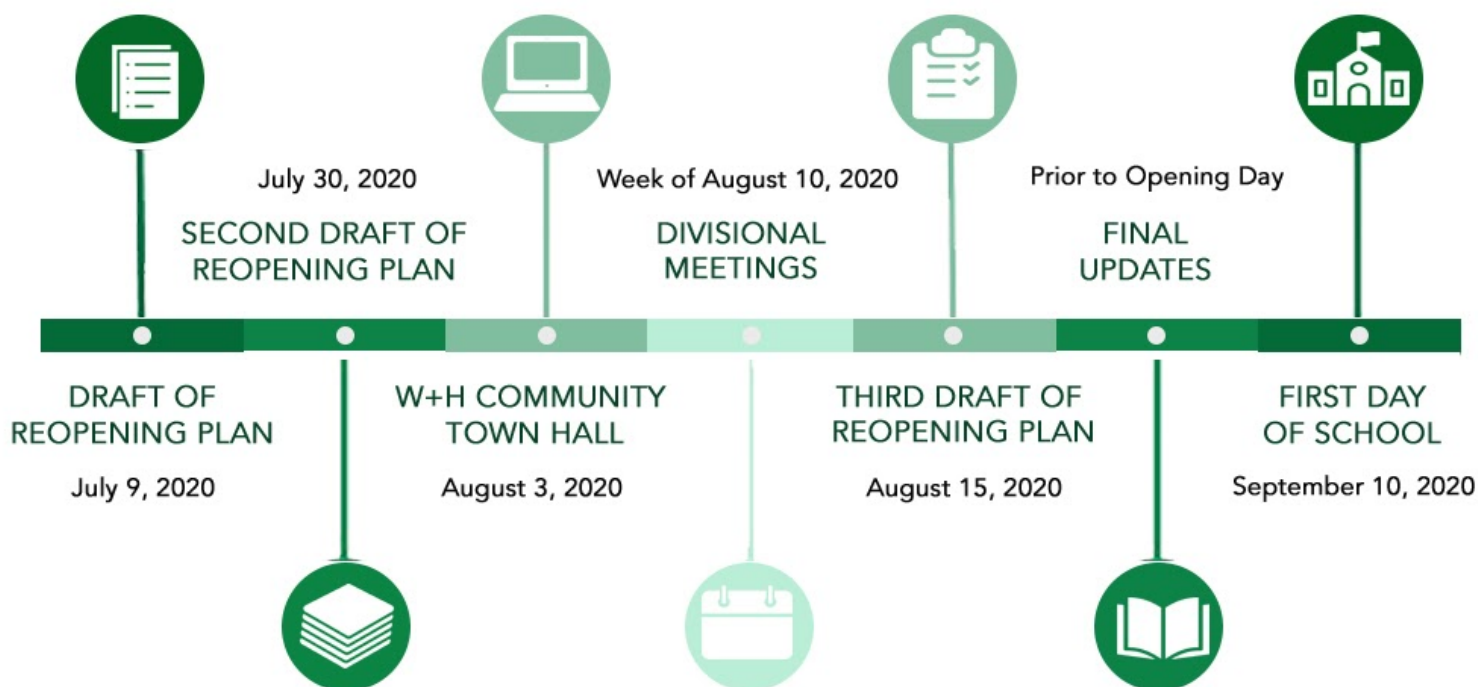
- If state and local officials allow, we will reopen, in person, on September 10, 2020. We may choose to phase our opening in over the first several days.
- New Jersey may experience additional outbreaks of COVID-19 that would require us to shift to blended or distance learning in order to maintain safety and academic continuity.
- Every aspect of our school, including our physical campus, our academic calendar, daily schedules, programming, and social habits, require modification based on aforementioned guidance which will include, but not be limited to, social distancing, wellness checks, face coverings, and frequent disinfecting of classrooms.

Our goals:

- To open Wardlaw+Hartridge with safe and healthy conditions throughout the school.
- To provide a program of such flexibility that we are ready for any changes in local conditions that will affect school operations.
- To deliver programs in any mode - in-person, blended, or distance learning - of the highest quality and value.

Communication Timeline

Throughout the month of August, and up to the opening of school on September 10, 2020, we will continue to communicate plans regarding the reopening of school for the 2020-2021 School Year.



Additional details will be shared on many of the following matters and more:

- Parent Education Materials on COVID-19
- Parent Partnership Expectations
- Specific Procedures and Policies for Campus Navigation
- Divisional Schedules & Operational Details
- Further Information on Athletics & Extra-Curricular Activities
- Health Documentation Requirements for the Start of School
- Visitor Policies
- Illness Policies
- Lunch/Food Service Further Information
- Information Regarding Shifts to Various Instructional Modes

Organization of Plan

Our plans were made and organized with three major considerations. Pertinent information regarding each of these considerations is identified throughout this document.



PREVENTION



DETECTION



RESPONSE

Prevention

- We have made programmatic adjustments to maximize individual and community wellness.
- We are in the process of making physical and social distancing means to minimize risk of exposure.
- We are implementing social distancing, cleaning and disinfecting, and air circulation protocols to minimize risk of exposure.
- We are planning community education about the spread of the virus and how to stay healthy.
- We are introducing hygiene stations in every classroom and in the larger gathering areas.

Detection

- We have created new policies and processes, and adapted others to ensure all individuals coming to campus are of low risk of spreading illness to others.
- We have created a position of the Pandemic Response Coordinator to monitor regional and local outbreaks to continuously monitor our community risk and our implementation of procedures.
- We have created and are researching additional systems to put in place for the Pandemic Response Coordinator and the School Nurse to monitor closely wellness and illness concerns within our community as it relates to the COVID-19 pandemic.

Response

- We will communicate with local health authorities and the internal community when concerns of exposure are presented by COVID-19 symptoms.
- We are prepared to adjust operational modes as needed, should we need to close portions or all of the school.
- We are implementing social distancing, isolation, cleaning, and disinfecting protocols to care for the community in the case of exposure to COVID-19 symptomatic individuals.
- We are planning for enhanced social and emotional care of community members.

Major Considerations

The Centers for Disease Control and Prevention's *Considerations for Schools* provides guidance for schools to open in four categories.

Each of the items in the categories below are under the consideration of the Reopening Task Force.

Maintaining Healthy Environments	Promoting Behaviors that Reduce Spread	Maintaining Healthy Operations	Preparing for When Someone Gets Sick
<ul style="list-style-type: none">• Cleaning and disinfection• Shared objects• Ventilation• Water systems• Modified layouts• Physical barriers and guides• Communal spaces• Food service	<ul style="list-style-type: none">• Staying home when appropriate• Hand hygiene and respiratory etiquette• Cloth face coverings• Adequate supplies• Signs and messages• Social distancing	<ul style="list-style-type: none">• Protections for at-risk individuals• Regulatory awareness• Limiting or omitting gatherings, visitors, and field trips• Cohorting and staggered scheduling• Designated COVID-19 point of contact and communication systems• Participation in community response efforts• Leave (time off) policies and excused absence policies• Back-up staffing plan• Staff training• Recognizing signs and symptoms• Limiting or omitting sharing facilities• Support coping and resilience	<ul style="list-style-type: none">• Advise staff and families of sick students of home isolation criteria• Isolate and arrange transport for those who are sick• Clean and disinfect• Notify health officials and close contacts

Best Practices

The Reopening Task Force studied information from multiple sources including, but not limited to:

1. New Jersey Departments of Health and Education
In conjunction with the Edison Dept. of Health and the State of New Jersey's Governor's Office
2. The Centers for Disease Control and Prevention
In conjunction with the Occupational Safety and Health Administration
3. American Academy of Pediatrics
In conjunction with community medical professionals including Dr. Ayesha Sitlani & Dr. Tracy Zivin-Tutela
4. The National Association of Independent Schools
In conjunction with the New Jersey Association of Independent Schools
5. Consulting Organizations in the fields of education and safety
Such as: EAB, Joffe Emergency Services, OESIS, One Schoolhouse, NBOA

Additionally, the Reopening Task Force studied international approaches to health and safety protocols during school reopenings. This has revealed four common themes for our consideration:

Physical Infrastructure	Transportation & Food Service	Scheduling & Staffing	Health & Behavioral Norms
<ul style="list-style-type: none">• Improved ventilation (open windows)• Hand and surface sanitation stations for each classroom• Conversion of facilities used as common spaces for classrooms• Separate entrances and exits to buildings for different cohorts of students• Use of outdoor space for instruction• Removal of carpets• Dedicated space to temporarily hold individuals with COVID-19 symptoms• Physical barriers	<ul style="list-style-type: none">• Meals eaten in classrooms at desk when appropriate• Individually wrapped food and utensils• Use of physical barriers during meals• Door-to-door drop off in individual cars when possible	<ul style="list-style-type: none">• Class sizes reduced• Phased in returning to in-person instruction• Students assigned to cohorts with dedicated teachers• Staggered arrival times• Cancellation of all activities requiring large groups or mixing of students as determined to be a higher risk of safe practice• Lessons on COVID-19 prevention• Procedures to enable at-risk staff to work remotely	<ul style="list-style-type: none">• Distancing of desks and seating• Robust hand sanitation requirements• Additional cleaning of high-touch surfaces• Daily temperature checks• Requirement to wear face coverings• Discouraging physical contact such as handshakes• Restriction of visitors permitted on campus• Plans in place to respond to suspected and confirmed cases• Policies in place to handle unexpected and prolonged absences

W+H's Reopening Scenarios

The Reopening Task Force has developed three scenarios families will likely navigate in the 2020-2021 School Year. We intend to open on September 10, 2020 with In-Person Learning for the majority of our community.

Wardlaw+Hartridge has examined guidance from the State of New Jersey's Department of Education, the Edison Department of Health, the Centers for Disease Control and Prevention, the American Academy of Pediatrics, and other medical professionals. We have determined that Wardlaw+Hartridge is able to provide the physical campus modifications and the procedures needed to support students in a safe return to campus in the Fall of 2020.



If, as a family, you have determined that you are comfortable with your child(ren) returning to the physical campus...

If your family has someone at home who is at a higher-risk of contracting COVID-19...
or
If your family is not comfortable with sending your child(ren) to school...



IN PERSON LEARNING

Your child(ren) will be on campus with the expectation that specific health and safety procedures will be required. If local or state authorities initiate a stay-at-home order, students will transition to distance learning.

BLENDED LEARNING

Your child(ren) will utilize W+H's blend of synchronous (live instruction on-campus and/or off) and asynchronous (teacher-directed) remote learning with modifications to allow them to receive an academically fulfilling experience.

If the State of New Jersey and/or local authorities have enacted a stay-at-home order due to regional COVID-19 infection rates...



DISTANCE LEARNING

Your child(ren) will utilize W+H's blend of synchronous (live instruction, off-campus) and asynchronous (teacher-directed) remote learning where a portion of work is completed independently with varying frequency of direct instruction dependent on grade level.

In-Person Learning Considerations

The Wardlaw+Hartridge School’s Reopening Task Force is preparing for an in-person, on campus opening of school in the Fall of 2020. The entire community will follow specific health and safety precautions which will be designed and implemented in accordance with local, state and federal requirements along with guidance from various medical professionals. Specific decisions and plans regarding in-person learning modifications will be finalized over the next several weeks; however, current considerations can be found in the Physical Campus section.



Increased safety procedures such as frequent hand washing, hand sanitizing, the use of face coverings, and social distancing will be implemented.



After school programs such as Explorers, Encore, and late pick-up for Upper School students have yet to be determined.



The ability to livestream into classes from home or another location on the campus will be available to families who might not be able to be on-campus or to accommodate classes where enrollment exceeds socially distanced maximums.



The 2020-2021 School Year calendar may be adjusted depending on time away from campus. We are reserving the first week of Spring Break and the week following the scheduled close of school in June as time we can use if needed.



Drop-off and pick-up times are likely to vary slightly from the standard times to allow for staggered entrance areas and social distancing.



When possible, classes or portions of classes will make use of outside campus areas.

Physical Campus Modifications

While specific decisions and plans continue to be finalized over the next several weeks, the following pages provide more information regarding the major areas below. Policies continue to be developed in the following areas, including but not limited to:



The use of protective face coverings during the school day



Changes to campus and building access for visitors and parents during the school day



Increased hand sanitizing and hand cleaning processes and stations



Requirements for temperature checks for students, faculty, staff, visitors and vendors



Institution of lower capacity limits to allow for social distancing in spaces such as classrooms, the AP Room and the PAC



Repurposing of spaces to create additional learning areas to allow for social distancing



Modification of schedules to comply with social distancing measures and provide a robust program



Use of virtual services with in-person instruction in a blended approach



Use of personal materials rather than shared materials in classrooms



Reduction of cross-divisional events and gathering



Alteration of drop-off and pick-up procedures and times



Increased cleaning and sanitizing measures throughout the buildings both during and after school

Face Coverings/Masks



The Centers for Disease Control and Prevention's *Considerations for Schools* strongly recommends cloth face coverings (which you may refer to as masks), but not surgical masks, respirators, or other medical grade personal protective equipment.

All students, Grades Pre-Kindergarten through Twelve, faculty, staff, and visitors (limited to campus) will wear face coverings/masks throughout the school day when indoors. In situations where students are outdoors and social distancing is taking place, students may take off their masks.

Families are required to send their children to school with two face coverings each day. In emergency situations, the school will provide a face covering for students who lack one.

It is expected that all face coverings are changed and cleaned daily.

All face coverings must comply with the school's dress code: neat, clean, and solid colors, without graphics, text, pattern or print.

Cloth face coverings are meant to protect other people in the case the wearer is unknowingly infected but does not have symptoms. Wearing face coverings in a classroom situation significantly reduces the chance of viral transmission.

The CDC recommends that schools reinforce the proper use, removal and washing of cloth face coverings by frequently reminding individuals not to touch face coverings and to wash their hands often, and by posting signs in highly visible locations.

Centers for Disease Control and Prevention

[About Cloth Face Coverings](#)

[How to Safely Wear Face Coverings](#)

[How to Wash Cloth Face Coverings](#)

[Face Covering Do's and Don'ts](#)

[How to Make Cloth Face Coverings](#)

[Helping Kids Get Used to Masks](#)

[Cloth Face Coverings for Children During COVID-19](#)

Kids Health from Nemours

HealthyChildren.org

Hand Washing & Hand Sanitizing



Washing hands can keep you healthy and prevent the spread of respiratory and viral infections from one person to the next. Germs can spread from other people or surfaces when you touch your eyes, nose, and mouth with unwashed hands; prepare or eat food and drinks with unwashed hands; touch a contaminated surface or objects; blow your nose, cough, or sneeze into hands and then touch other people's hands or common objects.

All students, Grades Pre-Kindergarten through Twelve, will be required to follow hand-washing and sanitizing procedures. All classrooms and common spaces will be outfitted with hand sanitizing stations. Students will be instructed to wash their hands often, especially during the key times that germs are likely to spread:

- after arriving at school for the day
- before and after eating food
- before and after using the restroom
- after blowing noses, coughing or sneezing
- before leaving school for the day

The CDC recommends the following processes for handwashing and hand sanitizing:

Follow these five steps every time.

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

The CDC recommends using an alcohol-based hand-sanitizer that contains at least 60% alcohol.

Follow these steps for sanitizing.

1. Apply the gel product to the palm of one hand (read the label to learn the correct amount).
2. Rub your hands together.
3. Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds

Temperature Monitoring



One common strategy to mitigate the risk of exposure to COVID-19 is to conduct symptom screenings such as temperature screening and/or symptom checking of staff and students. These screenings are one of the many tools, strategies and procedures we are implementing to help lower the risk of COVID-19 transmission.

All students, Grades Pre-Kindergarten through Twelve, faculty and staff will be required to take part in daily temperature and symptom screenings. Temperature checks for students will be conducted each morning prior to entering the school. Students with a temperature reading of 100.0° F or higher will not be permitted to enter school, and will need to return home. Students who develop a fever of 100.0° F or higher during the school day will be isolated and will need to be picked up promptly. Symptom screenings will be completed each morning at home prior to leaving for school each day.

Symptom screenings alone are not effective to detect COVID-19. Therefore, it is imperative that parents and caregivers monitor their children for signs of infectious illness every day prior to leaving for school. Students who are sick in any way should not attend school in person. According to the CDC, people with COVID-19 have had a wide range of reported symptoms – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to COVID-19.

Symptoms can include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms and children and youth with COVID-19 infection may experience any, all, or none of these symptoms.

(See [Symptoms of Coronavirus](#) at the CDC's website for more information).

Given the wide range of symptoms and the fact that some people with COVID-19 are asymptomatic, there are limitations to symptom screening conducted by schools for the identification of COVID-19.

Symptoms of COVID-19	Strep Throat	Common Cold	Flu	Asthma	Seasonal Allergies
Fever or Chills	✗		✗		
Cough		✗	✗	✗	✗
Sore Throat	✗	✗	✗		✗
Shortness of Breath				✗	
Difficulty Breathing					
Nausea or Vomiting	✗		✗		
Diarrhea	✗		✗		
Congestion or Runny Nose		✗	✗		✗
Muscle or Body Aches	✗	✗	✗		
Fatigue		✗	✗	✗	✗

Students should not attend school when they show any signs of illness.

Home symptom screenings rely on students and their parents, guardians, or caregivers initially identifying when the student may have signs and symptoms of illness and to take action (such as staying home). This process can also be followed by school staff by monitoring children for overt symptoms of any infectious illness that may develop during the school day and helping the student and family take needed actions.

It is essential for schools to reinforce to students, parents or caregivers, and staff the importance of students staying home when sick until at least 24 hours after they no longer have a fever (temperature of 100.0 or higher) or signs of a fever (chills, feeling very warm, flushed appearance, or sweating) without the use of fever-reducing medicine (e.g., Tylenol). These policies that encourage and support staying home when sick will help prevent the transmission of COVID-19 (and other illnesses including seasonal influenza) and help keep our school open.

Illness, At-Home Symptom Screening, and Return to School Policies will be clarified in further detail in the next plan update.

Cohorting & Capacity Limits



A strategy that is recommended by the CDC is cohorting (or forming “pods”). Cohorting forms groups of students, and sometimes teachers or staff, that stay together throughout the school day to minimize exposure for students, teachers, and staff across the school environment.

In the Early Childhood Division, Grades Pre-Kindergarten and Junior Kindergarten, while learning separately, will be placed in a cohort for the purposes of lunch, recess and the rotation of specialist-taught classes. The remainder of the Lower School, Grades Kindergarten through Five, will be cohorted by grade. Middle School students will be in the same cohorts for classes except for World Languages and on the rare occasion mathematics. In those cases they will have a new cohort. In Upper School, the variety of class options does not allow for cohorting, therefore we have implemented additional measures to reduce the spread of illness in the Upper School.

How does cohorting work in the reduction of risk of contracting and transmission COVID-19?

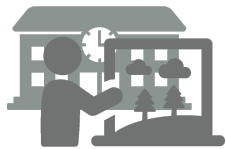
Ideally, students and staff within a cohort would only have physical proximity with others in the same cohort. This practice may help prevent the spread of SARS-CoV-2, the virus that causes COVID-19, by limiting cross-over of students, teachers, and staff to the extent possible, thus:

- decreasing opportunities for exposure to or transmission of SARS-CoV-2,
- facilitating more efficient contact tracing in the event of a positive case, and
- allowing for targeted testing, quarantine, and isolation of a single cohort instead of school-wide measures in the event of a positive case or cluster of cases.

Different strategies are needed for Lower, Middle, and Upper Schools. Cohorting is a commonly used strategy in many Lower Schools, in which students have the same teacher and classmates for the majority of the day. The CDC provides more on cohorting below:

To date, there is no published scientific study on optimal maximum or minimum cohort sizes in reducing SARS-CoV-2 transmission among school-aged children in a camp or school setting in the United States. However, CDC modeling demonstrates that smaller cohort sizes are generally associated with less transmission in schools. Smaller cohorts means more limited contacts, but there is no specific threshold for optimal size. Even with smaller groups, cohorts may not be truly independent of one another. Teachers, especially with specialized expertise, may also connect multiple cohorts within a school because their expertise is needed across cohorts. Use of cloth face coverings and distancing when possible are particularly important when teachers are moving amongst groups of students. Cohorting may be implemented as one of a variety of mitigation strategies that schools can use to help minimize SARS-CoV-2 transmission. It is important that schools balance community transmission risk, various mitigation strategies (e.g., limiting class sizes, use of cloth face coverings, proper hygiene, school cleaning), and students’ educational and emotional needs when developing plans for reopening.

Repurposed Spaces & Additional Learning Areas



Recognizing the importance of providing safe, in-person learning, the Reopening Task Force has determined that some communal spaces will be repurposed to accommodate socially-distanced learning, other spaces have been reassigned to accommodate strategic considerations for safety, and outdoor spaces are being identified, named and scheduled to be safely repurposed for instructional areas.

The American Academy of Pediatrics strongly advocates that all policy considerations for the coming school year should start with a goal of having students physically present in school, and to do so, schools should utilize outdoor spaces whenever possible. Additionally, they note that enforcing physical distancing on outside playgrounds is difficult, nor may it be the most effective method of risk mitigation. Therefore, emphasis should be placed on cohorting students and limiting the size of groups participating in recess. Outdoor transmission of the COVID-19 virus is known to be much lower than indoor transmission.

All students in Grades Pre-Kindergarten through Twelve will often use outdoor spaces for learning, eating, and recreation when able. In the Lower School, not including outdoor instruction, students will have two mandatory outdoor recess times per day. Students will be going outside for recess unless the outdoor temperature is below 20 degrees Fahrenheit or if it is raining. It is important that students come to school prepared for outdoor activities every day.

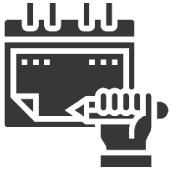
The American Academy of Pediatrics's guidance regarding cleaning and disinfecting outdoor spaces: "Outdoor playgrounds/natural play areas only need routine maintenance, and hand hygiene should be emphasized before and after use of these spaces. Outdoor play equipment with high-touch surfaces, such as railings, handles, etc, should be cleaned and disinfected regularly if used continuously."

The National Academies of Sciences, Engineering, and Medicine's recommendations also mention using the outdoors as part of schools' reopening plan, as follows:

- Moving instruction outdoors is one of the mitigation measures listed that can be used to improve air quality for classes.
- Regular time outdoors also supports fresh air exchange in classrooms.
- Ventilation systems should be operating properly and, when possible, circulation of outside air should be increased, for example by opening windows and doors.

Increasing outdoor air circulation lowers the risk of infection by "diluting" any infectious respiratory droplets with outdoor air. Being outside is even lower risk.

Scheduling & Calendar Changes



A mix of in-person and remote learning will follow many formats, providing the best opportunity for the school to adapt to social distancing measures and shut down portions of or the entire school quickly should an outbreak occur in the community. It also allows us to prioritize in-person instruction for students, yet at the same time, provide options for students and families who are unable to return to in-person learning.

Schedule changes were made in consideration of safety as a priority. The following changes have been made, and further details regarding said changes will be communicated by division.

- Arrival and dismissal times have been staggered to limit the number of students entering at once.
- Cohorting models have been created for each division, and the schedules reflect this.
- Schedules have been modified to reflect changes in the reduction of class size, to allow for social distancing, and to provide for in-school remote learning.
- Scheduling changes will also allow for simpler contact tracing of students should it be necessary.
- Flexibility in the schedules of in-person, blended and distance learning account for class length, the number of classes in a school day, the social and emotional well-being of students, and opportunities for the performing arts, physical education, clubs and activities.

To protect the structures we have put in place regarding the limitation of mixing and volume of people on campus, best practice dictates that any gatherings and meetings that can be moved to a virtual format, should be moved. The following changes have been made to the calendar, and further details will be communicated by division. Some events such as Fall Fair, International Family Fun Night, and The Thing in the Spring, will need further consideration and changes will be announced after the school year has begun.

- Parent Partnership Conferences
- Parents' Association & Booster Club Meetings
- Back to School Nights
- Divisional Coffee & Conversations

Maintaining rigor and content is critical to a Wardlaw+Hartridge School education and key to our plan for the 2020-2021 school year. Thus we will no longer call Snow Days unless in case of major weather events affecting power, internet, etc. as shifting to distancing learning can easily be done. We have built in flexible times to reclaim in-person learning should they be necessary. These changes will be communicated when the finalized 2020-2021 school year calendar is shared later in August.

Academics in the 2020-2021 School Year



Despite the challenges that the COVID-19 pandemic presents, our mission and vision to prepare students to lead and succeed in a world of global interconnection remains constant. We will strive to continue to provide a strong educational program characterized by academic challenge, rigorous inquiry, support for individual excellence, diversity, and a familial sense of community whether in-person, blended, or distance learning. To do so, we have engaged in extensive professional development over the summer specific to the educational atmosphere which lies ahead.

Several key elements will provide students with a strong academic program, with a carefully considered variety of co- and extracurricular opportunities, and with the care for their social and emotional health in a challenging time.

- Evaluation and reflection on our previous experience with distance learning have informed decisions and practices for the coming year.
- Extensive professional development to prepare for in-person learning, blended learning, and distance learning.
- Lower School: *Blended Learning Blueprint for Elementary Teachers* text by Jayme Linton, BER workshops, Seesaw University, Adaptive Learning training with A.J. Juliani - Faculty at U Penn & Guest Speaker for NJAIS
- Middle and Upper School: One Schoolhouse summer intensive course *Designing, Building and Teaching for Hybrid Learning*.
- Increased attention to building SEL components into advisory and across grades and disciplines. This work is carried out differently in each division: grade level teams in Lower School, grade coordinators and advisors in Middle School, and grade deans and Dean of Students in Upper School. Our school counselors will be instrumental in providing the enhanced support for all students during this unique period of change and transitions.

Arrival & Dismissal



To minimize the intermingling of divisions and to make the arrival and dismissal systems smooth, convenient, and safe for screening processes, both drop off and pick up will be altered.

Staggered Times

- Lower and Middle Schools from 7:45 AM to 8:10 AM
- Upper School from 8:15 AM to 8:45 AM

Two Scenarios are under consideration

- Multiple Zones for Drop Off by Grade
- Handheld Forehead Thermometers for Temperature Checks
- Centralized Entry Points
- Thermal Scanning Systems

Symptom Questionnaires Will Be Submitted at Home Prior to Arrival

Visitors on Campus



We will sharply restrict any nonessential visitors and volunteers from entering our facilities. Contractors working in the building will mostly do so after school hours.

Increased Cleaning & Sanitizing Measures

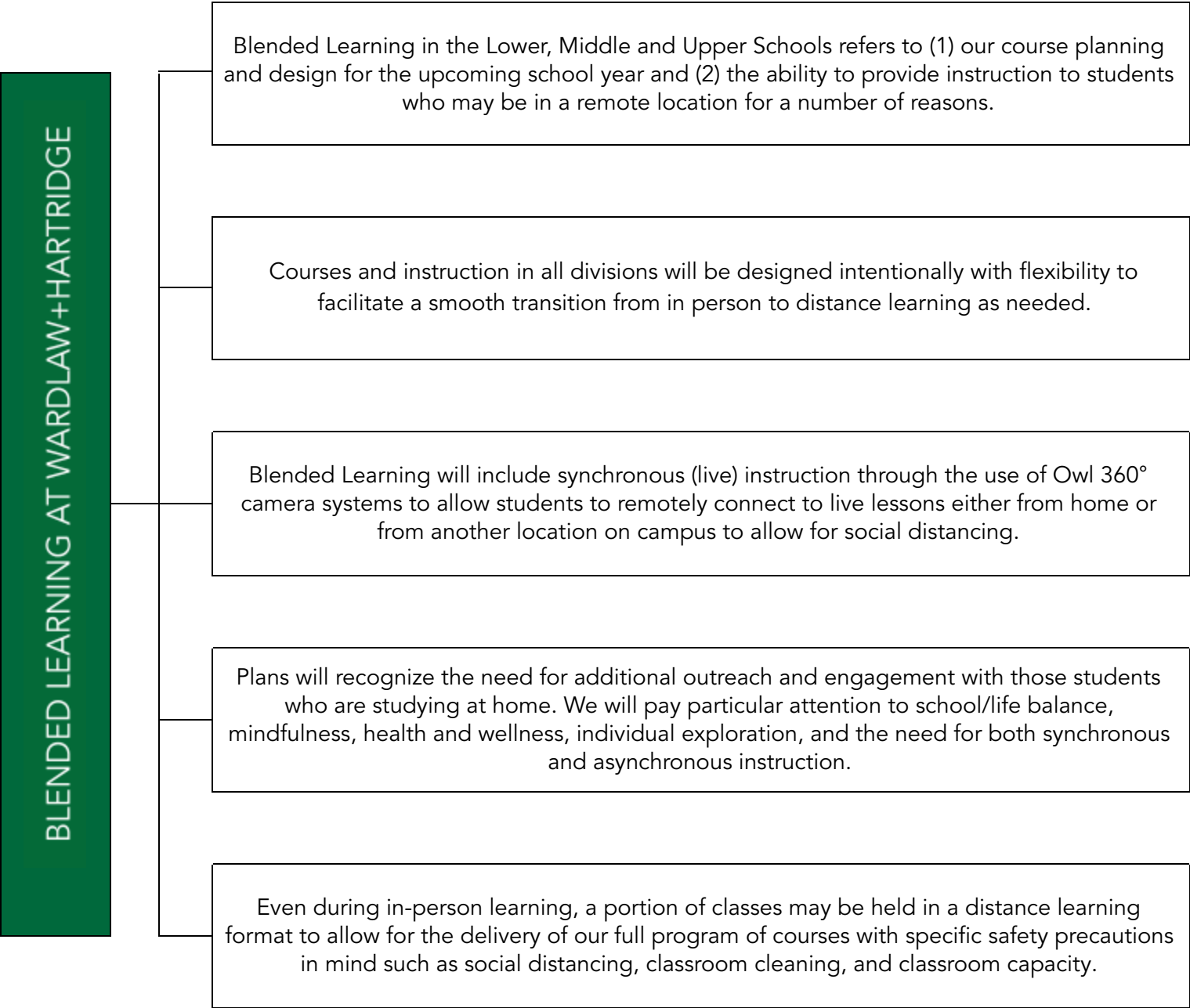


We are increasing cleaning and sanitizing measures throughout the buildings both during and after school. Our cleaning company is incorporating cleaning materials and procedures proven effective against the SARS-CoV-2 infection that causes COVID-19.

Further details regarding the above sections will be provided at a later date.

Blended Learning

For the 2020-21 school year, W+H teachers are preparing for classes that are taught simultaneously to students attending in-person and from remote locations (whether in other supervised learning spaces at school or from home). Our intention is to provide families with flexibility and to allow for students to attend in-person or remotely according to their changing needs. Likewise, if school needs to shift to full distance learning because of local pandemic concerns, classes will continue according to the same daily schedule, although strategies for appropriate delivery of instruction may change. All teachers are engaged in professional development and course planning to allow such flexibility with the greatest efficiency possible.



Distance Learning

We are committed to making sure that students continue to experience the care and commitment of our faculty and the routine of daily learning, even in the event of additional school closures. While direct, in-person engagement with teachers and classmates is difficult to fully replicate in distance learning, we are confident in our continued ability to provide high-quality, dynamic learning.

The purpose of this section of the Reopening Plan is to describe the actions we will take to continue instruction in the event of an extended campus closure. We endeavor to improve upon the work of the Spring as experience provides us with a baseline. Our summer professional development across all three divisions will be focused on instruction in both in person and online learning environments: blended learning.

As we plan for possible Distance Learning in the 2020-2021 School Year, we consider the following:

- Seamless integration of technology at school and to home
- Synchronous learning including, individual tutorials, small group study, conferencing, demonstrations of learning, and connecting with classmates
- Asynchronous learning including, independent work, project-based assignments, and certain types of assessment
- To promote student comfort and navigation of coursework, using a learning management system in a consistent and uniform manner across all classes

Wardlaw+Hartridge intentionally uses the term *distance learning* rather than *online learning*. This choice reflects our belief that quality learning can occur from a distance through the direction and facilitation of our faculty without solely relying on computers or digital devices. These devices may be a part of our distance learning, but they will not be the sole vehicle of learning. Wardlaw+Hartridge's goal is for students to engage in authentic learning experiences while not on our campus. We continue to seek recommendations and guidance from leading organizations as we develop plans for distance learning.

W+H is committed to monitor and improve this Distance Learning Outline and the student experience during the time of implementation. Feedback should be sent to distancelearning@whschool.org.

Digital Platforms

Moving into the 2020-2021 school year, we have refined our process and vehicles for learning management. To relieve student stress and promote student comfort with navigation between different classes, we will be using a common learning management system.



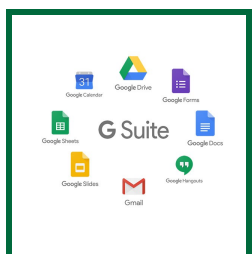
PCR will be slightly redefined as it will be used for parents and students to access trimester and final grades only. PCR will continue to be the mechanism for teachers and administrators to send emails to families and students.



PowerSchool will be used for students in the Middle and Upper Schools. This will be our consistent Learning Management System for Grades Five through Twelve. All class assignments, videos, discussions, and announcements will be housed in PowerSchool.



SeeSaw will be used for students in the Lower School. This will be our consistent Learning Management System for Grades Pre-Kindergarten through Four. All class assignments, videos, discussions, and announcements will be housed in SeeSaw.



Teachers in Grades Pre-Kindergarten through Twelve may continue to use the Google Suite (Google Docs, Slides, Sheets, etc.) for class assignments accessed through PowerSchool or SeeSaw.



All Wardlaw+Hartridge faculty and staff will continue to use Zoom as the video conferencing platform to provide live (synchronous) classes as well as meetings which may have been traditionally held in person.



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1295 Inman Avenue | Edison, NJ 08820 | 908.754.1882 | WHschool.org

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