

Reopening Campus FAQ

Revised July 13, 2020

What Is Your Plan for Opening School?

The Howard School is prepared and eager to open our doors for in person instruction on campus for the 20-21 school year. Given our 17+ acre campus, we are fortunate to have enough space to adequately distance our students in their small classes. All Howard School Staff and Students will be required to wear mask or cloth face coverings. Students will attend their classes in small cohorts in order to minimize the number of children who interact during the day. In addition, for our first quarter, specialist teachers will more often come to the students rather than students moving through the building coming to them.

If your child is medically unable to attend school, we will work with you to help your child join their class(es) virtually. Please contact your child's principal and Dr. Tara Terry, Asst. Head of School for Academics to begin those conversations.

We've had great success with these policies and procedures during Summer Safari and we can't wait to have the rest of our students and staff back on campus.

How Do I Know the Building Is Clean?

The health and wellness of our community is our highest priority. For the 2020-21 school year we have taken extra steps to ensure that we are prepared including:

- We will continue to have two (2) day porters who will have an increased focus on high touch surface cleaning and we are working closely with our cleaning vendor, The Service Fort, to make sure that standards set by public health officials are being met or exceeded.
- To ensure good air quality across campus, all classrooms and offices in the Main and Gym buildings as well as the Aftercare modular have stand-alone air purifier units. These units have HEPA filters sized appropriately for the square footage of the room. The Young High School and The Fred have air ionization features in the HVAC systems.
- We have secured 80% alcohol hand sanitizer to have throughout the building and in each classroom and office.
- In addition to the increased cleaning throughout the day, extra cleaning wipes are provided to faculty and staff in each classroom and office.

How do I Know Howard is Helping Keep Students and Faculty Healthy?

All Staff and Students will receive and be required to complete a waiver that certifies they are screening for symptoms of COVID-19 daily. Staff and Students will receive a temperature screening before they enter the building upon arrival each day. The waiver also specifies the procedures that will be followed if a Howard School community member exhibits symptoms or is exposed/potentially exposed to someone with COVID-19. There are specific criteria that a student or staff member must satisfy before returning to school after illness or exposure.

Masks or cloth face coverings with no vents, and social distancing is required for everyone on campus. Anyone who arrives on campus without a mask will be provided a disposable one for their use.

We are discouraging visitors in our buildings at this time. Visitors who must come inside will be asked to follow our medical screening process, wear a mask or cloth face covering, social distance, and be accompanied by an administrator.

Anyone who exhibits the symptoms of COVID-19 while at school will be sent to the school nurse for evaluation. Teachers will call or text the clinic before sending an ill student so appropriate isolation procedures can be followed. Parents will be required to pick up symptomatic students within one hour, and the student will be kept in the isolation room until picked up.

Any community member who has stayed home sick, been prevented from entering school or been sent home from school due to symptoms of COVID-19 will not be permitted to attend school again until they meet specific criteria as defined in the waiver signed before school begins. The school nurse will also consult with the Georgia Department of Public Health (GDPH) to determine appropriate actions. Families and staff are required to notify the school if they test positive for COVID-19.

How Do I Drop My Child Off At Morning Carpool?

To begin the 20-21 school year, we will not be able to offer Early Morning Drop Off in our gym. The school day remains 8:30-3:00, and students may be dropped off beginning at 7:45 to go to their classrooms. We hope to be able to offer Early Morning Care at some point in the school year, and will continue to work with our Medical Advisory Committee and public health officials regarding larger group gatherings.

Carpool dropoff in the morning will be in 3 locations depending on your child's division. Lower School students should drop off in the circular driveway outside the Main building, Middle School/8th grade students outside the gym, and High School students in front of the Young High School lobby. Mixed carpools (students in different divisions) should drop off at the youngest child's location.

Students will get out of the car wearing a mask, and parents/carpool drivers should remain in the vehicle until given the signal they can leave campus. Students will be screened for fever (100.4 or above), and the driver will then be given the all clear to leave the carpool line. A student with an elevated temperature will be asked to wait for a few minutes to be rescreened by the school nurse. If any student in a carpool has a fever, all of the students riding in that car will be required to return home and can only return after satisfying the criteria specified in the Student Waiver.

Students will report to their classroom immediately after passing the temperature screening and sanitizing their hands.

What Happens If I Need to Pick Up My Child Early?

If you need to pick up your child early, we ask that you do so before 2:30. After that time, we will ask that you proceed with the afternoon carpool.

You can pick up your K-8th grader at the Main Lobby, and your HS child at the lobby of the Young HS Building. Please either make arrangements ahead of time with your child's teacher/advisor, or call the school with the time you'd like your child ready. When you arrive at your pickup location, call the school office, and we will escort your child to you while you remain in your car. Parents who must come inside will be asked to follow our medical screening process, wear a mask or face covering, and socially distance.

What About Lunch?

We have worked this summer with Sage Dining Services to be able to continue to offer our lunch program while adhering to public health recommended guidelines for safety. At the time of this document we are sending all campers and staff/faculty through the line in staggered times and eating

in classrooms/offices. We will update our procedures as time progresses and public health recommendations evolve.

What Happens in Afternoon Carpool?

Good news - the Back Gate is OPEN! You may use the Back Gate as an entrance or an exit any time before 2:00. From 2:00-4:00, it will be exit only. We will have a traffic officer at that gate at 2:00 each day to help us safely exit our families from campus.

Afternoon carpool begins at 3:00 for all students. All drivers should enter campus using the front gate. Middle School/8th Grade families will proceed to the driveway nearest the gym, picking up at the side door of the Middle School. Lower School families will proceed down the main driveway to the Lower School, picking up nearest the end of the front parking lot (please be mindful to queue up as far to the right as you can in the front parking lot). Mixed Carpools (students from different divisions) will proceed down the main driveway to pick up at the front door of the Main Building. High School families will proceed down the driveway, passing the Lower School carpool line in the front parking lot, and pick up at The Young HS front entrance.

Lower School and High School families will exit campus from the Back Gate. Middle School/8th Grade and Mixed Carpool families will exit campus from the Front Gate. Please be sure to always follow the directions of the security officer and teachers helping with carpool.

What If I Need Aftercare?

WINGS will be available from the end of carpool to 5:30 daily. Students will be in small groups following the same safety protocols they follow during the school day. Each student will have their temperature screened before they enter their Aftercare classroom.

Will There Be Clubs or Sports This Year?

We are working with our faculty and our vendors to determine what kind of clubs and enrichment activities we can safely offer after school.

Our athletic league is working together to schedule safe and fun sports for our middle and high school students in the Atlanta area. Stay tuned for more information.

What if I Have More Questions?

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