

Panther Strong: Guidelines for School Re-Entry



Updated October 29, 2020

PARK TUDOR

Dear Park Tudor Families,

Thank you for choosing Park Tudor. We take our partnership with our families seriously, and it is our responsibility to respond accordingly. We face the reality of an ever-changing situation brought about by the COVID-19 pandemic, and we are living in unprecedented times. Shortly after we realized that we would not be able to return to in-person classes during the 2019-2020 school year, the Leadership Team focused on transitioning our curriculum, academic support, health services, and extra-curricular activities to an eLearning platform. We then formed a Task Force whose main objective was to research and recommend the safest and most effective way to return to in-person classes for the 2020-2021 academic year.

In order to address the wide-ranging scope of challenges facing us, a diverse group of people from across the campus with expertise, experience, and other relevant skills were asked to serve on the Task Force. The work of this group demonstrates the commitment Park Tudor has made to our families to ensure that we provide a safe, secure, and academically rigorous environment.

The recommendations provided by the Task Force were accepted by the Board of Directors, the Leadership Team, the Academic Council, and outside medical professionals. It is also important to note that these recommendations, now guidelines, are informed by the Centers for Disease Control and Prevention, the National Association of Independent Schools, Back on Track Indiana, Johns Hopkins University & Medicine Coronavirus Resource Center, the Indiana Department of Education, and several other governing and research bodies. These guidelines will provide direction for academic instruction, health and safety protocols, food services, daily scheduling, school calendar, athletics, extra-curricular activities, admissions, and financial aid.

The Task Force completed its work knowing how essential it is that we provide our families with both clarity and confidence during this chaotic time. Please keep in mind that research about COVID-19 and the pandemic is updated regularly. As such, this is a living document, and our guidelines will be amended as more accurate information becomes available.

Sincerely,

Dr. Shants N. Hart, co-chair
Brent Kaneft, co-chair

COVID-19 Re-Entry Task Force

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HEALTH ADVISORY COMMITTEE:

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*Parent of Nicholas Scherer '17,
Peter Scherer '11, and
Alexander Scherer '07*

Guidelines for Keeping Our Campus Safe

The following are our guiding principles for reopening campus:

- Protect the health and safety of students and employees.
- Be informed by recommendations and guidelines from the CDC and the Indiana and Marion County Departments of Health.
- Preserve and enhance the character and quality of the Park Tudor learning experience within these guidelines.
- Set clear expectations for everyone including students, parents and families, and employees.



PHYSICAL DISTANCING

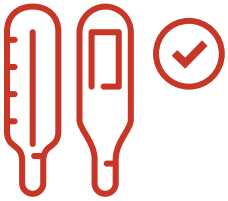
To support physical distancing, Park Tudor is making adaptations to campus that include (and are not limited to) establishing directional traffic patterns into, out of, and throughout all campus buildings. Orientation and spacing of desks and tables in classrooms will follow CDC guidelines. We will also restrict gathering sizes and occupancy in meeting spaces and other places on campus.



FACE MASKS

Face masks will be required for all students while inside the buildings. Outside breaks from face masks will be incorporated into the daily schedule. Teachers will be using masks, shields, and/or other approved face coverings.

We understand that prolonged use of face coverings can be difficult for some students, and we know there will be some students on campus who will wear face coverings for longer periods of time, including students who are directed to do so by their healthcare providers. We are giving special consideration to the developmental appropriateness of face coverings for Hilbert Center students, and more specific information will be sent directly to Hilbert Center parents.



TEMPERATURE SCREENINGS

Parents of Hilbert Center, Lower School, and Middle School students will be asked to take their child's temperature with the family thermometer and complete a checklist before arrival. Upper School drivers will report to a check station upon arrival, and Upper School students who do not drive will have to have a parent take their temperature and complete a checklist prior to arrival.

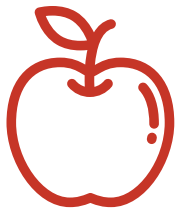


CLEANING AND SANITIZING

Increased standards for sanitizing and cleaning have been implemented throughout campus.

Students will have ample access to hand sanitizers and washing stations in all buildings.

Adjustments to the daily schedule including meal times will be required to meet the cleaning and sanitation needs of shared spaces.



LUNCH AND SNACKS

Lunch and snacks will be served inside of homerooms for Hilbert Center, Lower School, and Middle School students. Upper School students will have a new grab-and-go system. Students will go to designated areas of the school to eat lunch as we practice physical distancing. No outside food vendors or third-party deliveries will be allowed on campus unless sponsored by the school.

All students are expected to bring their own water bottle for contact-free filling stations throughout the day located in each academic building and high-use buildings on campus.



OUTSIDE VISITORS AND TRIPS

In order to minimize risk and maintain a healthy environment for our students and teachers, we will begin the school year by strictly limiting access to campus buildings to students, employees, and essential personnel. As soon as it is reasonably possible, we will open campus buildings to parents and guests. The safety of our student community will continue to guide our decisions regarding access to campus buildings.



SCHOOL HOURS

School hours are slightly different this fall, including drop off times by division:

- Hilbert Center and Lower School drop off is from 7:40 a.m. –8:00 a.m. Hilbert Center and Lower School classes begin at 8:05 a.m. Dismissal is at 2:50 p.m. for Hilbert Center, and 3:00 p.m. for Lower School.
- Middle School and Upper School drop off is from 8:05 a.m. –8:25 a.m. Middle and Upper School classes begin at 8:30 a.m., and dismissal is at 3:15 p.m.
- Drop off for Middle and Upper School students with siblings in Lower School during the Lower School drop off period is permitted.

- **We will have an all-school late start this year. On Wednesdays, Hilbert Center and Lower School classes will begin at 8:50 a.m. Middle School and Upper School classes will begin at 9:15 a.m.**

For families who have a two-parent working household, have a single-parent working household, or have extenuating circumstances, before care will be available on Wednesdays starting at 7:50 a.m.

BEFORE SCHOOL SUPERVISION AND AFTER CARE

To minimize the amount of face-to-face time spent on campus, before care will not be offered except on Wednesdays starting at 7:50 a.m. for families who have a two-parent working household, have a single-parent working household, or have extenuating circumstances.

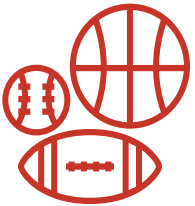
After care will be available until 4:45 p.m. to families who have a two-parent working household, have a single-parent working household, or have extenuating circumstances.



COHORTING

“Cohorting” –keeping the same students together throughout the day– will be utilized extensively in the Hilbert Center and the Lower School, including during P.E., recess, lunch, and outside break periods. Though “cohorting” is not as feasible in the Middle School and Upper School Divisions, we will use seating charts and designated lunch areas for students in 6th-12th grades to minimize student contact throughout the day.

In addition to minimizing contact with numbers of people, “cohorting” will assist with contact tracing in case of a positive test result and may lessen the number of students and teachers required by the Marion County Public Health Department to quarantine.



ATHLETICS

Park Tudor is currently holding summer workouts for Upper School athletes as of July 6th. We plan to resume team practices, with most sports starting on August 3. Guidance and regulations regarding interscholastic sports will be provided by our conference, the Indiana High School Athletic Association (IHSAA). Middle School athletic teams will monitor this initial re-entry into athletics before deciding to move forward with their team practices.



FINE ARTS

The Fine Arts Department will resume with limited programming and will offer limited group classes and private lessons upon the start of school. Safety guidelines will be informed by professional organizations such as the Educational Theater Association, American String Teacher Association, American Choral Directors Association, National Art Education Association, National Association for Music Education, and American School Band Directors Association.

COVID-19 Specific *(as of October 29, 2020)*

Please refer to the [ISDH return guidelines](#) as they are updated with new information and guidelines.

HOW TO REPORT CASES

Please contact the School Nurse Office (317-415-2811 or nurse@parktudor.org) if your child tests positive for COVID-19 or is showing symptoms consistent with the virus.

Parents are also required to notify the School Nurse Office if they are contacted by the Health Department (or become aware through other means) that their student has had close contact with an individual with a suspected or confirmed case of COVID-19 or if someone in their household is being tested for COVID-19.

Parents further should notify the School Nurse Office if their student will be traveling internationally with their families during the school year. All individuals who travel internationally are required to quarantine for 14 days upon return.

STUDENT TRAVEL: LOCATIONS WITH HIGH COVID-19 INFECTION RATES

The school highly recommends that students who travel to locations with high COVID-19 infection rates quarantine for 14 days before returning to school.

A high infection rate is currently defined as a state with a positive test rate higher than 10 per 100,000 residents or a state with a 10% or higher positivity rate over a 7-day rolling average.

More information can be found here: <https://www.cdc.gov/covid-data-tracker/index.html#cases>

Safety on campus depends on our commitment to one another.

Keeping our campus healthy is a collective effort. We are asking for the support of everyone in our community. With your collaboration and cooperation, we have a much better chance of minimizing risk and maintaining a healthy environment for our students, families, and employees. A commitment to these guidelines gives our school community the best opportunity to remain on campus and benefit from the exceptional education and extraordinary opportunities that Park Tudor provides.

REMINDER CHECKLIST FOR STUDENTS

- Bring a face covering to school every day.**
- Bring a water bottle with your name on it each day.**
- Practice physical distancing.**
- Wash hands with soap and water.**
- Stay home if you or a family member is symptomatic of the virus or have a fever.**
- Help your friends and classmates follow the guidelines.**

The school will continue to respond to changing recommendations from the CDC, IDOE, and the Marion County Health Department. Please contact your division director if your child is immunocompromised or if your family has unique circumstances. We will do our very best to meet your needs.

Families can begin helping students be safer together this summer.

Creating and maintaining a healthy campus environment is essential and is going to require everyone's support and participation. Over the summer, families can help reinforce safety protocols by:

- Encouraging frequent hand washing and use of hand sanitizer.
- Practicing coughing and sneezing into elbows.
- Practicing wearing face coverings and the appropriate way to put on and remove them.
- Teaching healthy hygiene practices.
- Encouraging lots of physical activity and time outside.
- Making thoughtful decisions about family travel, this summer and beyond, avoiding COVID-19 hotspots.

POTENTIAL CAMPUS CLOSURES

We remain committed and optimistic about a strong opening for the 2020-21 school year on campus. Even with our thorough planning for various scenarios, there remains a level of uncertainty about how the virus may impact the full school year. Based on current speculation from the CDC, it is possible that outbreaks of COVID-19 could possibly impact on-campus programming for one or all divisions in the future.

RESOURCES

- **Institute for Health Metrics and Evaluation (IHME), U. of Washington**
<https://covid19.healthdata.org/united-states-of-america>
- **Johns Hopkins University (JHU) and Medical School**
<https://coronavirus.jhu.edu/us-map>
- **Indiana State Dept. of Health**
<https://www.coronavirus.in.gov/>
- **Indiana State Department of Health (ISDH) Indiana COVID-19 Data Report**
<https://www.coronavirus.in.gov/2393.htm>
- **“Back on Track Indiana”**
<https://backontrack.in.gov/>
- **Indiana Department of Education’s (IDOE) weekly COVID-19 webinars**
<https://www.doe.in.gov/covid-19/idoe%E2%80%99s-%E2%80%9Cweekly-webinar-school-leaders%E2%80%9D>
- **Guidance for Childcare Programs the Remain Open**
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#ScreenChildren>
- **DIY Cloth Face Coverings**
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- **General Business Frequently Asked Questions**
<https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html>
- **Families First Coronavirus Response Act: Employer Paid Leave Requirements**
<https://www.dol.gov/agencies/whd/pandemic/ffcra-employer-paid-leave>
- **Considerations for Travelers—Coronavirus in the US**
<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html>
- **Returning from International Travel**
<https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>
- **Guidance for Schools Reporting Positive COVID-19 Cases**
<https://www.doe.in.gov/sites/default/files/covid-19/guidance-schools-reporting-positive-covid-19-cases.pdf>
- **Quarantine and Isolation**
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html>
- **Discontinuation of Isolation for Persons with COVID -19 Not in Healthcare Settings**
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

Our Commitment

We remain committed to staying informed with the current recommendations regarding COVID-19 and adjusting our plans accordingly to protect the health and safety of our campus community. In the event that we are required to restrict access to campus or parts of campus, Park Tudor will transition to an eLearning environment.

During any period of temporary eLearning, we remain committed to:

- Delivering on our mission for engaging and meaningful academic progress and support
- Providing students with a high quality, student-centered learning experience
- Communicating clearly and consistently