



VIEWPOINT  
SCHOOL

# **RETURN TO LEARN**

Protocols & Plans

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## Protocols & Plans

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# Message from Mark McKee

Dear Students, Parents, Faculty, and Staff,

While there is far too little about our daily lives that is certain of late, one thing I can confidently say about the 2020-21 school year is that it will be like no other that Viewpoint has seen. The re-opening protocols and plans you will find described in the following pages have emerged from the ongoing efforts of many to guide the School as we navigate *safely, effectively, and together* through the health crisis in which we find ourselves.

I trust you will share my optimism and hope as you read through these materials, join me in the periodic update meetings the School will continue to host virtually in the weeks ahead, and watch for further communications from the School.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark McKee". The signature is fluid and cursive, with the first name "Mark" being more prominent than the last name "McKee".

Mark McKee  
President and Head of School

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### Our Guiding Principles

**Health & Safety Comes First.** The health and safety of our school community always will be our first priority.

**The Science Matters.** Our protocols incorporate the recommendations of the CDC, the California Department of Public Health, the Los Angeles County Department of Public Health, and the counsel of our medical advisors. As the guidance from such authoritative sources changes, so will our protocols.

**Flexibility Is Essential.** Our reopening plans are, by intent, flexible and adaptable, given that much about the scope and timing of our return to in-person instruction is influenced by factors not in our control.

**We Will Get Through This Together.** The Viewpoint Community is strong and resilient, eager to collaborate and to cooperate with efforts to safely bring students back to campus – and keep them there.



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### Viewpoint's Covid-19 Task Force

#### Executive Committee

|                       |  |
|-----------------------|--|
| Don Anderson          | Director of Campus Safety and Security (Chair) |
| Mark McKee            | President & Head of School                     |
| Tanya Altmann MD      | School Physician                               |
| Bob Bryan             | Associate Head of School                       |
| Steve Cole            | Asst Head of School for Finance and Operations |
| Anneke Emerson        | Chief Innovation Officer                       |
| Sue Gellerman RN, BSN | School Nurse                                   |
| William Go MD, PhD    | Trustee and Scientific Advisor                 |
| Heather Kruse         | Chief Human Resources Officer                  |
| Jill Schecter         | Vice Chair, Board of Trustees                  |
| Jonathon Wolfson      | Trustee  |
| David ZeBrack         | Chair, Board of Trustees                       |

#### Members at Large

|                  |  |
|------------------|--|
| Cathy Adelman    | Head of Primary School                             |
| Claudia Antoine  | Head of Lower School                               |
| Brittany Burch   | Faculty  |
| Stephen Chan     | Head of Middle School                              |
| Julie Clark      | Faculty  |
| Lara Conklin     | Director of Operations Support Services            |
| LeRhonda Greats  | Director of Diversity, Inclusion & Community Life  |
| Keith Halcovich  | Teacher of Upper School Math                       |
| Alan Howie       | Head of Upper School                               |
| Hilary Hunt      | Assistant Head of Middle School                    |
| Amy Maentz       | Interim Asst Head of School for Advancement        |
| Patrick Moyal    | Director of Athletics                              |
| Carrie Petty     | Faculty  |
| Jane Soper       | Assistant Head of Primary School                   |
| Melissa Strong   | Assistant Head of Middle School                    |
| Laurel Baker Tew | Assistant Head of School for Enrollment Management |
| Nicki Thompson   | Transportation Manager                             |
| Marian Williams  | Director of Summer Programs                        |
| Tracy Wymer      | Assistant Head Head of Lower School                |



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### The Community's Role

1. Continuing to practice mask-wearing, frequent hand-washing, physical distancing, crowd avoidance, and other infection limiting practices – not only for our household's health but also for that of the broader School Community.
2. Persisting in being highly selective about what we do (and allow our children to do), consistently choosing to avoid activities that are broadly seen as being risk-increasing. Recognizing that as our Community becomes much more interconnected as students return to campus, risk-adding behavior by one can inadvertently impact many.
3. Undertaking with particular care and caution any vacations, excursions, weekend escapes, air travel, or use of public transportation, taking substantial and meaningful protective measures to minimize the risk of exposure or infection. Voluntarily self-quarantining upon our return if we cannot do so, or if exposure to COVID-19 is known or at all suspected.
4. Remaining highly attentive to our individual well being, and observant about the health of those in our households and those with whom we regularly interact. Seeking medical attention if any symptoms are observed, and self-isolating so long as there is any doubt we could be ill.
5. Choosing to promptly notify the School about actual or suspected infection or exposure, and cooperating with transmission-limiting contact tracing inquiries.
6. Showing kindness and compassion to others should they become ill.
7. Supporting the School's health and safety protocols and electing to get a flu shot.



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## Health and Safety Practices & Protocols

### Our Primary Objectives

#1 Prevent COVID-19 from entering campus.

#2 Limit any on-campus transmission of the virus between students and/or employees.

#3 Respond promptly to any confirmed cases within the School's extended community to identify, isolate, contact trace, and inform all those potentially exposed.



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### Health and Safety Practices & Protocols

**Testing.** Baseline and periodic surveillance testing will be required for employees and students. The School has contracted with a third party to offer drive-through testing as a convenience for those who are unable to make appointments with their physician/pediatrician or at a County testing location.

**Daily health screening.** Verification of daily pre-arrival symptom screening will be required at campus entry points for all employees and students. The School will be using a mobile phone application available through Magnus for this screening. All others will be subject to temperature checks and symptom questions. The School Nurse can be contacted about any symptom screening results that cause alarm, and may initiate follow up should those results raise questions or concerns.

**Campus access limits.** Entry onto campus by all but employees and enrolled students will be highly limited. Parents, visitors, and vendors should call first to learn more. Drivers of vehicles coming onto campus for student drop off and pick up must remain in those vehicles.

**Contact tracing.** School employees trained in contact tracing will follow up on all reports of infection and confirmed exposure. Rapid intervention is essential to limiting transmission, so all are asked to contact the School Nurse immediately should you learn of infection or exposure and cooperate fully with any inquiry you receive.



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### Health and Safety Practices & Protocols

**Mask use.** Use of minimum 2-layer paper or cloth coverings of the mouth and nose will be required at all times by all who are on campus. Exceptions are made for water breaks, eating lunch, single occupancy offices, and in certain outdoor areas specifically set up for mask breaks. School will have back up masks available but students should bring an extra mask with them every day. Masks should be replaced or washed daily.

**Hand hygiene.** Frequent handwashing will be encouraged and made easier. New touchless handwashing-stations and hand sanitizer dispensers have been installed throughout campus. Multiple hygiene breaks will be added to the daily schedule for Primary and Lower School students.

**Physical distancing.** Classroom occupancy has been reduced, layouts have changed to separate desks, and tri-fold barriers have been added to all desktops. Walkways and stair wells have been made one-way. Hugs, hand-holding, and close-proximity conversations will be actively discouraged. Face shields and other PPE will be available as needed. Six foot distancing markers have been added where line-ups of students are likely.

**Moving outside.** Canopies and tents have been added to create shaded outdoor spaces for teaching, studying, eating, meeting, talking, and break-taking.



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### Health and Safety Practices & Protocols

**Stable cohorts.** Each student returning to in-person instruction will become part of a specific group of no more than 12 students. These cohorts of students will remain together throughout the school day for all activities, avoiding mixing with other cohorts – possibly for the balance of the semester.

**Gradual resumption of in-person learning.** Once restrictions on in-person learning are lifted, students will be brought back to campus gradually rather than all at once. Use of a hybrid model that combines in-person and remote instruction would likely persist for the school year.

**Modified food service offering.** When food service is restored, the range of choices will be limited. Lunches will be offered in to-go boxes. Snacks may be prepackaged. Preordering may be required. All outdoor lunch tables have been equipped with plexiglass dividers and cohorts will stay together.

**Frequent cleaning and sanitation.** Classrooms, offices, break rooms, and restrooms will be cleaned at least daily with a suitable disinfectant. High touch areas and shared surfaces such as door handles, stairway rails, and faucets will be sanitized regularly throughout the day.

**On site medical support.** School will have multiple nurses on campus and has secured in-house testing capability for the rare situations when immediate diagnosis might be helpful.



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### Health and Safety Practices & Protocols

**Filtration and ventilation.** All HVAC units calibrated to increase air exchange rates. Filters upgraded to MERV-13 where possible. Doors and windows to remain open as weather permits.

**Student transportation.** Bus capacity will be reduced and students from different households will be required to sit only in designated seats and rows. Masks and a satisfactory health screen will be required. Buses will be sanitized after each use.

**Assemblies and events.** In-person assemblies, meetings, performances, celebrations, and other school events are temporarily suspended. Creative on-line and drive-through alternatives will be offered wherever possible. Traditional grade-specific field trips, activities, outings, and excursions may not be able to happen this year.

**Student support services.** The School's attentiveness to our students' mental health remains high, and we are aware that new learning challenges may arise from being in remote-only mode. Students and parents are invited to make appointments to meet with the School's counselors and learning specialists via telephone or using their Zoom account.



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**Athletics.** Student participation in conditioning activities, certain non-contact drills, and a limited number of other sports activity is currently permitted, subject to mask wearing, physical distancing, cohorting, and other protocols mandated by the LA County Health Department. Student athletes participating in interscholastic programs governed by the CIF will receive updates from their coaches as decisions are made about their seasons and/or their practice and game schedules.

**Performance Arts and Other Extracurricular Programs.** Viewpoint's drama, music, choir, robotics, debate, and other extracurricular programming will remain in remote-only mode. Preparation, practices, and rehearsals, productions and performances, and competitions will be take place via online platforms for the foreseeable future.



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### Contact Information

FOR QUESTIONS ABOUT THE HEALTH & SAFETY PROTOCOLS

Don Anderson, Director of Campus Safety: [don.anderson@viewpoint.org](mailto:don.anderson@viewpoint.org)

FOR QUESTIONS ABOUT THE PRIMARY SCHOOL PROGRAM

Cathy Adelman, Head of Primary School: [cathy.adelman@viewpoint.org](mailto:cathy.adelman@viewpoint.org)

FOR QUESTIONS ABOUT THE LOWER SCHOOL PROGRAM

Claudia Antoine, Head of Lower School: [claudia.antoine@viewpoint.org](mailto:claudia.antoine@viewpoint.org)

FOR QUESTIONS ABOUT THE MIDDLE SCHOOL PROGRAM

Stephen Chan, Head of Middle School: [stephen.chan@viewpoint.org](mailto:stephen.chan@viewpoint.org)

FOR QUESTIONS ABOUT THE UPPER SCHOOL PROGRAM

Alan Howie, Head of Upper School: [alan.howie@viewpoint.org](mailto:alan.howie@viewpoint.org)

FOR QUESTIONS ABOUT ATHLETIC PROGRAMS

Patrick Moyal, Director of Athletics: [patrick.moyal@viewpoint.org](mailto:patrick.moyal@viewpoint.org)

FOR GENERAL QUESTIONS ABOUT THE 2020-21 SCHOOL YEAR

Mark McKee, President & Head of School: [mark.mckee@viewpoint.org](mailto:mark.mckee@viewpoint.org)



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