

# AUSTIN PREPARATORY SCHOOL

## Reopening Plan

2020-2021 School Year

*Released August 11, 2020 | Revised as needed*

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## INTRODUCTION

Following the closure of schools here in Massachusetts, in our nation and worldwide in response to the global pandemic, educators were required to reimagine and adapt the delivery of education to the students they serve. Using mission as the compass to chart our Journey, the Austin Prep community rose to the challenge and demonstrated extraordinary resolve in exemplifying veritas, unitas, and caritas. The Journey ahead will continue to be uncharted, but if past is prologue, the Austin Prep community will continue to move forward with care, competence, and confidence.

Although we are being vigilant and public health data in Massachusetts remains relatively positive as of early August, the risk of exposure to COVID-19 at Austin Prep and all other schools will not be zero. While no one single strategy or mitigation effort will ever be perfect, all strategies operating together will help to reduce the risk.

As a leader in education, the success of our remote teaching and learning program created a standard of best practices and demonstrated an educational model that other schools replicated. Our close attention to the diverse needs of our students with regard to technology access, accessibility, social-emotional support, remote learning styles and academic guidance is part of our ongoing commitment to equity and inclusion for all students. As we stand on the threshold of the 2020-2021 academic year in just a few weeks, Austin Prep is poised to remain in the vanguard of secondary education.

# IMPORTANT DATES

Initial Release of Austin Prep Reopening Plan to Faculty and Staff	August 10
Initial Release of Austin Prep Reopening Plan to Parents	August 12
Parent Webinar on Reopening	August 13
Reopening Plan Adjustments as Necessary	Week of August 17
Faculty Return to Campus	August 24
Students Will Return to Campus for Mandatory Orientation on a Modified Schedule (procedures for remote participation and which grades/students will be required to be present each day will be communicated the week of August 24 <sup>th</sup> )	Week of August 31
Student Schedules Released**	Late August
Classes Begin	September 8

All dates are tentative and subject to last-minute changes based on evolving conditions of the public health crisis.

\*\*Ordinarily, students receive preliminary copies of their course schedules prior to summer break. This year, however, as a result of the changing landscape and considerable planning needed to reopen campus, the release of students' schedules has been delayed to late August. As always, Austin Prep will work with students to modify their schedules to meet their educational needs. This year, however, we anticipate that scheduling options will be very limited as result of maximum classroom occupancies.



## OUR PHILOSOPHY

At the core of Austin Prep is an institution committed to exemplary teaching and learning. We are steadfast in our belief that the frequent and highly personalized interactions between students and teachers are essential to student success.

Any decision we make for Austin Prep always will rely upon our unwavering commitment to examine challenges through the prism of Austin Prep's mission, uncompromisingly keep the health and safety of the Austin Prep community paramount, and continue to deliver the singular educational experience for which Austin Prep is known. Our reopening plan provides a flexible roadmap for our Journey in the days and months ahead. It was specifically crafted to provide Austin Prep with the flexibility to adapt to the changing conditions that the pandemic will require us to meet.

*Do not be content with what you are, if you want to become what you are not yet. For where you have grown pleased with yourself, there you will remain...Always add something more, keep moving forward, always make progress.*

*~ St. Augustine*



## MISSION

To inspire hearts to unite,  
minds to inquire, and hands to  
serve.

# GUIDING QUESTIONS

Our approach to reopening within the context of the COVID-19 pandemic was guided by our mission as we responded to the following Guiding Questions:

- How do we keep the community safe?
- How do we ensure the continuity of operations?
- How do we enhance the capacity to deploy technology for those students who may require access to remote learning?
- How can we build a sense of community that honors the three pillars of an Austin Prep education: veritas, unitas, and caritas?
- How can we continue to offer students social-emotional opportunities with access to counselors and access to mental health providers in the community?
- How can we continue to offer students, parents, and faculty members spiritual opportunities to enact their faith?
- How can we reinvent major events?
- How can we assist our faculty so that they can manage the transition to reopening?



# FRAMEWORK

These guiding questions shaped the design of our framework and the implementation of the action plan as it unfolds upon the shifting terrain of the global pandemic. Our belief is that we can continue to offer a quality education and unique learning opportunities for our students, parents, and faculty. With that in mind, we have designed three plans for the 2020-2021 School Year:

- **On-campus learning:** All students on campus following risk mitigation protocols.
- **Remote Learning:** All students participating from home in a full schedule (similar to what Austin Prep implemented in spring 2020.).
- **Hybrid Learning:** Two cohorts alternating between on-campus and remote learning.

Although remote teaching and learning (RTL) cannot replicate the highly personalized interactions that students and teachers experience in an actual classroom, we are proud that our efforts during the Spring of 2020 propelled Austin Prep to emerge as a proactive leader in remote teaching and learning. Our plan to reopen blends remote and on-campus learning to best mitigate the risk of contagion and will require the flexibility of staff, students and parents moving forward. Such flexibility will include creativity to sustain the outstanding learning opportunities that are hallmarks of an Austin Prep education. We illustrate how these guiding questions framed our approach to reopening in the graphic below:



## Social Emotional Learning

- Maintaining Campus Ministry/Spiritual Life
- Attending Health & Wellness Webinars
- Planning for Athletics/Preparing Athletic Trainers



## Addressing & Closing Learning Gaps

- Offering a Summer Enrichment Program
- Organization Skill Building Classes
- Hiring a Teaching and Learning Specialist



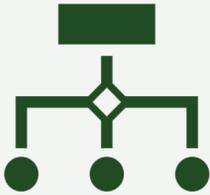
## Community Engagement

- Attending Webinars and Interfacing with Heads of Schools (Local and International)
- Extensive Planning with Food Services/Reading Public Health
- Consulting with Experts in Public Health/Reading Emergency Management



## Professional Learning

- Focus on Remote Teaching
- Building Community Online
- Training for Hybrid Model Technology



## Blended Learning Approach

- Classes offered on Campus
- Hybrid Learning
- Remote Learning (if necessary)



## Budgeting & Finance

- Most Successful Day of Giving in School History
- Increasing Staffing including an Additional Nurse
- Investing in Hybrid Technology, Thermal Scans, HEPA Filters, and Electrostatic Sanitizing



## ACADEMICS

The Heads of the Middle and Upper Schools lead the faculty to define pedagogy, direct and review course content, create assessments, and integrate technology to best meet the academic challenges. We caution everyone that this is an iterative process and that we must balance our plans with a rapidly changing environment with various unpredictable scenarios. Our pedagogical challenge is allowing flexibility while still creating structure.

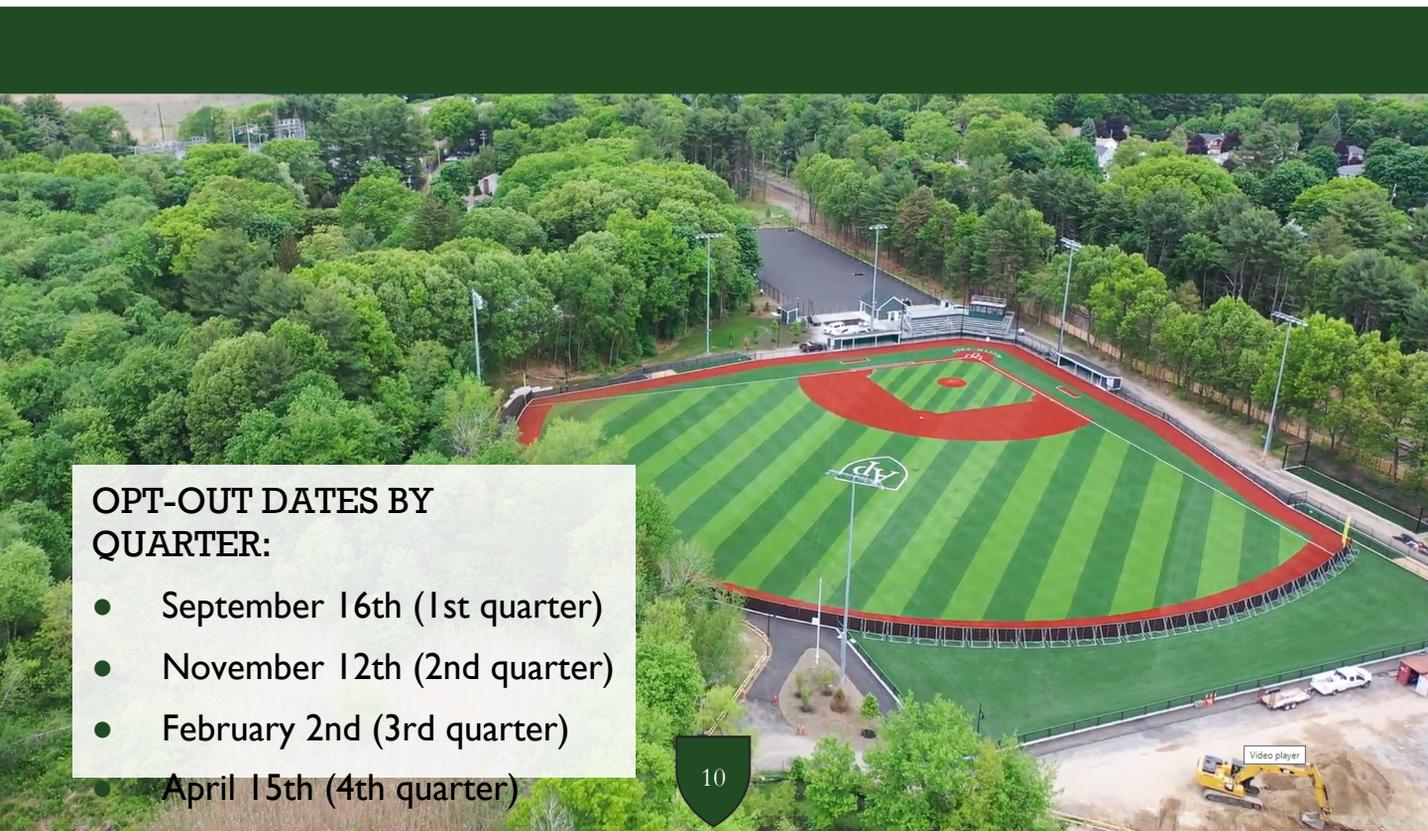
During the fourth quarter, we received feedback from teachers, students and parents about the contours of RTL. During faculty meetings, class meetings, and coffee and conversations, we listened carefully to the voices of our community. The overwhelming theme we learned was that Austin Prep successfully pivoted to this educational model. We appreciate the positive feedback and used it to inform our plans for the upcoming school year. We also listened to concerns about the cognitive workload being extended for a full year of Zoom classes. Knowing that we have people with very different learning styles and comfort levels with online learning platforms, we have taken an approach that allows students and teachers the flexibility to get acclimated to new techniques, apps and experiences. We realize we must blend synchronous and asynchronous learning and teaching to meet the demands of the current educational climate.

# ACCOMODATIONS | REMOTE LEARNING

We are mindful that students may require accommodations because of pre-existing medical conditions, members of their families may be at-risk, their ability to travel to the United States may be restricted and/or experience difficulty in transitioning to our on-campus plan. We also understand there may be some students and parents who are just not comfortable with a return to campus for a variety of personal reasons. We will do our best to meet the specific needs of students in our diverse community.

While the primary goal is to resume in-person classes as safely as possible, those students who either need a medical accommodation or are just are not comfortable participating in person may opt to participate remotely, subject to the following conditions:

- The student must commit to virtual learning for the entire marking period and it is irrevocable for that defined time period. Students may not return to campus before the next marking period.
- Students who opt for remote learning may not return to campus or participate in any school events or activities (unless they are virtual activities or events).
- Students will have an opportunity to “test” the remote teaching and learning option at the start of the academic year. Students must affirmatively commit to their choice by the end of the first cycle (Day 1 to Day 7). This choice is irrevocable for each marking period students have elected to participate.



## OPT-OUT DATES BY QUARTER:

- September 16th (1st quarter)
- November 12th (2nd quarter)
- February 2nd (3rd quarter)
- April 15th (4th quarter)

## **MIDDLE SCHOOL CONTACT:**

Michael McLaughlin, Head of Middle School  
[michael.mclaughlin@austinprep.org](mailto:michael.mclaughlin@austinprep.org)

## **UPPER SCHOOL CONTACT:**

Bill Driscoll, Head of Upper School  
[william.driscoll@austinprep.org](mailto:william.driscoll@austinprep.org)

## **VIRTUAL CLASSROOM TECHNOLOGY | UPGRADED TECHNOLOGY INFRASTRUCTURE**

Austin Prep has invested considerable resources to upgrade our technology infrastructure and equipment over the last several months, including a complete overhaul of our WiFi network. This upgrade enables us to introduce a hybrid model of teaching and learning. Instructional space on campus will be equipped with cameras and microphones to allow students to “zoom” into classrooms from home. Similar to how our RTL model provided structure and consistency for students while other schools were closed, this investment similarly will allow for structure that students need. Austin Prep will continue to use the Zoom platform for remote teaching and learning activities.

## **A COVENANT AMONG THE AUSTIN PREP COMMUNITY**

Austin Prep understands that we enter into a covenant with parents and do our best to uphold the sacred duty of educating our students. Families honor this covenant by being good partners in our efforts to mitigate the risk of transmitting COVID-19. The most essential way parents can assist the community is to adhere to the safety measures by keeping students home if they show any symptoms related to the virus. Additionally, we ask that all families follow guidelines listed below in the COMMUNITY EXPECTATIONS section. We will continue to update this document and post additional information our COVID-19 page on Austin Prep’s website to educate families about our expectations.

Finally, no plan can fully address all possible scenarios, so we may need to adjust protocols and procedures to meet the needs of the community in responding to potential future outbreaks.

We thank you for your flexibility and cooperation in working with us to keep our community safe. We will only succeed if we have everyone’s full cooperation.

# AUSTIN PREP COMMUNITY COVENANT

Members of the Austin Prep community are expected to follow the guidelines and recommendations from applicable public health agencies, experts, and officials. Among the most important recommendations is to maintain appropriate social distancing and wear approved face coverings as instructed.



**Maintain Social Distancing.** COVID-19 spreads among people who are in close proximity for a prolonged period. Limiting face-to-face contact and maintaining consistent physical separation is an essential practice to reduce the spread of COVID-19 and all students and staff have a responsibility to the Austin Prep community to fulfill this obligation.



**Wear a Mask on Campus.** Wearing masks is an important practice to reduce the spread of COVID-19. Students and staff are required to wear masks at all times on campus, both indoors and outdoors, except during approved mask breaks and while eating lunch. Students and staff are required to wear masks that have at least two layers (single layer masks increase risk). Additionally, gaiter style masks, makeshift scarves, and handkerchiefs are not permitted.



**Stay Home if Sick.** Students and staff who are sick are required to stay home from school. Even students and staff who are showing mild symptoms of illness, especially symptoms that indicate possible COVID-19, influenza, or the common cold are prohibited from attending school. The School Health Office will communicate additional information and guidelines.



**Stay Home if Exposed.** If students or staff suspect they have been in contact with a person who has been infected with COVID-19, or if a member of their household has been infected with COVID-19, you may not come to school until a 10-day quarantine period has elapsed without showing any symptoms. Please immediately contact the School Nurse, Kimberly Esakof, at [kimberly.esakof@austinprep.org](mailto:kimberly.esakof@austinprep.org) or at 781.944.4900, ext. 816 to report your illness or situation. Individuals may return to campus after day 7 of the quarantine with a negative test taken within the previous 48 hours. Please note, the negative test must be from a PCR test and not a rapid test. After stopping quarantine, you should watch for symptoms until 14 days after exposure, and if you develop symptoms, immediately self-isolate and contact your local public health authority or healthcare provider.



**COVID-19 Testing & Notification.** If student or staff member or someone in their household tests positive for COVID-19, you must notify the School Nurse, Kimberly Esakof, at [kimberly.esakof@austinprep.org](mailto:kimberly.esakof@austinprep.org) or at 781.944.4900, ext. 816 as soon as possible.



**Health Checks Upon Arrival.** Students and staff are required to undergo a daily a temperature check prior to entering the building onto the school campus. Those who have a temperature that is higher than 100.4F will be subject to additional screening by School Health Office Staff who, in their sole judgment, may require the student or staff member to go home. If such a situation occurs, the Health Office Staff will provide additional instructions related to a return to campus. Students who are waiting for a parent to pick them up will be quarantined in a specially designated area.



**Personal Hygiene.** Students and staff are required to follow the handwashing recommendations of the Department of Public Health and wash their hands as frequently as possible. Additionally, students and staff are expected to practice general good hygiene.



**Personal Belongings.** Students and staff are asked to limit the personal items that are brought to campus each day and are discouraged from sharing beverages, food, and school supplies, among other personal items.



**Safe Classroom Practices.** In-person teaching methods will be adapted to minimize sharing equipment and material between students. In addition, classroom assessments and practices will be designed to reduce the transfer of objects between home and school and the transfer of objects between students.



**A Positive Case of COVID-19.** If an employee or student has a confirmed case of COVID-19, Austin Prep will initiate appropriate contact tracing procedures, which includes notification to the Department of Public Health and required quarantining of those who are infected or impacted. Austin Prep will support the continuity of instruction from home during periods of quarantine or periods that school is cancelled as a result.

## Visitors on Campus

In making every effort to keep our students and staff safe, we will not be permitting any unscheduled outside guests into our main building. Should parents need access to the main building during normal school hours (drop-off or pick-up items, etc.), we will ask that you reach out to the Main Office at (781) 944-4900 to schedule a time when a staff member can meet you at your car.

## Student Expectations, Code of Conduct, & Student Handbook

As a member of the student body of Austin Prep, all students are expected to honor the expectations and comply with the policies contained in the Student Handbook. The expectations and policies are applicable whether the student is physically present on campus or participating in any virtual or remote activity. All students are required to abide by the dress code, including if they are participating in remote instruction. Additional guidance will be communicated related to proper decorum and etiquette while participating in virtual instruction. Students who fail to meet community expectations will be referred to the Dean of Students for possible disciplinary action.

## Third Party Use of Austin Prep Facilities

Until further notice, Austin Prep will not permit the use of indoor facilities to any third party group. On a case-by-case basis, Austin Prep will consider requests to utilize outdoor spaces and fields.

## A Word About the Arts

Austin Prep is currently reviewing guidelines from the Commonwealth of Massachusetts related to fine and performing arts, including choir, dance, drama, and instrumental music. While we will be conducting Art & Design classes, we anticipate utilizing recommended modifications that will increase safety; an update will be provided as soon as possible.

## A Word About Athletics

This document is being released in advance of anticipated guidance from the Massachusetts Interscholastic Athletic Association (MIAA). When the MIAA releases its recommendations, Austin Prep will develop an appropriate plan. Information regarding participation in athletics will be shared as it becomes available. The plan will include procedures for disinfecting and utilizing athletic equipment and facilities, including locker rooms and the David E. Nelson '81 Fitness Center.



## Spaces on Campus

Austin Prep is fortunate to have an expansive campus that allows for flexibility in our use of spaces, both indoor and outdoor. To safely return to in-classroom learning, we are maximizing the use of our larger classrooms, converting larger meeting spaces for classroom instruction and making use of outdoor spaces (weather permitting) for instruction, dining, and breaks. In addition, nearly all of our classroom instructional spaces have undergone technology enhancements to provide for hybrid learning options. If planning to utilize outdoor spaces, teachers will take into account the needs of students who may be participating via remote instruction.

## Classrooms

To mitigate risk, classrooms have been set up to mitigate the spread of illness and increase social distancing. Additionally, spacing has been delineated to establish appropriate distancing between classroom teachers and students. Each classroom has unique configurations and distancing. Furniture placement has been customized based on square footage, social distancing guidelines, and individual classroom configuration. Students' desks have been configured in the same direction to limit face-to-face contact. In all cases, classroom occupancy has been reduced.

## Instructional Supplies & Group Work

Students may not share any classroom or instructional supplies, including books. As a result, group activities to which students may have been accustomed must be reimaged. Teachers will be collaborating to develop alternate and creative activities to compensate for this procedure

## Going Paperless

Austin Prep's use of one-to-one devices for all students is well established and students are very familiar with electronic texts and with submitting their assignments through electronic means utilizing various platforms, publishers, and programs. To maximize safety, the School is requiring a paperless instructional environment which includes assessments, assignments, and projects – a process similar to what students and teachers experienced during remote teaching and learning in the Spring. Students may use their own books, but they are not permitted to share them with others.

## Academic Honesty

In keeping with the Augustinian value of veritas, students are expected to uphold the highest levels of academic honesty. Academic dishonesty is considered a serious violation of the Student Code of Conduct. With the increased use of electronic assessments and assignments, our faculty have a decreased ability to proctor student test-taking and assignment completion. Therefore, incidents of academic dishonesty will be considered more egregious and students who violate the policy or who do not maintain the highest levels of academic integrity will be subject to disciplinary action.

## COVID-19 Related Communications to Parents & Staff

Transparent and timely communication is essential in these difficult times. The School will communicate with the parents, students, and staff if there is a confirmed case of COVID-19 on campus using established guidelines. First, in collaboration with public health officials, the School will communicate directly with individuals who were exposed to a confirmed case of COVID-19. Secondly, the School will disseminate information to the general community about any confirmed cases of COVID-19 in the Austin Prep community, including any actions the School will take to mitigate risk.

## School Closure as a Result of a Confirmed Case of COVID-19

In the event of a confirmed case of COVID-19 on campus, Austin Prep will close for period of time to disinfect campus facilities. The duration of campus closure will be determined in consultation with the Department of Public Health and other experts. Should Austin Prep close campus, classes would continue utilizing remote teaching and learning.

## Annual Flu Vaccinations

Austin Prep encourages all students and staff to consult with their medical provider about getting an annual flu vaccination as soon as possible, and if it is medically advisable.



## BUS TRANSPORTATION TO SCHOOL

Austin Prep is working with our transportation vendors to provide our families with safe, reliable transportation to campus. In light of current conditions, however, the ride to and from School will be quite a bit different this year. Seating will be assigned and limited, physical distancing will be requested at bus stops and face masks required by all riders. To keep our students safe, buses will be sanitized before and after each trip and drivers will undergo a pre-trip health screening each and every day.

Our transportation vendors may also require additional requirements.

## INTERNATIONAL STUDENTS

Pursuant to the guidelines of the Commonwealth of Massachusetts, international students will be required to quarantine for 14 days prior to the arrival of campus.

## TRAVEL ADVISORY & QUARANTINE

As of Monday, March 22, all visitors entering Massachusetts, including returning residents, are advised to quarantine for 10 days upon their arrival. As conditions regarding travel are fluid, please refer [to this link](#) for the most current information. If you have any questions regarding travel advisory and quarantine, please contact the school nurse.

# HEALTH & SAFETY MEASURES

The health, welfare, and safety of our students and staff is paramount. To safeguard this overriding priority, the following protocols have been put in place.

1

All students and staff will be required to wear approved face coverings.

2

During the course of the school day, there will be “mask breaks” at certain times which will include lunch.

3

All students and staff will maintain appropriate physical distancing whenever possible.

4

Classroom seating has been arranged to minimize disease transmission. Per the guidelines issued by the Commonwealth, the CDC, and the WHO, this includes distancing between each student desk of 3 to 4 feet, which creates actual distancing from center of seat to center of seat that is 5 to 6 feet.

5

Students and staff will be expected to routinely wash their hands as often as possible during the school day.

6

Hand sanitizer dispensers and bottles will be available throughout the campus including key areas such as the dining hall, classrooms and restrooms.

7

Cleaning and disinfecting procedures will be compliant with the latest Centers for Disease Control (CDC) recommendations. All cleaning products will be EPA approved.

8

The School will post appropriate signage and use decals to facilitate the flow of pedestrian traffic in the hallways. Traffic flow in hallways, stairwells, and common areas will be adjusted as needed to maximize social distancing and reduce congestion.

9

Students will not be assigned lockers this school year to maximize physical distancing and to minimize contact with high-touch surfaces.

## FOOD SERVICE & DINING HALL

Austin Prep's dining and food service plan has been reviewed by the Town of Reading's Department of Public Health. Our dining service partner, Sage Dining, will be following strict protocols around food safety. Seating in the dining hall has been limited to approximately 35% of the occupancy limit. To minimize risk, students will be seated in permanent cohorts in the dining hall. They will not be permitted to change who they eat lunch with each day. Except when eating, masks must be worn in the Dining Hall. In between each lunch period, the dining hall will be sanitized. To minimize exposure, students may not bring food from home into the dining hall. All food will be prepared and served by Sage Dining staff.

## CONTACT TRACING

Austin Prep has contracted the services of Massachusetts-based Trace Innovations. Students and staff will be required to download this app onto their mobile devices. The app is being utilized to trace duration and proximity of the Austin Prep community to one another. In the event of a confirmed or suspected case of COVID-19, we will have the capability to identify exactly who has been potentially exposed. It will also enable us to work closely with the Department of Public Health to manage suspected cases. This particular app does not collect or retain any personally identifiable information. What the app does retain is information about duration and proximity of the Austin Prep community to one another. More information will follow.



# ENHANCED HEALTH & SAFETY MEASURES

The health, welfare, and safety of the Austin Prep community is our highest priority, and we have made significant investments to enhance safety and allocated considerable resources to undertake a comprehensive planning process. To date, Austin Prep has invested nearly \$700,000 in COVID-19 related planning and safety. What follows is a partial list of investments in safety which were made possible, in part, because of the incredible generosity of the Austin Prep community on our record-breaking Giving Day on May 29, 2020.

1

Hired an additional nurse.

2

Hired additional facilities staff to clean campus and sanitize high-touch areas during the school day.

3

Increased dining hall staffing.

4

Increased campus safety staffing

5

Hand sanitizers placed throughout campus including entryways, classrooms, offices, and hallways.

6

Purchase of thermal scanners for daily temperature taking upon arrival.

7

Utilization of a contact tracing app.

8

Amplified cleaning practices including electrostatic foggers.

9

Installation of ultraviolet germicidal irradiation units in HVAC systems

# ENHANCED HEALTH & SAFETY MEASURES

10

Upgraded HVAC filtration systems.

11

Purchase of portable HEPA filtration units for classrooms.

12

Increased use of fresh air on all air handling units.

13

Enhancement of all classroom technology to support remote learning.

14

Utilization of outdoor space, weather and student accommodations permitting.

15

Applicable training for faculty and staff related to mitigating disease transmission.

16

Visitors to campus will be significantly limited. This includes parents visiting campus, unless parents are picking up a sick child.

17

Restructuring of community gatherings such as weekly student community meetings, liturgical celebrations, athletic events, social events, and extracurricular activities. Please note that plans for key ceremonies, capstone events, and end-of-year milestones such as graduation, class trips, prom and honor society inductions are currently being reviewed and plans will be communicated as decisions are made throughout the school year.



## ADDITIONAL CONSIDERATIONS

With ever changing public guidelines, we understand that some of your questions may remain unanswered. Additionally, some elements of this document may change. We will continue to update information as it becomes available to us, while also communicating any changes to current school procedures and protocols. We thank you in advance for your continued patience and consideration.

## WE BEGIN 2020-2021 WITH A HYBRID APPROACH UNTIL OCTOBER 2<sup>ND</sup>

We begin the 2020-2021 academic year with a hybrid approach. Using the hybrid model, students will be assigned into two groups equally divided alphabetically and will only report to campus on designated days (see Appendix B). No one in recent times has extensive experience operating a school in a global pandemic. While educators and experts alike are exercising their best judgment, they do so without the benefit of having lived through anything like this before. In being faithful to our commitment to keep health and safety paramount, the prudent course of action is to begin the school year with a degree of caution utilizing a hybrid model in which students will be assigned to one of two cohorts, which will reduce students on campus by about 50%. In our judgement, judiciously and carefully introducing students and staff to all the new procedures, guidelines, requirements, and expectations is the safest and wisest course of action. Beginning the academic year in a reduced face-to-face (F2F) environment allows us to assess our procedures and adapt them to responsibly prepare for the return of students and staff in a reduced face-to-face environment, a process needs to occur gradually, not swiftly. Because the faculty and staff will be key partners in implementing Austin Prep's risk mitigation practices and procedures, and strategies, they need an opportunity to become familiar with those strategies.

# A LOOK AT OTHER OPTIONS

## Modified In-Person

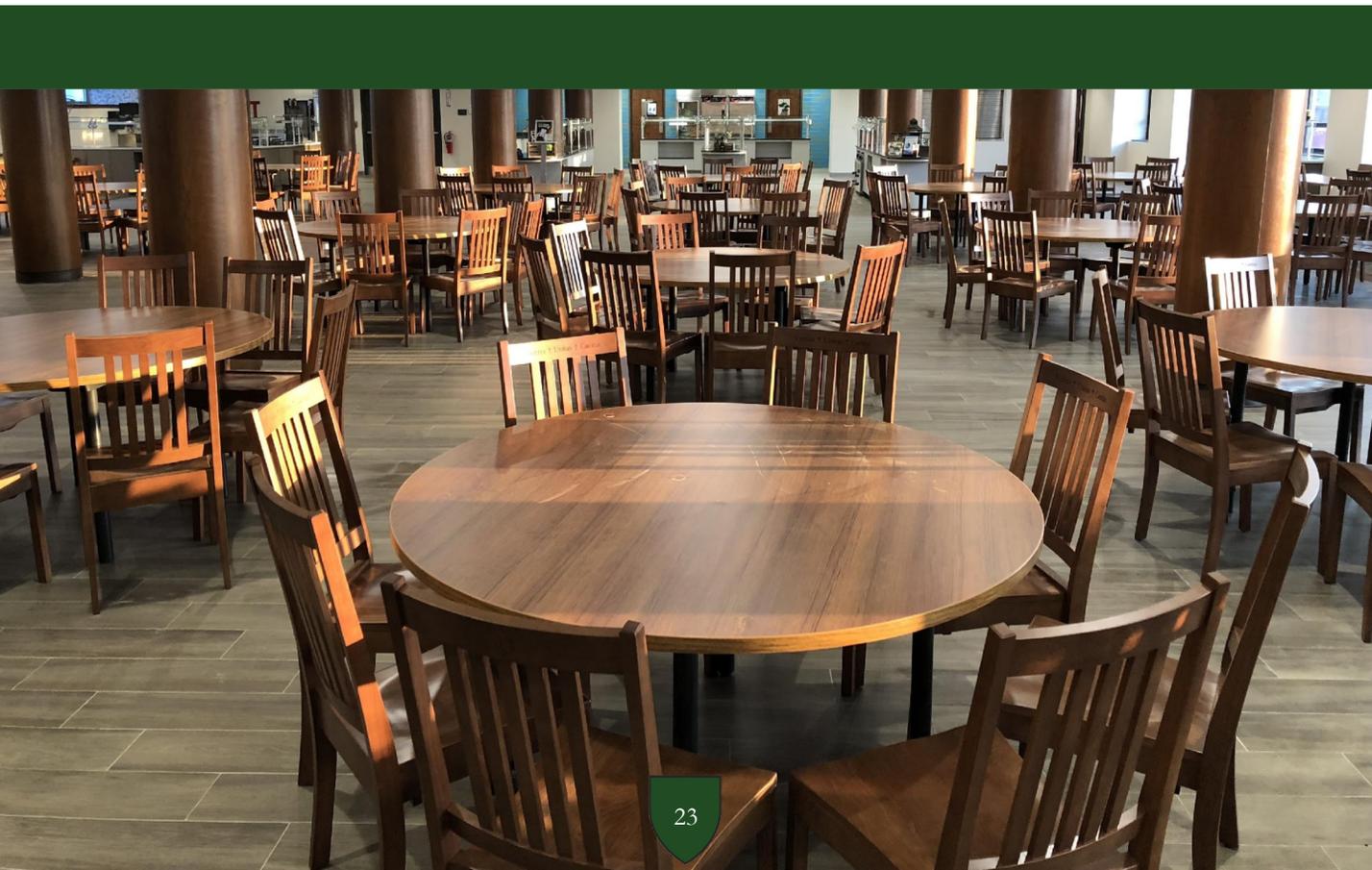
Should public health data continue to indicate that the number of COVID-19 cases in the Commonwealth continues to fall and no additional restriction are imposed by applicable government agencies, Austin Prep anticipates transitioning to a Modified In-Person Model. Utilizing this model, all students would report to campus and be required to carefully and closely follow comprehensive guidelines.

## Remote Teaching & Learning (RTL)

Should public health data indicate a rise in the number of COVID-19 or government agencies increase restrictions, Austin Prep would quickly transition to Remote Teaching and Learning (RTL) as we did in the Spring. Should we implement a RTL model, we would employ best practices and adapt our approach accordingly, utilizing insights from our successful experiences, educational research, and the feedback we received from parents and students.

## A Full Return

Should the public health crisis end, and it is safe to do so, we would return to a traditional school environment with an emphasis on proper hygiene and other practices that are designed to contain the spread of disease.





## RTL & A WARM SEPTEMBER

Although Austin Prep has some cooled instructional spacing, cooling all spaces would require significant upgrades. Based on our current physical and electrical infrastructure limitations, installing cooling equipment in uncooled spaces was not possible to complete prior to the reopening of school. Wearing a mask in exceptionally warm temperatures carries health risks, is uncomfortable, and potentially reduces risk mitigation. Individuals with preexisting health conditions are potentially at greater risk to be impacted by heat, wearing a mask in a warm environment will likely result in improper mask usage and increase the frequency that people will be touching their faces. As a result, if the temperature is forecasted to cause indoor conditions to impact risk mitigation procedures, Austin Prep will operate in a complete remote teaching and learning environment. Notification regarding the decision to utilize RTL will be communicated the night before no later than 6:00 p.m.

## LOOKING FORWARD TO WELCOMING YOU BACK TO CAMPUS!

The life of our community and our campus has not been the same without the laughter and joy of our students. We are looking forward to welcoming them back so they can continue their Journey at 101 Willow Street. Please be sure to monitor updates to our [Reopening](#) webpage which will have the most up-to-date information.

If you have questions about the return to school plan, please contact Jay Tebbens, Dean of Students, at [jay.tebbens@austinprep.org](mailto:jay.tebbens@austinprep.org)

# APPENDIX

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## APPENDIX A

# MEET OUR COVID-19 READINESS ASSESSMENT CONSULTANTS

Austin Prep retained the services of Fusion Cell, a firm that employs the nation's top public health and military specialists. At our request, Fusion Cell was tasked with evaluating school operations, identifying critical safety measures for students, staff, and visitors, making recommendations to structure school services and operations to align with public health best practices during a global pandemic, and ensuring our plans and procedures align with recommendations from the National Association of Independent Schools (NAIS), the Association of Independent Schools of New England (AISNE), the CDC, the Archdiocese of Boston, the WHO and the Department of Public Health (DPH).

The consultants from Fusion Cell completed their assessment and formulated recommendations after analyzing quantitative, qualitative, scientific data from public health experts, medical professionals, educators, practitioners, and other key stakeholders. The role of Fusion Cell was to develop a plan that is flexible, feasible, and focused on risk mitigation.



## MIKE KLINGSHIRN

### Strategic Advisor

Mike Klingshirn is an award-winning Air Force Public Health Officer with over 10 years of experience in leading teams, devising strategy and overseeing operations for compliance programs, occupational and environmental health programs, OSHA compliance, and health protection policy and infectious disease control. With a Board Certification in Public Health (CPH) as well as a PMP, his educational background is in Pharmaceutical Sciences (BS), with a graduate certificate in biostatistics and a Master of Public Health (MPH) in Epidemiology.

Early in his Air Force career, Mike was tasked with developing a base-level disease containment plan (health-protection endpoints) that was eventually adopted as the doctrine and used as a template across the entire Air Force.

He is a leader in the area of occupational illnesses and injuries, along with understanding gaps in current healthcare processes. While deployed abroad to Djibouti he oversaw Contingency/Preventative Medicine, in effect leading the development of existing hospital infrastructure. Specifically, he was tasked with supporting a construction effort in upgrading an operating room to meet US standards.

Mike has experience as a Public Health Flight Commander, in a Joint Task Force, AFCENT (Air Force Central Command), and in base level Public Health Emergency Officer role. His experience with those organizations focused on devising and overseeing COVID-19 response and operations at Air Force Bases as well as Air Force Hospitals. Mike has been assigned to the Surgeon General Cell of Task Force South East at Shaw Air Force Base. He laid out procedures for pandemic operations across multiple branches of the services as well as planning with FEMA, State Officials, and Dual-Status National Guard Commanders to ensure correct reception, staging, onward movement, and integration of Department of Defense medical and logistical capabilities within the continental United States.

Mike's experience is in assessing, recommending, and overseeing critical public health programs both domestically and on the battlefield. He has built programs from the ground up as well as evaluated existing protocols, plans, and teams. His background allows him to be able to measure the preparedness and readiness of any organization to safely function in today's environment.



## JIMI ADELANI Strategic Advisor

Olujimisola “Jimi” Adelani is an award-winning Air Force Public Health Officer with nearly 10 years of combined service on Active Duty and in the Texas Air National Guard. In this capacity, she has overseen the execution of a variety of health programs to include communicable disease prevention, occupational health, occupational safety compliance, environmental health, and food safety. She holds a certification as an International Health Specialist, along with a Bachelor’s degree in Biology and a Master’s degree in Public Health with a focus on Epidemiology.

Jimi has served as the sole Public Health expert responsible for the health and wellness of 150K beneficiaries. She developed and exercised plans to ensure personnel protection and mission continuation in the event of pandemics or disease outbreaks, resulting in a regional level award win. In 2012, while deployed to the UAE and Djibouti as a Medical Intelligence Officer, she consulted with local health authorities to create blueprints for the establishment of emergency preparedness and response programs.

Currently, Jimi is a Communications Specialist with the Harris County Public Health Department where she was mobilized in response to the COVID-19 pandemic. Her job is Public Information Officer within the deployed medical shelter located at the NRG Arena in Houston, TX. In this role, she is responsible for ensuring that accurate data, relevant updates, and timely recommendations from national, state, and local health experts are conveyed to residents, businesses, and health workers of the United States’ third-most populous county.

Jimi’s experience is in assessing health risks, identifying vulnerabilities, recommending strategies, and implementing policies for mitigation at the individual and population level. She has overhauled processes, programs, and teams to drive desired outcomes and created organization-wide benchmarks. Her unique skillset allows her to evaluate the readiness of any organization to safely function in today’s environment.

## Austin Prep COVID-19 Readiness Contributors & Advisors

James Hickey, Ph.D.

*Head of School*

William Driscoll, Ed.D. '89

*Assistant Head & Upper School Head*

Jonathan Pollard '97

*Assistant Head for Enrollment  
Management & Athletics*

Susan Belanger

*Assistant Head for External Affairs*

Michael McLaughlin

*Head of Middle School*

Patrick Driscoll '97

*Director of Athletics*

Tyler Fleming

*Director of Communications*

Michael Fahey

*Director of Facilities*

John Weber

*Chief Financial Officer*

Jill Bonina

*Director of Technology*

Marissa McLaughlin '03

*Assistant Director of Technology*

Brad Harkins

*Academic Technology & Library Media Specialist*

Michelle Connor

*Dean of Academic Affairs*

Jay Tebbens

*Dean of Students*

Claudia Colannino

*Registrar*

Kimberly Esakof

*School Nurse*

### Head's Physician Advisory

Himanshu Gupta, M.D. P'21, '24

Gary Pare, M.D. P'17, P'20, P'25

Ruben Reyes, M.D. P'24, '26

Joseph Shalhoub, M.D. P'22

Anthony Zizza, M.D. P'26

### Head's Parent Advisory

Heidi & Tom Brosnan P'21, '22

Linda & Calvin Pardee P'23

Kim & Jim Peterson '76, P'19, '21

Carrie & Jim Burns P'18, '22

Maryellen & Jim Iannibelli P'22, '24

Rosemarie & Mark Ferri P'14, '17, '23

Renee & John Burke P'22, '24, '27

### Department Heads

Celia Barletta, *World Language*

Maria Blewitt, Ed.D, *Science*

My Doan, *College Counseling*

Michael Lecault, Ph.D., *Theology*

Marla Pascucci-Byrne, *Art & Design*

Natalie Petrillo, *Math*

Nathan Piccini '93, *History*

Cynthia Pitta, *College Counseling*

Nicole Putney, *English*

# APPENDIX B

## HYBRID SCHEDULE

Monday through Fridays; \*70-minute blocks / 5 minutes between classes  
 Four Lunches with All Grades represented on Campus

8:00 - 9:10 AM		First Block					
9:15 - 9:30 AM		Advisory (Teachers A-L Inside)			Mask Break (Teachers M-W Outside)		
9:30 - 9:45 AM		Advisory (Teachers M-W Inside)			Mask Break (Teachers A-L Outside)		
9:50 - 10:55 AM		Second Block					
11:00 - 11:25 AM		Lunch 1: Middle School & Some Freshmen	Third Block for Lunch 2 students		Third Block for Lunch 3 students		Third Block for Lunch 4 students
11:35 AM – 12:00 PM		Third Block for Lunch 1 Students		Lunch 2: Sophomores & Some Freshmen			
12:10 – 12:35 PM				Third Block for Lunch 2 students		Lunch 3: Juniors	
12:45 – 1:10 PM				Third Block for Lunch 3 students		Lunch 4: Seniors	
1:15 – 2:25		Fourth Block					
2:25 – 3:00		Cougar Block & Staggered Dismissal					
Block	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
1	A	E	B	F	C	G	D
2	B	F	C	G	D	A	E
3	C	G	D	A	E	B	F
4	D	A	E	B	F	C	G

# HYBRID COHORT ROTATION

\*Students will be divided into two cohorts sorted alphabetically by last name. One cohort will be on campus while the other will be at home participating in class remotely.

Cohort A will be students whose last name begins with A-K (Needs to be Finalized)

Cohort B will be students whose last name begins with L-Z (Needs to be Finalized)

Day	Monday	Tuesday	Wednesday	Thursday	Friday
WEEK 1	Cohort A on Campus	Cohort A on Campus	Cohort A on Campus	Cohort B on Campus	Cohort B on Campus
WEEK 2	Cohort A on Campus	Cohort A on Campus	Cohort B on Campus	Cohort B on Campus	Cohort B on Campus
WEEK 3	Cohort A on Campus	Cohort A on Campus	Cohort A on Campus	Cohort B on Campus	Cohort B on Campus
WEEK 4	Cohort A on Campus	Cohort A on Campus	Cohort B on Campus	Cohort B on Campus	Cohort B on Campus

# APPENDIX C

## REMOTE TEACHING & LEARNING SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30 - 8:45 AM	Advisory	Extra Help	Advisory	Extra Help	Advisory
9 - 9:45 AM	Class #1	Class #5	Class #2	Class #6	Class #3
10 - 10:45 AM	Class #2	Class #6	Class #3	Class #7	Class #4
11 - 11:45 AM	Class #3	Class #7	Class #4	Class #1	Class #5
12 - 12:45 PM	Lunch	Lunch	Lunch	Lunch	Lunch
1 - 1:30 PM	Class #4	Class #1	Class #5	Class #2	Class #6
1:45 - 2:30 PM	Extra Help				

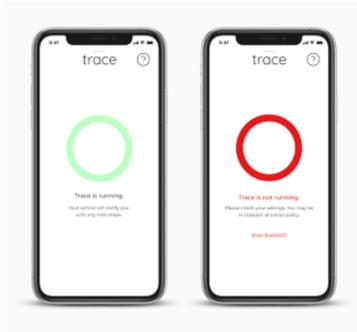
### Sample Special Schedule

	Special
8:30 - 8:45 AM	Advisory
9 - 9:30 AM	Class Block
9:45 - 10:15 AM	Class Block
10:30 - 11 AM	Club/Program
11:15 - 11:45 AM	Class Block
12 - 12:45 PM	Lunch
1 - 1:30 PM	Extra Help
1:45 - 2:15 PM	Class Block

# APPENDIX E

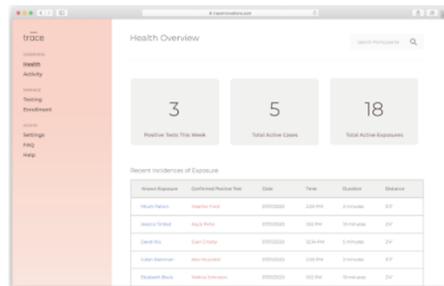
## CONTACT TRACING WITH TRACE INNOVATIONS

### Step 1: Download & Install



After downloading the app, the tool runs in the background. The app uses Bluetooth low-energy that has minimal impact on battery.

### Step 2: Touch & Trace



When two individuals running Trace interact, their phones trigger an interaction. These interactions allow health professionals to accurately and effectively contact trace.

### Your Safety – Your Choice

1. Each user has complete control of the app – you decide when to turn it on and off
2. Data is wiped every 14 days, which is the minimum time period the CDC has recommended
3. Data is not sold to third parties and cannot be used for any reason except COVID contact tracing



## APPENDIX F

# DROP-OFF PROCEDURE

All arrivals to campus will come up the main driveway and proceed around the main building, completing their loop at Meelia Hall. After completing the campus loop:

### ➔ Parent Drop-Off

- Parent drop-off will take place at the lower parking lot between the tennis courts and Meelia Hall.
- Campus Safety Officers will assist parents as to where to stop their car and also assist students in making their way to the red brick walkway between Meelia Hall and the Boiler Room Building.
- After dropping student(s) off, parents will be able to conveniently exit out our main driveway.

### ➔ Student Drivers

- Student drivers will continue to their newly assigned parking spot.
- Facilities staff members will help direct student drivers.
- Students will then proceed to the Main Entrance of our main building.
- All student drivers are required to have their parking tag hanging from their rearview mirror.

### ➔ Faculty and Staff

- Faculty and staff drivers will continue to their staff parking spaces.
- All faculty drivers are required to have their parking tag hanging from their rearview mirror.
- Faculty will enter the Main Building at **Door 3** on the backside of the building.

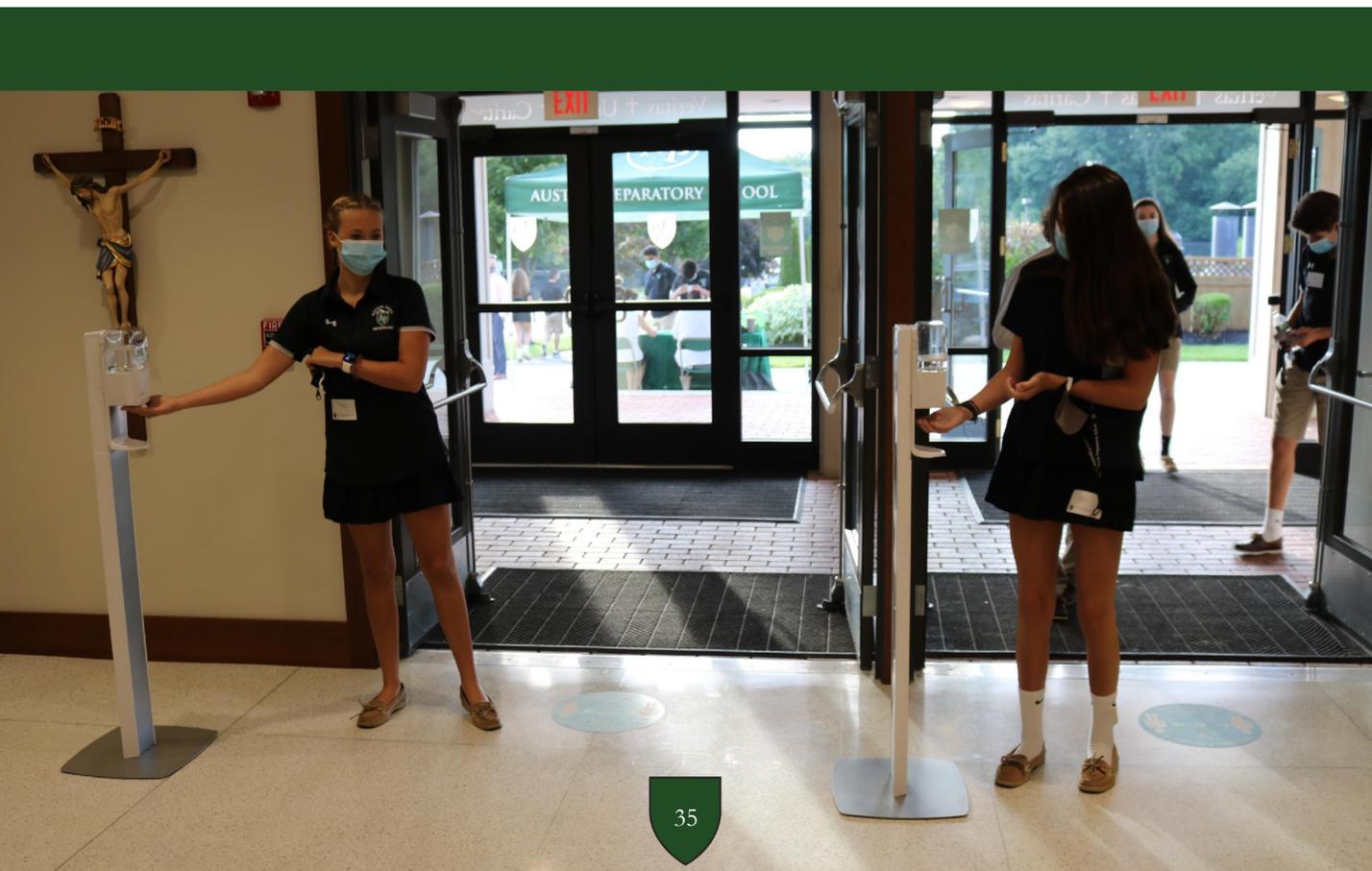
# Building Entry Procedure- October 2020

## Students:

- All students will enter the building through the main lobby.
- Prior to entering the building all students must be properly wearing an approved facial mask.
- Upon entering the building, a staff member will direct each student to thermal scan station.
- Thermal scan stations will be labeled from 1-5.
- Once student has a thermal scan taken and is identified as free of temperature, they will proceed directly to their first period class.

## Staff :

- All faculty will enter the building through the main lobby or Door 3 on the backside of the main building.
- Prior to entering the building all staff must be wearing an approved facial mask.
- Upon entering the building, a staff member will self-direct to a thermal scan station at entry way.
- Once staff member has a thermal scan taken and is identified as free of temperature, they may proceed into building.



# SCHOOL DISMISSAL PROCEDURES

## General Overview of Daily Procedures

Dismissal will be alphabetically (A-D, E-H, I-K) or (L-N, O-S, T-Z)

- 1st- Students who are being picked up by a parent/guardian.
- 2nd- Late parent pick-up to dining hall where they will check-in.
- 3rd- Bus riders to dining hall where they will check-in.
- 4th- Student drivers and those who ride with drivers.

Students will exit from the main lobby to maintain safety as they can use the sidewalk to walk to the Meelia Hall Parking lot

## Parent Pick-Up

Dismissal will be alphabetically (A-D, E-H, I-K) or (L-N, O-S, T-Z)

- Like drop-off, pick-up will take place next to Meelia Hall.
- Parents will follow the driveway around the school and finish at Meelia Hall.
- There will be 3 established lines in the Meelia Hall parking lot.
- Under the direction of Facilities/Campus Safety, parents will be asked to pull all the way forward to maximize spacing.
- Once students are safely in their vehicles, Facilities/Campus Safety will direct cars off campus.

## Extended Day Procedure

Students whose parents require extended day supervision will be required to report to and remain in the dining hall/library until their parent arrives on campus. Staff member(s) will supervise the dining hall/library until 5pm

- Students will be assigned a table and must adhere to the school day rules of mask wearing and social distancing.

## Students Riding Buses

Buses will pick up students at Meelia Hall. Pick-up time is 5pm

**Students will be required to remain in the dining hall/library until 5pm. Staff member(s) will supervise the dining hall/library**

- Students will be assigned a table and must adhere to the school day rules of mask wearing and social distancing.