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# Manlius Pebble Hill School

The MPH Social Compact and Plan for the 2020-2021 School Year

## PLANNING DETAILS

(Updated July 31, 2020)

Manlius Pebble Hill School (MPH) has developed [The MPH Social Compact and Plan for the 2020-2021 School Year](#) according to the core health and safety principles outlined in New York State’s [“Reopening New York: Checklist for Pre-K to Grade 12 Reopening Plans.”](#) MPH’s plans meet, and often exceed, the minimum requirements outlined by the state of New York.

This document organizes the requisite details in sections (below) that correspond directly to, and appear in the same order as, the sections in “Reopening New York: Checklist for Pre-K to Grade 12 Reopening Plans.” The details cover four main areas of concern:

1. Reopening of school facilities for in-person instruction.
2. Monitoring health conditions to ensure detection of infection.
3. Containment to prevent spreading of the disease if infection is detected.
4. Closure if infection cannot be contained or if closure is otherwise necessary and/or required by the state or local department of health.

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# REOPENING OF SCHOOL FACILITIES FOR IN-PERSON INSTRUCTION:

## PROTOCOLS AND PROCEDURES FOR RESTARTING SCHOOL OPERATIONS INCLUDING STUDENTS, FACULTY, AND STAFF RETURNING TO IN-PERSON INSTRUCTION.

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### CAPACITY

MPH's architect has assessed the square footage of each learning and gathering space on campus and has determined safe occupancy rates for each, given physical-distancing requirements. MPH will utilize outdoor learning spaces (as weather permits) and larger spaces (e.g., the gym, dining hall) to accommodate classes with the highest numbers of students. As MPH is a small independent school with small class sizes, safe density levels can be maintained for all students and employees every day without having to resort to a hybrid model in which certain sections of students are on campus on certain days while others are learning from home. However, should we need to pivot to entirely at-home learning, we are prepared to do so with as little disruption as possible.

### SOCIAL (PHYSICAL) DISTANCING

The MPH community will maintain a minimum of six feet of distance between individuals through a variety of approaches: space configuration, staggered dismissals between classes, cohorts of students whenever feasible, prominent signage, reducing bi-directional traffic, and community behavior.

- Student storage in the Lower School: Student items will be stored in their grade-level classrooms and be kept as separated as possible with separate bins and increased spacing.
- Student storage in the Middle and Upper Schools – Times for students to use their lockers will be staggered and scheduled to maximize adequate physical distancing. Locker assignments are also coordinated to maximize physical distancing.
- Drop-off and pick-up times: At this time, we anticipate that these times will remain the same as they were last year. Additional egress routes are under consideration. Working within a timeframe of 7:30 a.m. to 3:30 p.m., we plan to stagger arrival and departure times as well as entrance and exit locations by grade level and/or division.
- “Cohorts,” self-contained, pre-assigned groups of students, will be used whenever possible, particularly for younger students. MPH will enact measures to prevent intermingling across cohorts to the greatest extent possible.
- Lower School students will be either in their classrooms or outside. Encore teachers will visit them in person or virtually. Transitions will be staggered to avoid Middle School and Upper School students in hallways.
- Bathrooms will be designated for specific use by Lower School, Middle School, and Upper School students in accordance with state guidelines.

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## PPE AND FACE COVERINGS

Every individual (with the exception of Pre-K students, who will wear hat shields) will wear face coverings that meet state guidelines on campus and inside buildings unless otherwise instructed (e.g., while eating or during designated face-covering breaks). Adults in close proximity to students (less than six feet) will wear an additional face shield.

- MPH will build time into the school day for face-covering breaks.
- MPH will provide face coverings to all employees, as well as face shields to all employees who need them.
- Parents will be required to provide face coverings for their child(ren). MPH will provide extra face coverings for students at school, should the need arise.

## OPERATIONAL ACTIVITY

[The MPH Social Compact and Plan for the 2020-2021 School Year](#) outlines the broad considerations for the School's operational activities. The determination of how classes, shared spaces, and activities may be adapted in various phases of learning will be updated on the MPH website as circumstances warrant.

- In accordance with guidance from the local health department, MPH will develop a process for switching from on-campus to at-home teaching and learning when required.
- Physical Education (PE): Lower School students will be provided with activity ideas that promote physical distancing (e.g., relay races and the like). When weather does not permit Lower School students to be outside, the inside PE class will focus on classroom topics such as health and nutrition, sports history, Olympic achievements, and the like. For recess, inside play options will be offered and monitored to ensure that students maintain physical distance. When weather permits, physical education (PE) classes and recess will be held outside. Face coverings will not be required outside, and teachers will reinforce and monitor physical distancing.
- Middle and Upper School Physical Education (PE) — When feasible, Middle School physical education will be outdoors and focus primarily on activities that promote physical distancing. When indoors, the class will focus on health, nutrition, and miscellaneous topics in sports. Upper School PE will continue to involve a combination of independent study, intramural athletic competition, and, as they occur, interscholastic competition.
- Performing Arts: Lower School: Students will participate in a music/theater/dance history class. As possible, Lower School students will have opportunities to participate in dance class outside and at a distance. Lower School students will participate in one-on-one or small-group string- and band-instrument instruction, either in person or virtually, depending on circumstances.
- Middle and Upper School Performing Arts – Middle School students will combine by small groups for performing arts. Students will be offered small group, in-person and/or virtual instruction in musical theater, dance, and instrumental music. In the Upper School, Performing Arts classes will take place in spaces that allow for adequate physical distance between students.
- Large gatherings will be virtual only, so “performances” will be re-imagined within a virtual platform.

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## RESTART OPERATIONS

MPH will safely reopen its facilities and grounds by:

- Cleaning and disinfecting: Each evening, the School employs a cleaning service that cleans and sanitizes the campus using Level N cleaning supplies, as mandated by the CDC.
- MPH is partnering with engineers to determine air-flow velocities, wavelengths, and configuration; and to assess our heating, ventilation, and air-conditioning (HVAC) systems and filtration requirements. We plan to use the highest MERV Filters (8 or higher) that our system can tolerate.

## HYGIENE, CLEANING, AND DISINFECTION

MPH will adhere to official requirements for cleaning and disinfection.

- To the extent possible, students will be assigned their own materials for their singular use. Any shared materials will be cleaned and sanitized between individual's usage.
- MPH will provide hand-hygiene stations around school, as well as opportunities for frequent handwashing with soap, running warm water, and disposable paper towels. Hand sanitizer will be available in all teaching spaces and throughout common areas.
- Regular cleaning and disinfecting will be the primary responsibility of the custodial staff.
- Supplies will be provided to faculty and staff for frequent cleaning of surfaces, materials, and tools used during the day.
- As part of our social compact, all members of the community will help keep our surroundings clean; time will be built into the schedule for frequent cleaning of surfaces, supplies, and hands.
- MPH will open windows and doors to the greatest extent possible in order to circulate fresh air.

## EXTRACURRICULARS

The health and well-being of the entire MPH community is our highest priority. Co-curricular activities such as clubs, sports, and performances enrich and nourish the relationships that form the building blocks of community and engender a sense of belonging. While we continue to monitor official guidance about co-curricular activities, we will also devise creative solutions to integrate and re-imagine these vital aspects of our overall curriculum to ensure that our educational programs remain balanced, engaging, and fun for the entire community.

- Large gatherings will be virtual only, so “performances” will be re-imagined within a virtual platform.
- Club meetings will continue either virtually or, when on campus, while adhering to all physical-distancing and face-covering requirements.
- Interscholastic sports will not be permitted. MPH will continue to monitor and follow official guidance on athletic activities as it becomes available.

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## BEFORE AND AFTER CARE

MPH will provide before-school care for Pre-K students from 7:30 a.m. to 8:00 a.m., maintaining all physical-distancing and face-covering requirements. MPH will provide after-care programs from the hours of 3:00 p.m. to 5:30 p.m. for any Lower School and Middle School students who have no other family coverage options, maintaining all physical-distancing and face-covering requirements, and organizing by cohorts or groups of family members to minimize the risk of COVID-19 transmission.

## VULNERABLE POPULATIONS

MPH will provide an excellent educational experience, regardless of physical location and taking into consideration the needs of individuals in our community who may be at increased risk for COVID-19 illness.

- While the goal is for all students and teachers to be on campus, this may not always be feasible.
- MPH understands that some of our community members, including students, faculty, and staff are at increased risk for COVID-19 illness, and that some may not feel comfortable returning to an in-person educational setting.
- MPH will make accommodations for specific circumstances through various means, such as telework, modified work settings, and remote teaching and learning.
- MPH will provide face coverings and face shields to all teaching faculty as well as to any employee who expresses the desire for extra protection.
- When teaching and/or learning on campus is not possible, MPH will use technology to ensure instruction and learning continues. On-campus classes will be simulcast to provide access for students learning from home.
- MPH will work with individuals who may have hearing impairment/loss to make modifications that allow accessibility while minimizing the risk of COVID-19 exposure to the greatest extent possible (e.g., face coverings with clear “windows” so that facial expressions and lip movement can be seen).

## TRANSPORTATION

Our planning is in progress.

- In order to address the transportation question for students who rely on district-area busing, we are in the process of gathering more information, including the plans and details coming out of each district.
- We are sending a survey to all MPH families, customized with respect to the division of each child, including questions about transportation options, the responses to which will help inform our planning.
- We plan to offer the Skaneateles bus and the Utica bus each day that the MPH campus is open; the driver and students will be required to wear face coverings.
- We are exploring potential workaround solutions to this health and logistical conundrum and are committed to finding solutions that will allow students and staff to travel safely to and from school, with physical-distancing and face-covering requirements in place.
- Before leaving home for school, every member of our community will be required to complete our online Daily Health Assessment, which has been created according to the [Community Mitigation Framework](#) provided by the Centers for Disease Control and Prevention (CDC).

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## FOOD SERVICES

All food will be prepared and served by our Dining Services team.

- Our Dining Services team is aware of food allergies in our community and will prepare meals with their protection in mind.
- All food will be packaged for individual consumption.
- Students and employees will eat either outdoors or in classrooms or learning spaces, with common cohorts and appropriate physical distancing in effect.
- Everyone will practice safe hand hygiene before eating.
- Surfaces will be cleaned and disinfected after eating.
- Sharing of food and/or beverages will be prohibited.
- Students will not be allowed to bring food from home (because of food allergy safety precautions).
- Employees who bring food from home will operate with “Leave No Trace” protocols in place: no shared utensils, cups, or plates will be used in the break rooms.

## MENTAL HEALTH, BEHAVIORAL, AND EMOTIONAL SUPPORT SERVICES AND PROGRAMS

Along with physical health and well-being, MPH will prioritize the overall well-being of students, teachers, employees, and families to create the mental, social, and emotional space for academic learning to occur.

- No matter where teaching and learning takes place, MPH — in accordance with NYSED guidelines — will make community well-being a top priority to ensure optimal physical and mental health for all.
- Understanding the vital importance of every community member’s sense of belonging, MPH will emphasize education around issues of diversity and equity, and practice inclusion of all members of the community.
- MPH will intentionally create space in the daily schedule for community members to reduce stress through a variety of ways, including practicing self-care and care for others, spending time outdoors, and inventing new ways to stay socially connected with friends and colleagues while at a safe physical distance.
- MPH’s school counselor will be the primary point of referral for students who may be experiencing difficulties adjusting to the changed school environment.
- MPH will assemble a team of parent volunteers who are mental health professionals to expand the circle of care provided by teachers, the school counselor, and the school nurse.
- MPH will provide a list of available resources and referrals to address mental health, behavioral, and emotional needs of students, faculty, and staff.
- MPH is providing personal and professional development opportunities for employees in the areas of self-care, stress reduction, and resilience skills. Employees will also be trained on how to talk with, and support, students during and after the ongoing COVID-19 public health emergency.

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## COMMUNICATION

MPH has been communicating with the community about plans for the 2020-2021 school year and will continue to do so through email messages and community conversations via videoconferencing.

- All stakeholders — families, student leaders, employees, Board of Trustees — were included in the conversations that have informed the development of the MPH Social Compact and Plan for the 2020-2021 School Year.
- The MPH Social Compact and Plan for the 2020-2021 School Year, accompanied by a cover letter and video message from the head of school, were disseminated via email to the community on July 24, 2020.
- Community members participated in follow-up conversations with Q & A on July 28, 29, and 30, 2020.
- The MPH Social Compact and Plan for the 2020-2021 School Year is posted on the school website with hyperlinks to pertinent details and updates in response to changing circumstances.
- MPH is currently modifying the “[MY MPH](#)” page on the School’s website to make it a portal for clear and direct communication. This clearinghouse will be updated on a regular schedule and organized for ease of use.
- Students and parents will assume the responsibility of visiting the portal daily to access information relevant to their participation in school. As families engage in this daily discipline, they will actively help us streamline school communication, decrease the volume of email, and help ensure that our whole community is united, well-informed, and working together for the good of all.
- MPH is working to develop a comprehensive plan for signage throughout the campus to provide guidance to our community in regard to physical distancing, safety protocols, and directions.
- MPH is developing an intentional program of “Re-Orientation” for all community members to help them learn and practice physical distancing, cleaning, and hygiene practices, as well as to help everyone become accustomed to the changed school environment and its unique requirements for behavioral change.

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# MONITORING:

## PROTOCOLS AND PROCEDURES TO TRACK HEALTH CONDITIONS AT SCHOOLS.

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### SCREENING

Before arriving on campus each day, every member of the MPH community (students, faculty, staff, visitors) will be required to complete and submit a Daily Health Assessment via [MY MPH](#) on the school website.

- The Daily Health Assessment has been created according to the [Community Mitigation Framework](#) provided by the Centers for Disease Control and Prevention (CDC).
- The Daily Health Assessment will involve a questionnaire that will check temperature and inquire whether each person has knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for, or had symptoms of, COVID-19; tested positive for COVID-19 in the past 14 days; experienced any symptoms of COVID-19 (including temperature greater than 100 degrees F) in the past 14 days; and/or traveled internationally or from a state with widespread community transmission per the NY State Travel Advisory in the past 14 days. No student or adult may be on campus if he/she has had a temperature of 100 degrees F at any time in the past 14 days, even if the person no longer has a fever.
- The school nurse is responsible for receiving and reviewing all screening activities.
- MPH will follow all official guidelines on cleaning and disinfecting areas used by anyone suspected or confirmed to have COVID-19.

### TESTING PROTOCOLS

- Students, faculty, and staff who develop symptoms consistent with COVID-19 while at school will be directed to consult with their healthcare providers about diagnostic testing.
- Individuals who have recently traveled within a state with widespread transmission of COVID-19 as designated through the [New York Travel Advisory](#) must quarantine for 14 days before returning to campus.

### TESTING RESPONSIBILITY

In the event that large-scale testing is needed, MPH will refer community members to the appropriate testing site, physicians' offices, hospital systems, etc., to obtain tests and provide follow-up instructions.



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## EARLY WARNING SIGNS

MPH will monitor and follow New York State’s defined metrics that will serve as early warning signs that positive COVID-19 cases may be increasing beyond acceptable levels. If COVID-19 cases increase beyond acceptable levels, MPH will switch to entirely at-home teaching and learning. At this writing (7/31/20), the state plans to allow schools to open if the region is in Phase 4 and if the local infection rate is below 5% over a 14-day average. While we will certainly look to local and state metrics to guide us, we’ll also use our own internal metrics (data from daily student/employee health checks) based on our MPH community. This will allow us to make calls that may be more cautionary than the State/local guidance in the event that we have data to show that our specific community would benefit from reduced exposure via a campus closure.

## COMMUNICATIONS

All members of the MPH community will be instructed to visit the “[MY MPH](#)” portal daily for updates. If necessary, emergency information will be sent via the School’s existing alert system, Blackboard Connect.

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## CONTAINMENT:

### PROTOCOLS AND PROCEDURES FOR HOW TO RESPOND TO POSITIVE OR PRESUMED-POSITIVE CASES, AS WELL AS PREVENTATIVE PRACTICES.

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#### SCHOOL HEALTH OFFICES:

- The school nurse is MPH's point-of-contact responsible for receiving and reviewing all screening activities. Members of the MPH community must contact the nurse if they experience symptoms or exposure to COVID-19.
- If the nurse or other healthcare professionals deem it necessary to conduct any in-person screening, they will wear PPE and follow CDC, DOH, and OSHA protocols.
- If a student or employee develops symptoms of COVID-19 during the school day, they will be sent home.
- Symptomatic students will be immediately separated from other students and adults and supervised by a physically distanced staff member in a dedicated area prior to going home.
- Employees will be asked to go home immediately.

#### ISOLATION

MPH has created a designated Isolation Room (previously the Campus Shop) for students who exhibit symptoms of COVID-19. This space is a separate room, near an entrance/exit to eliminate additional exposure and allow for family pickup.

#### COLLECTION

For students who exhibit symptoms of COVID-19, MPH will contact their parent or legal guardian with instructions on how to pick up their student from school and with instructions to have their student seen by a healthcare provider.

#### INFECTED INDIVIDUALS

- MPH will notify the state and local health departments immediately of any positive COVID-19 diagnostic test in our community and develop plans to support the local health department in tracing all contacts of the affected individual. (Confidentiality will be maintained.)
- MPH will refer to state and local health department guidance for monitoring and restricting movement of exposed persons, including isolation or quarantine.
- MPH will refer to state and local health department guidance for employees seeking to return to work after having a suspected/confirmed case of COVID-19, or having had close or proximate contact with a person with COVID-19.

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## EXPOSED INDIVIDUALS

MPH will require that persons who were exposed to the COVID-19 virus complete a 14-day quarantine without having developed symptoms before returning to on-campus teaching and learning.

Discharge from quarantine and return to campus will be conducted in coordination with the local health department.

## HYGIENE, CLEANING, AND DISINFECTION

MPH will adhere to official requirements for cleaning and disinfection.

- To the extent possible, students will be assigned their own materials for their singular use. Any shared materials will be cleaned and sanitized.
- MPH will provide hand-hygiene stations around school, as well as opportunities for frequent handwashing with soap, running warm water, and disposable paper towels. Hand sanitizer will be available in all teaching spaces and throughout common areas.
- Regular cleaning and disinfecting will be the primary responsibility of the custodial staff.
- Supplies will be provided to faculty and staff for frequent cleaning of surfaces, materials, and tools used during the day.
- As part of our social compact, all members of the community will help keep our surroundings clean; time will be built into the schedule for frequent cleaning of surfaces, supplies, and hands.
- MPH will open windows and doors to the greatest extent possible.
- MPH is partnering with engineers to determine air-flow velocities, wavelengths, and configuration; and to assess our heating, ventilation, and air-conditioning (HVAC) systems and filtration requirements. We plan to use the highest MERV Filters (8 or higher) that our system can tolerate.

## CONTACT TRACING

MPH will support the local health department in contact tracing efforts using protocols, training, and tools provided through the [New York State Contact Tracing Program](#).

## COMMUNICATION

MPH will share protocols and safety measures via its website.

- MPH is currently modifying the “[MY MPH](#)” page on the School’s website to make it a portal for clear and direct communication.
- This clearinghouse will be updated on a regular schedule and organized for ease of use.
- MPH will update this portal with protocols and safety measures according to changing circumstances. If an employee or a student tests positive for COVID-19, MPH will follow CDC protocol, which currently states that all persons who were within 6 feet or less for more than 15 minutes should be quarantined for 14 days. All names of anyone who has tested positive will be kept confidential, but exposed persons (adults and families of children) will be contacted by the School.

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## CLOSURE:

### CONTINGENCY PLANS, PROTOCOLS, AND PROCEDURES FOR DECREASING THE SCALE OR SCOPE OF IN-PERSON EDUCATION, AND/OR CLOSING THE SCHOOL.

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#### CLOSURE TRIGGERS

MPH will identify the conditions that may warrant reducing on-campus education in consultation with state and local health departments.

- More specifics will be shared with schools by NY State. As of right now, Governor Cuomo has shared that his intention is to tie this decision to positive infection rates in a specific area. We also realize that reliable and up-to-date testing is key to the accuracy of this information.
- In the event that on-campus education is not advised, MPH will pivot to entirely at-home teaching and learning with as little disruption as possible and alert the MPH community accordingly.

#### OPERATIONAL ACTIVITY

If MPH switches from on-campus to entirely at-home teaching and learning, the campus and school buildings will be closed to everyone except key personnel.

#### COMMUNICATION

MPH is currently modifying the “[MY MPH](#)” page on the School’s website to make it a portal for clear and direct communication. This clearinghouse will be updated on a regular basis and organized for ease of use. If MPH switches from on-campus to entirely at-home teaching and learning, that information will be posted on the “[MY MPH](#)” portal. In addition, parents will receive a text alert via our Blackboard Connect system.