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**Harbor Country Day School
Reopening Plan for the
2020-2021 Academic Year**

(updated 8.12.20)

Our Mission

“Harbor Country Day School cherishes childhood, cultivates wonder and inspires confident learners and leaders.”

Diversity Statement

Harbor believes celebrating diversity enriches the lives of everyone, and that embracing the essence of each individual makes us stronger as a school community. We honor different perspectives, cultures, ways of life, and the beliefs people bring when they walk through our doors. As a result, our students possess the moral and ethical foundation that prepares them to live with compassion and empathy in a global world.



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1. INTRODUCTION

Harbor Country Day School (HCDS) is closely monitoring the development of the coronavirus (COVID-19). The health, safety and well-being of our community is our top priority, and we are working closely with local and state public health officials to make informed decisions as we navigate the immediate and near future.

The purpose of this manual is to provide faculty, staff, students and families with HCDS's full COVID-19 response plan for the 2020-2021 academic year.

As the situation evolves, further information will be communicated via e-notifications and on our website at: <https://www.hcdsny.org/harbor-community/parents/harbor-backpack/covid-19>.

Important Information About COVID-19 and Recommendations for Staying Safe

- COVID-19 is both an airborne and droplet transmitted virus.
- Following proper hygiene protocols are essential in preventing the spread of the virus.
- Protocols include:
 - Wear a mask that covers your nose and mouth in public settings
 - Maintain a six-foot distance between yourself and others
 - Clean and disinfect frequently touched surfaces
 - Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains, minimally, 60% alcohol.
 - Cough and sneeze into a bent elbow and wash hands (or use sanitizer) afterwards.
 - Avoid touching your eyes, nose and mouth
 - Limit social gatherings and time spent in crowded places
 - Avoid close contact with someone who is sick

Quarantine & Isolation Information & Recommendations

Quarantine: Keeps someone who *might have been exposed to COVID-19* away from others.

- Helps prevent the spread of disease that can occur before a person knows they are sick or if they are infected without feeling symptoms.
- Requires a person to remain at home, separate themselves from others, monitor health, and follow state or local health department requirements.

Isolation: Separates people who are infected with the virus from people who are not infected.



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- Requires a person to remain at home until safe to be around others. (Use a “sick room” at home)
- Isolation applies to anyone who tests positive for COVID-19 (symptomatic or not) and people exhibiting symptoms which include:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- During isolation ensure the following steps are taken:
 - Continue monitoring the infected person’s health
 - Don’t share items
 - Separate the infected person from pets and other people
 - An infected person should wear a cloth face covering when around people.
- A person in isolation can come out of isolation (be around other people) and return to school:
 - **For those who had previously tested positive:** After the person is asymptomatic and has obtained two negative COVID-19 test results spaced 24 hours apart.
 - **For those who were exhibiting COVID-19 symptoms:** Once the person:
 - Has been without fever (without the use of fever reducing medications) for 3 days **AND**
 - Respiratory symptoms have improved **AND**
 - Has clearance from their physician and a note has been provided to Harbor’s school nurse.
 - It’s been at least 10 days since symptoms first appeared **AND**
 - Depending on your healthcare provider’s advice and availability of testing, you receive two negative test results in a row, at least 24 hours apart.

- Anyone who has had close contact (within six feet for fifteen minutes or more) with someone with COVID-19 should stay home for 14 days after exposure.

1.1 In-Person, Online and Hybrid Learning Scenarios

HCDS has planned for three scenarios to allow for flexibility as the COVID-19 situation unfolds. These include plans for in-person learning, online learning and a hybrid of those two. Assuming New York State allows schools to reopen, HCDS is proposing a return to **in-person learning** with the entire school community on campus five days each week, following the traditional school day schedule. Recognizing that health and safety procedures need to be implemented, HCDS has laid out an extensive plan to meet those needs. The plan that follows describes this scenario.

Should HCDS be required to close for any reason (ie. state mandate, community illness, etc.) **online learning** will go into effect. Information will be provided to students and families via classroom teachers and an e-notification from the Head of School. Google Classroom will be utilized to share assignments, and Zoom will be used for classes and meetings. In addition to information shared via teachers and the Head of School, Harbor has also created an Online Learning school website page located at <https://www.hcdsny.org/academics/onlinelearning> for additional information. Leveraging parent and teacher surveys, Harbor's Online Learning task force has created extensive plans to address this situation should it arise.

In the event that a student is unable to attend in-person classes due to suspected illness within their household or a mandatory quarantine, that student will be permitted to participate in class via online learning which will be run simultaneously with the on-campus curriculum under Harbor's **hybrid learning** model.

In the event that a student/parent/family/caregiver prefers not to attend school on campus, Harbor will offer the hybrid learning model with live instruction for students from kindergarten through grade 8. Remote instruction (the hybrid learning model) will be aligned to the academic program and will include regular and substantive interaction with Harbor faculty. Using a variety of tools in every classroom - interactive boards, white board, camera, and individual laptops for every student - students from home will be able to participate in the classroom academic sessions to engage and maintain a close connection with the curriculum, peer classmates, and their teachers throughout the day. With this plan, Harbor will create a clear communication plan for how students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology.

In both online and hybrid learning, students who need a computer or learning devices will be able to receive one provided by HCDS and technology support will be made available to all students and faculty.

In accordance with NYSED, certain individuals are at increased risk for complications from COVID-19 and may need added or alternative provisions for social distancing. Students who have family members who are in high risk groups may also choose to attend school remotely. High risk groups/medically vulnerable individuals include individuals 65 or older, pregnant individuals, and individuals with underlying health conditions. As per the New York State Department of Health guidance, HCDS plans address a combination of in-person instruction and remote learning (our hybrid model) which may be necessary at various times throughout the 2020-2021 school year and for students who are medically vulnerable or who live with family members who are medically vulnerable.

2. BUILDING USAGE GUIDELINES

- Any students, faculty or staff who have traveled to a COVID-19 ‘high-risk’ state (as indicated by Governor Cuomo’s tri-state area travel advisory) must quarantine for a 14-day period and inform HCDS of their status.
- All students, faculty and staff are to sign Harbor’s ‘Safer Together Agreement’ (Section 17.1 and 17.2) before arriving at the building for the first day of work/school.
- All students aged 3-years and older, faculty, staff and visitors must wear a mask while inside the building.
- Upon arrival to HCDS faculty and staff will be screened by a designated staff person to ensure they are not running a temperature of greater than 100°F and can answer ‘no’ to the following questions:
 - Has the faculty/staff knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has symptoms of COVID-19?
 - Has the faculty/staff tested positive through a diagnostic test for COVID-19 in the past 14 days?
 - Has the faculty/staff experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 14 days?



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- Has the faculty/staff traveled internationally or from a state with widespread community transmission of COVID-19 per the NYS Travel Advisory in the past 14 days?
- Masks should be laundered daily and kept in a sealed container when not in use or when faculty/staff are working independently in private offices.
- In situations where students are unable to wear a mask, teachers will be required to wear a mask and a face shield.
- Hands should be disinfected upon entering the building using hand sanitizer dispensed by staff upon entry or via handwashing upon arrival in the classroom (for PK and other classes as available).
- HCDS faculty or staff will open the building door for each student when they enter the building each morning through their assigned entrances of which we have six.
- Students will walk to their classroom following the designated traffic patterns. (Section 7 of this document)
- When using staircases, use hand sanitizer before holding handrails and maintain socially-distanced spacing between people.
- Upon entering the building, students will go directly to their classroom, place their backpack on the back of the chair, or underneath the chair.
- Students will deposit all checks, notes, notices, letters into a basket in the classroom.
- Students will be asked to use the designated bathrooms to wash their hands, or will be asked to use a hand sanitizer comprising at least 60% alcohol.
- Staircases will have directional signage to indicate up/down locations.
- Students will not be using cubbies or lockers, unless needed to store foul-weather gear on rain/snow days.
- There will be no usage of the building by students outside of the hours of instruction, morning care and aftercare.

3. DURING THE SCHOOL DAY

3.1 General Arrivals

- One staff member will arrive at 7:25 a.m. to screen morning care students as they arrive.
- PK3 and PK4: Morning care students arrive as early as 7:30 a.m., are screened using standard HCDS procedures (see below) and go directly to the designated preschool classroom, where they will play with a toy from home.



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- K-Grade 8: Morning care students arrive at 7:30 a.m., are screened using standard HCDS procedures (see below) and will be held in the music room until 7:45 a.m. and will then go directly to their classrooms, where they will play with a toy from home or quietly read.
- Co-curricular teachers and administrators (a total of five will be needed) will have ‘door duty’ to assist in screening students as they arrive. This will be referred to as the ‘Screening Team’ throughout the remainder of this document.
- ‘Screening team’ arrives for a 7:45 a.m. screening start time, to check-in students each morning.
- Screening will take place prior to students entering the building as follows:
 - For bus drops offs, students will be screened upon exiting the bus at the bus drop off point before proceeding to their assigned entrance doorways
 - For parent drop offs, students will be screened while still inside the vehicle
- Classes do not mix, but will remain in independent ‘cohorts’ during the day to minimize interactions.
- In accordance with New York State mandatory requirements, HCDS will implement mandatory health screenings, including temperature checks of students as well as faculty, staff and where applicable, contractors, vendors, and visitors, although our policy is no visitors to the building until further notice. Faculty/staff will take their own temperatures before departing for school/work.
 - In accordance with the New York State mandatory requirements, faculty and staff will be encouraged to conduct temperature checks every day, at home, prior to departing to school.
 - The health screening records will be given to the school nurse who is acting as the resource coordinator.
 - HCDS will not record the names of individuals and their temperatures but will confirm individuals were screened.
- A traffic manager will direct where students enter the building.
- The school nurse will be at school by 7:45 a.m. to screen students with questionable health.
- Faculty and staff will be educated to observe students and other staff members for signs of any type of illness such as:
 - Flushed cheeks
 - Rapid or difficulty breathing
 - Fatigue, and/or irritability
 - Frequent use of the bathroom



3.2 Student Arrivals: Kindergarten - Grade 8 (7:45 a.m. - 8:10 a.m.)

- As per the American Academy of Pediatrics (AAP), Harbor will ask parents to take the student's temperature prior to leaving on the school bus. If the student has a fever of 100°F or greater, he or she should stay home, as per CDC guidelines. Parents should report this information to the school nurse.
- Wearing a mask/face shield, the Screening Team will be outside every morning taking temperatures using a distanced thermometer at the entryway doors for bussed students and asking "screening questions" as well.
- Students will line up with socially distanced spacing and take their turn being screened as they queue up to enter the school through their appropriate doorway. (See below for grade-level entrances)
- Upon being screened, students who have a fever of 100°F or greater, or who screen positive for COVID-19 exposure or symptoms, will not be allowed to enter the building and must be immediately sent home with instructions to contact their health care provider for assessment and testing.
- Students who arrive by bus and have a positive screen will be immediately separated from other students, held outdoors and supervised until a parent or guardian arrives for pick up.
- Wearing a mask/face shield, the Screening Team will be outside every morning taking the temperature of "parent drop off" students, while still in their cars.
- Screeners will have walkie-talkies to notify the nurse when all students have completed arrivals.
- The screeners will ask the following "screening questions" (subject to change):
 - Has the student knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has symptoms of COVID-19?
 - Has the student tested positive through a diagnostic test for COVID-19 in the past 14 days?
 - Has the student experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 14 days?
 - Has the student traveled internationally or from a state with widespread community transmission of COVID-19 per the NYS Travel Advisory in the past 14 days?
- In order to return to school the following criteria must be met:
 - **For those who had previously tested positive:** After the person is asymptomatic and has obtained two negative test results in a row, at least 24 hours apart.



- **For those who were exhibiting COVID-19 symptoms:** Once the person:
 - Has been without fever (without the use of fever reducing medications) for 3 days **AND**
 - Respiratory symptoms have improved **AND**
 - It's been at least 10 days since symptoms first appeared **AND**
 - Depending on your healthcare provider's advice and availability of testing, you receive two negative test results in a row, at least 24 hours apart.
- All students 3-years and older must wear a mask upon arrival.
- Students will wash their hands upon arrival in the classroom (if a sink is available in the classroom).
- If there are no sinks available then students will wash their hands at the nearest bathroom upon arrival to school.

Students to enter HCDS by class as indicated below:

Class	Entrance
PK2	Dawn King's Door
PK3	Art Studio classroom door
PK4 - DK	Dawn King's external door
PK4 - GD	Gretchen Dobrowolski's external door
K	Front door from classroom side door
Grade 1	Front door and upstairs
Grade 2	Ken's office
Grade 3	Art hallway door
Grade 4	Front door & upstairs
Grade 5	Art hallway door
Grade 6	Art hallway door
Grade 7	Front door and upstairs
Grade 8	Dining room



3.3 Student Arrivals: PK (8:30 a.m.)

- A team of screeners will approach each car and take the temperature of the student, using the distancing thermometers and wearing a mask/face shield, before the student exits the car.
- The screeners will ask the following “screening questions” (subject to change):
 - Has the student knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has symptoms of COVID-19?
 - Has the student tested positive through a diagnostic test for COVID-19 in the past 14 days?
 - Has the student experienced any symptoms of COVID-10, including a temperature of greater than 100.0°F, in the past 14 days?
 - Has the student traveled internationally or from a state with widespread community transmission of COVID-10 per the NYS Travel Advisory in the past 14 days?
- All PK students/parents exit their car and walk their children to the door keeping socially-distanced from other students/parents.
- PK parents will walk their children up to the door and will be required to wear a mask while doing so.
- There will be parking for PK in that area in the front of school. All spaces in front of school are reserved for parent parking.
- Students ages 3-years and up must wear masks upon arrival.
- Preschool students will enter the building as follows:
 - PK2: Dawn King’s Door
 - PK3: Art Studio Door
 - PK4: Dawn King or Gretchen Dobrowolski’s doors
- Students will wash their hands in their classroom upon arrival.
- Classroom teachers will welcome the students as they arrive.

3.4 Social Distancing

- HCDS will do their best to ensure that social distancing (of at least 6 ft. or a physical barrier) is maintained between individuals while in school facilities and on school grounds.
- If social distancing is not possible, individuals must wear acceptable face coverings. (Acceptable face coverings for COVID-19 include but are not limited to cloth-based face coverings and surgical masks, which cover the mouth and nose.)



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- HCDS will do their best to ensure social distancing while eating and will prohibit sharing of food and beverages, unless individuals are members of the same household.
- The class size (“cohorts”) will be determined by the number of students who can be in each classroom while maintaining 6 ft. of social distancing.
 - Cohorts will stay together and remain 6 feet away from other grades.
 - HCDS will reduce in-school movement from classroom to classroom.
 - Co-curricular teachers may go into individual classrooms as opposed to rotating all students through the co-curricular teacher’s classroom.
 - PE and Music (needs 12 ft. of space per person) will be held outside.
 - Bathrooms will be limited to two in the group-stall bathrooms so social distance is maintained.

3.5 Face Coverings

- HCDS will encourage students to wear an acceptable cloth face covering at all times, unless otherwise advisable.
- Students and faculty must be prepared to don a face covering if another person unexpectedly cannot socially distance.
- Students faculty and staff will wear face coverings in the common areas, such as entrances/exits, and when traveling around the school.
- Acceptable face coverings for COVID-19 include but are not limited to cloth-based face coverings and surgical masks, which cover the mouth and nose.
- HCDS will provide acceptable face coverings to faculty and staff who directly interact with students or members of the public at no cost to the faculty/staff and will provide face coverings to any student who does not have their own at no cost to the student.
- HCDS will train all students, faculty and staff on how to adequately put on, take off, clean (as applicable) and discard PPE.
- Students must wear a face covering to ride the school bus, including while entering, exiting and when seated.

3.6 Late Arrivals

- Students will be individually screened by the school nurse at the car upon arrival in the front of school and then proceed to their assigned entrances.
- Preschool late arrivals will be screened at the car and admitted directly into the preschool classroom entry points.
- Families must wait with the student in the car until the nurse can come out to the car and screen the student.

- We ask that parents err on the side of keeping a child home if in doubt of their health.

3.7 Student Illness During the School Day

- In the event that a child feels unwell during the school day, the teacher will call the school nurse using the classroom phone.
- If the nurse cannot be reached, the teacher will contact the main office for assistance and an administrator or staff member will be sent to the classroom.
- The nurse/staff member will pick up the student and accompany him/her to the nurse's office on the third floor.
 - PK-Grade 8 must be accompanied by an adult.
 - While wearing a mask, the adult will take the student to the third floor isolation room.
 - The nurse will assess the student. Both will be masked with an N95 face mask.
 - The nurse will call the parent, guardian, or emergency contact person and the student may be sent home.
 - The nurse will escort the student to the parent/guardian and inform them to call their health care provider.
 - Symptomatic students will remain in the isolation room, with a dedicated bathroom, and under the visual supervision of the staff member, who is physically distanced, until they can go home or to a health care facility depending on the severity of illness.
 - If there are multiple students in the isolation room, they will remain physically distanced from each other.
 - HCDS will avoid using the isolation room and adjacent bathroom for a period of 24-hrs or will wait as long as possible, until it is safe to clean and disinfect these areas.
 - The isolation room window and bathroom window will both be opened.
 - There will be a tent outside the front door for private conversations for parents, Head of School, nurse, etc.
- Every effort will be made to preserve the nature and confidentiality of the reasoning behind the nurse's visit to a classroom.
- In the case of a positive COVID-19 test, HCDS will follow established guidelines set up in cooperation with the local health department to trace all of the contacts of that individual. See the section on Contract Tracing (see section 5.2) for further details.



3.8 Snacks and Meal Times

- All students will eat snacks and lunch either in their classrooms or outside on the school campus, at grade-level designated picnic tables, weather permitting.
- Signage will be posted for the appropriate picnic table for each grade.
- Picnic tables will be wiped down after use and disinfected between uses.
- Students must wash their hands with soap and water for 20-seconds prior to removing their face masks and handling their food.
 - If there is a sink in the classroom, students will take turns washing hands.
 - If there is no sink, students will go to the bathroom and wash hands using social distancing protocol (bathroom door propped open, two-at-a-time washing hands at sinks with partitions).
 - Students will maintain social distanced queueing up to the bathroom.
 - We will have three portable sinks outside for washing hands.
- Signage will be posted in the classrooms to follow hand hygiene before and after handling food. Faculty and staff, students, and parents will be informed in verbal and written instructions on the importance of hand hygiene before and after handling food.
- Signage will be posted in the classrooms to remind students, faculty, and staff not to share food or drinks. Faculty will remind students of this rule.
- Measures will be taken to protect students with food allergies, such as asking students and parents to avoid sending in certain foods.. Faculty and staff will receive written and verbal reminders of students' food allergies. Faculty may check foods that the students bring into the classroom to make sure they do not pose a hazard to students in that classroom.
- Teachers must wash their hands before/after assisting students with their food prep and before/after eating their own food.
- Masks must be left in a container on the desk or under the desk.
- Students must wipe down the surface of their desk with a disinfectant wipe prior to eating, and spread out a napkin on their desk prior to opening up their lunchbox.
- Grab-and-go lunches will be available.
- HCDS will provide a suitable alternative for those students who forget to bring their lunch



3.9 Dismissals

- Students will exit through the same doors they arrived through in the morning.
- Students who are being picked up by a parent will remain in class with a teacher. When the parent arrives, the teacher will be called via walkie talkie and the student will exit the building using the same doors they arrived through in the morning.
- Each homeroom teacher and/or advisor will drop their students to their buses.
- Students must follow the physical distancing policies as per bussing recommendations.

3.10 Morning & Aftercare

- Morning care will begin at 7:30 a.m.
- Grades K-8 will meet in the music room with a staff member to oversee the students for 15 minutes, until 7:45. Siblings will be seated together. Grade cohorts will be seated together. Other students will be placed socially distanced from other cohorts.
- PK, which is a separate cohort from the rest of the school and will be in a self-contained area, will be held in the PK classrooms with a staff member to oversee until PK teachers arrive at 7:45 a.m.
- From 7:45 a.m. - 8:30 a.m., PK teachers will be in respective PK classrooms with students.
- Faculty member's children will stay with their parents until 7:45, at which time they will report to their classrooms.
- After care will end at 5:30 p.m.

3.11 Uniforms & Clothing

- To remove the necessity for students changing for Physical Education (PE) classes, as well as to allow for additional class time and activities to be held outdoors, Harbor will be deviating from the traditional dress code during the 2020-2021 school year.
- Preschoolers are not required to wear uniforms.
- Relaxed dress will essentially include the daily use of 'spirit wear' which consists of:
 - Tops: golf shirt with the HCDS logo (short or long sleeves, white or green), peter pan blouse, button-down broadcloth, PE shirt on PE days, Harbor branded sweatshirts, Harbor fleeces, Harbor vests, etc.
 - Bottoms: Harbor sweatpants or gym shorts, leggings, jeggings, pants, skirts, jeans, khakis.
 - Sneakers or comfy shoes.

- Additionally, all students will be required to have a change of clothes available at the school as well as rain pants, rain jackets and boots available for outdoor use on inclement days.

3.12 Teacher Workbars

Teachers will be assigned to individual workspaces within the building which will keep them at a six-foot social distance from colleagues and also limit interactions amongst different cohorts.

3.13 School Schedules

- Due to the smaller size of HCDS, it will not be necessary to stagger arrival and pick-up times. To facilitate proper social distancing, HCDS is implementing multiple entrance/exits which will be assigned by grade to limit interaction amongst cohorts and reduce traffic flow through a single entrance (see section 3.2).
- Cohorts, with the exception of sectioned upper school classes, will remain in a single classroom to reduce interactions amongst cohorts and limit travel throughout the school building.
- For sectioned upper school classes (math), those students will be in a smaller cohort where they will have a designated classroom.
- In instances where a shared space may be utilized, such as restrooms and playgrounds for example, class usage will be staggered, both to allow for social-distancing as well as disinfection between use by different groups.
- Locker use will be suspended with students keeping minimal personal possessions on or beneath their desk chair and desk.
- In the instance where cubbies may be used, they will be assigned by cohort and used by a limited number of students at each time.

3.14 Resource Teachers

- Resource teachers:
 - will be provided with their own space to work with students
 - will wear a mask and shield while working with students
 - will be provided with an appropriate divider in their teaching space
 - must follow cleaning, disinfecting and hygiene requirements and wash their hands upon arrival to school
 - must wipe down their space when leaving their area



3.15 Special Education Considerations

HCDS will protect the health and safety of students with disabilities and the 6% of our community with special education and service needs. Meaningful parental engagement will remain in place in regard to the provision of services to their child. In addition, access to the necessary instructional and technological support to meet the unique needs of students, and documentation of programs, services and communications with parents, will be in place. In collaboration with the local school district and its special education department, Harbor will continue to fulfill its obligation in meeting the requirements outlined in all 504 or IEP learning plans.

3.16 Administering Asthma-Related Medications

- When administering nebulizer treatments at school, the nurse must wear PPE consisting of gloves, N95 or surgical mask with a face shield, eye protection and a gown, if necessary.
- Treatment will take place in the nurse's station on the 3rd floor in the former meditation room, as opposed to the isolation room which is the traditional nurse's office.
- If developmentally appropriate, the nurse may leave the room and return when the nebulizer treatment is finished.
- The room will be cleaned after the treatment is completed using the disinfectant sprayer.
- Medications using metered dose inhalers with a spacer or valved holding chamber should be used instead of nebulizer treatments whenever possible as per the CDC.

3.17 Taking Breaks from Wearing Masks

- Students will have breaks from wearing masks, while outside at regular intervals.
- Breaks will be provided, based on the teachers' discretion and the developmental needs of each grade/division.
- A beanbag or similar chair will be placed outside of each classroom so that a student may take a break from wearing his/her mask. Chairs will be sprayed down after student use.
- For the first month of school, students will take a short break from wearing their masks every 45-minutes by leaving the classroom to go outside. This plan will be modified as needed.

4. CLEANING, DISINFECTING & HYGIENE

All cleaning and disinfecting, both during the school day and after-hours, will be conducted by HCDS staff and vendors contracted by HCDS. Students will not be in direct proximity whenever disinfectants are in use and will not participate in cleaning and/or disinfection activities. Students will only be responsible for regular hand-washing and wiping down their own desk surface before and after meals and snacks.

4.1 Main Office

- A barrier will be set up between the front desks and along the “hallway” as people walk by to use the copier.
- Parents, guests and deliveries will stop at the front door and will not enter the main office.
- A hand sanitizer station will be placed in the main office.
- Main office workers will wear masks at all times, including when they are behind the barriers between their desks.
- Office staff will wipe down phones, chairs, etc. periodically during the school day and at the end of the day. After each use, the photocopier will be wiped down as well.
- Items will be cleaned with wipes or spray disinfectant on a cloth towel. Cloth towels will be washed in the washing machine.

4.2 Classrooms

- The Preschool Program (PK2, PK3 & PK4):
 - Each class will remain in their own classroom, entering/exiting through their respective classroom doors for arrival/departure, and for outdoor play.
 - Only PK staff will be allowed into the preschool wing and into the art studio, where PK3 will be housed.
 - Students ages 3-years and up will wear masks upon arrival, and at all times unless they are outside and can maintain social distancing.
 - Masks should be laundered daily.
 - Class sizes will be the maximum number that can safely socially distance in the respective classroom space.
 - A divider will be installed to divide the teacher from the student for one to one work.
 - A divider will be installed between the art studio bathroom and the general use faculty/staff bathroom, to prevent close proximity passing.



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- Co-curricular classes, when held, will zoom into the preschool program but will not physically visit the classes.
- Co-curricular classes can take place while physically distanced outside.
- Teachers, assistants will intensify cleaning toys and surfaces using child-safe, appropriate sanitizers.
- Toys made of cloth or those that can't be cleaned will not be used.
- Teachers and assistants will set aside toys to clean with gloves if they have body secretions.
- Toys will be cleaned with water and detergent, then sanitized with disinfectant, rinsed again and left to air dry.
- Preschool teachers should follow all signage posted regarding no sharing of drinks or snacks, meals, hand hygiene before or after handling their food or the students' food and no foods allowed that cause allergies to a student.
- Toys will be sanitized between uses.
- Family style eating will not be practiced.
- To ensure that proper hand washing protocols are followed, an adult will accompany each preschool child to the bathroom if the child is using a bathroom outside of the classroom.
- Center-based and small group learning will be revised so that in centers where multiple students would normally congregate, such as with a water/sand table or sensory table, only one student at a time will be able to use this center.
- Students will be provided with individual sets of materials to avoid sharing common items.
- Teachers will refrain from strategies and practices that encourage physical contact such as hand-holding and buddy systems.
- Books and paper based materials like mail or envelopes are not considered high risk for transmission.
- When washing, feeding, holding a child:
 - Kids often need to be held. Teachers will wear an oversized, large button-down, long sleeved shirt, and pull up long hair.
 - Wash hands, neck, and anywhere else in contact with a child's secretions.
 - Change out of the lab coat or oversized shirt if there are secretions on it.
 - Place soiled clothing (faculty, staff, students) in labeled containers to be washed at home.
 - Have two changes of clothes for children.
- Cleaning resting mats



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- Keep resting mats separate from each other and don't share resting mats, label each resting mat.
- Wear disposable gloves, wipe down mats with detergent/water, rinse and follow up with disinfectant then air dry.
- Use EPA approved disinfectants such as: Fantastic, Virex, Lysol
- Grades K-8:
 - Keep doors open as much as possible.
 - Water fountains will be cleaned frequently.
 - Bathrooms will be cleaned and disinfected frequently.
 - Shared equipment (keyboards, art supplies, gym equipment.) will be disinfected after each use.
 - Kindergarten:
 - Students and teachers will stay in their cohorts for the school day, exiting/entering the building through the front door, from the side hallway door of their classroom.
 - All students will wear a mask at all times.
 - Grade 1 through Grade 8:
 - Students will self-contain in their classrooms.
 - All students will wear a mask at all times.
 - Enter and exit through doorways assigned to their respective cohort

4.3: Healthy Hand Washing and Hand Hygiene

- All faculty, staff and students will observe these CDC guidelines for when to wash hands:
 - Arrival to the school and after breaks
 - Before/after drinking or eating, feeding kids, handling food, preparing food
 - Before or after administering medication
 - Before/after changing child's clothes
 - After personally using the bathroom or helping a child to use the bathroom
 - After coming in contact with bodily fluid
 - After handling animals or animal waste
 - After playing outdoors or in sand
 - After handling garbage
- Classes will plan for time during the day to wash hands
- HCDS will provide the following:
 - Traditional hand washing with liquid soap (hands are to be washed with warm, soapy water for a minimum of 20 seconds)



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- Use of alcohol-based hand sanitizers
- Hand sanitizer will be available throughout common areas and near high touch surfaces
- Signage placed near hand sanitizer with visuals to remind students when and how to make use of it
- HCDS will ensure that all sinks have soap, running warm water and disposable paper towels as well as an alcohol-based hand sanitizer containing 60% or more alcohol available at all times.
- HCDS will have three portable sinks available at the patio and preschool entryway as an option to increase access to soap and water.
- HCDS will train and retrain all students, faculty and staff on proper hand and respiratory hygiene.

4.4 Respiratory Hygiene

- Because the COVID-19 virus spreads from person to person in droplets produced by coughs and sneezing, students, faculty and staff will be trained and retrained, and signage will be posted regarding respiratory hygiene.
- HCDS will supply tissues and no touch/floor pedal trash cans to dispose of used tissues.
- If no tissue is available, students, faculty and staff will be trained to sneeze or cough into the inside of one's elbow.
- Hand washing should follow handling tissues.

4.5 Bathroom Usage & Safety

- Students will use the bathrooms as designated by their grade. (See chart below)
- Bathroom use will follow the following process:
 - Students/faculty will use hand sanitizer located outside of the bathroom prior to entering the bathroom
 - Masks are to be worn while in the bathroom
 - Toilet seats are to be closed prior to flushing
 - Students & faculty/staff are expected to wash their hands after using the bathroom.
- Bathrooms will be cleaned and disinfected throughout the day by designated staff.
 - HCDS will adhere to hygiene, cleaning and disinfection requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain logs that include the date, time, and scope of the cleaning and disinfection.



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- HCDS will enforce social distancing rules in the bathrooms and will post signage on the bathroom doors limiting occupancy in the bathrooms.
 - For bathrooms with more than one toilet stall, the maximum number of students in the bathroom will be up to two people.
 - The remaining restrooms are all single-use facilities.
 - Faculty/staff bathrooms are each single-use facilities.

Bathroom Usage by Location & Grade

Location	Used By
First Floor:	
Dining Room 1	K & 8th grade
Dining Room 2	K & 8th grade
Lounge	Grade 2
Right Side Art Studio	P3s
All Gender Art Studio	Faculty
Boys Locker Room	Grades 5 & 3rd grade
Girls Locker room	Grades 5 & 3rd grade
Preschool (G.Dobrowolski)	P4s
Preschool (K. Gallo)	P2s
Second Floor:	
Girl's Bathroom:	Grades 1, 4, 6, 7
Every Other Stall	Blocked from use to limit capacity
Boy's Bathroom:	Grades 1, 4, 6, 7
P2s bathroom	Faculty
Third Floor:	
Upper School English	Faculty
Nurse's Bathroom	Nurse's patients



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4.6 Shared Surfaces

The CDC recommends cleaning and disinfecting “frequently touched surfaces” daily including phones, desks, keyboards, handrails, door knobs, etc. The CDC recommends using an EPA-approved disinfectant (Lysol, Virex, Fantastic, spray).

- Harbor will be using Virex which the manufacturers recommend is required to sit on the surface for ten minutes prior to wiping it down.
- HCDS will clean and disinfect exposed areas in the event that an individual is confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high touch surfaces.

4.7 Technology Disinfection

- Devices will not be shared and there will be one device used per student.
- Students may be permitted to bring their personal devices to school for use, at the discretion of the upper school principal.
- Always unplug phones and tablets before cleaning.
- Don't spray your device directly, avoid getting drips of moisture in any openings.
- Prep with a dry, soft cloth to remove debris or fingerprints. Never use paper fiber materials like a tissue or paper towel, to avoid scratches.
- Consult the manufacturer's website. For the Pixel 3s: use ordinary household soap or cleaning wipes. Apple: you can clean your iPhone with a 70% isopropyl alcohol wipes or Clorox disinfectant wipes.
- Use a phone case or screen protector and wipe it down with either a soft cloth dampened with a little rubbing alcohol or a disinfecting wipe.
- Laptops:
 - Always unplug and remove batteries if possible.
 - Never spray directly.
 - Apple: you can clean your Apple products with 70% isopropyl alcohol wipes or Clorox disinfectant wipes. Consider getting a wipeable cover for your laptop.
 - Wipe down outside and keyboard with an alcohol-based disinfectant wipe. Or, use a soft cloth dampened with rubbing alcohol, making sure not to drip liquid into any openings. Let air dry.

4.8 HCDS Nursing Office & Stations

- Any student or adult entering the nursing spaces must wear a mask.
- The nurse will wear an N95 mask while in nursing spaces.



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- Anyone entering nursing spaces is to ask for permission to enter by asking the nurse if it is safe to do so.
- Nursing spaces will consist of the following:
 - Nurse's Office on the third floor for use with any possible COVID-related issues
 - Nurse's 'Annex' on the third floor (current 'meditation room') for use with any non-COVID issues
 - A cart with first-aid and sanitary supplies will be available in this space
- Nursing bathroom will be used for COVID-suspected students/staff and will be immediately disinfected after use.
- Appropriate use of PPE will be used by the school nurse while assessing or providing care to ill students.
- Diane Abrams, the Business Office Manager, whose office is adjacent to the nursing spaces will be required to wear an N95 mask when passing through.

4.9 Personal Items

- Each day it is asked that students in Kindergarten through Grade 8 bring the following items to school with them each day:
 - Snack, lunch, water bottle, a spare shirt, pants
 - Hand sanitizer
 - Tissues
 - A cloth face mask
 - A spare cloth face mask
 - A container for storage when the mask is not in use
 - A yoga mat or towel to sit on
- All personal supplies are to be labeled prior to bringing them to school.

4.10 Building & Classroom Mapping

Classroom locations will be determined based upon respective class sizes at time of reopening to allow for a six-foot social distance between students and faculty. As such, classrooms for the 2020-2021 academic year will likely change from where they have historically been located within Harbor's building. As the first day of school approaches, Friday, September 11, additional details will be provided.

4.11 Playground & Equipment Usage

- Due to exposure to the elements and UV-light, the CDC does not feel that playgrounds pose a health risk to students.



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- Students will be asked to wash or sanitize their hands before and after use.
- Playground should only be used by one ‘cohort’ or class at a time however multiple cohorts may have recess at the same time but use different areas of the outdoor space
- Playground will be disinfected via electrostatic spraying in between use by different cohorts/classes.
- Equipment used during recess or PE classes will be disinfected in between use by different cohorts/classes.
- No mask usage will be required while outside.

4.12 After-Hours Building Sanitizing

- Electrostatic sprayer will be used nightly by HCDS staff after 5:30 p.m. to disinfect the whole building (ie. classrooms, offices, hallways, bathrooms, common spaces, etc.) with Pure Tab cleaner with an emphasis on frequently-touched surfaces in high-transit areas
- Cleaning vendors hired by HCDS will be required, each night, to complete the following cleaning checklist:
 - Vacuuming carpeted spaces with a HEPA filter vacuum
 - Hallway floors mopped
 - Gym floor swept or vacuumed
 - Wiping of surfaces, particularly frequently-touched surfaces in high-transit areas
 - Dusting
 - Full and complete bathroom cleaning & disinfection

4.13 Building Ventilation

- HCDS will work to increase ventilation with outdoor air to the greatest extent possible (e.g., opening windows and doors) while maintaining health and safety protocols, particularly for younger students.
- Air-conditioning units and fans will be situated to ensure that airflow is not directed onto students, faculty and staff, and will be cleaned regularly.
- Coway air-filtration systems (which will filter up to 360 square feet) will be used in rooms without sufficient ventilation.

4.14 COVID Hygiene Coordination

- HCDS will adhere to and promote hygiene, cleaning, and disinfection guidance set forth by DOH and the Centers for Disease Control and Prevention (CDC).
- HCDS will train all students, faculty, and staff on proper mask-wearing, handwashing techniques and respiratory hygiene.



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- Healthy hygiene practices will be accomplished in person, by announcements and through signage in entrances, restrooms, classrooms, administrative offices and in the cleaning crew areas.
- HCDS will maintain logs that include the date, time, and scope of cleaning and disinfection, as well as identify cleaning and disinfection frequency for each facility and area type and assign responsibility to staff.
- A 24 oz. spray bottle of Virex and roll of paper towels will be placed in each occupied room to be used at the discretion of faculty/staff in that room.
- Electrostatic gun will be made available for larger equipment and toys- schedule TBD
- Electrostatic gun will be made available for playground equipment- schedule TBD
- Handrails will be disinfected nightly, everyone ascending and descending the stairway will be using hand sanitizer.
- Door knobs will be disinfected nightly. When the entire class leaves and re-enters the room, the teacher will wipe the door knob.
- Bathrooms will be disinfected on a nightly basis and cleaned by the cleaning crew.
- Bathrooms will be disinfected every two hours by designated HCDS staff.
 - Cleaning logs will be kept and displayed in each bathroom.
- Disinfecting wipes will be made available next to all shared walkie talkies for staff use.
- Cleaning crew will disinfect each night all areas they come in contact with in the course of cleaning the room with Virex spray bottle disinfectant upon leaving the room.

5. HEALTH & WELLNESS PROTOCOLS

- Social-distancing of six-feet is to be maintained by all students, faculty and staff at all times while in the building or on the HCDS premises.
- Classrooms will be situated with student desks placed six-feet from one another and OSHA complaint physical barriers will be placed between teachers and students.
- Masks, which are to be laundered daily, and stored in containers when not in use, are to be used as previously indicated in this manual.
- Classes will be kept apart from one another in cohorts to minimize interactions and/or co-mingling amongst students. This will help to minimize potential spread if there is a positive COVID case in the building and will also help to facilitate subsequent contact tracing.
- Parents and visitors will not be permitted into the building.

5.1 Response Team

- ‘Command Center’ personnel will consist of the following:
 - Diane Abrams: Director of Finance & Human Resources
 - Nancy Busa: School Nurse, COVID-19 resource person
 - John Cissel: Head of School, COVID-19 Coordinator
 - Nicole Fotis: Principal of the Lower and Upper School
 - Christine McBrien: Director of Admission & Parent Relations
- Command Center personnel will meet daily each morning to review supplies, absences, and processes.
- In the event of an illness within the community, HCDS will follow the procedures laid out in Section 9 of this document.
- Appropriate ‘Command Center’ personnel will ‘meet’ via Zoom as soon as possible to discuss the evolving situation and implement plans and procedures.

5.2 Contact Tracing

- HCDS’s Head of school will be the COVID-19 coordinator and will be the main contact upon the identification of positive COVID-19 cases. The head of school will be responsible for answering questions from students, faculty, staff and parents or legal guardians of students regarding the COVID-19 public health emergency and plans implemented by the school. The COVID-19 resource person and school nurse will work in close association with the head of school, acting as the COVID-19 coordinator.
- HCDS will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors.
- In the case of an individual testing positive, HCDS school nurse will create and maintain records to identify who may have come into contact with the individual to assist the local health departments in tracing all contacts of the individual, in accordance with the protocols, training, and tools provided through the New York State Contact Tracing Program.
- In the case that a faculty or staff member is alerted that they have come into close or proximate contact with a person with COVID-19, that faculty or staff member will immediately inform the school nurse and the head of school.
- Confidentiality will be maintained by HCDS and is required by federal and state law and regulations. HCDS will cooperate with all state and local health department contact tracing, isolation, and quarantine efforts.



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- HCDS will consult with local health authorities to determine if and when the school needs to be closed and when it can be reopened.
- According to Section 9 of this document, HCDS will follow the protocols and procedures established to determine when a student, faculty or staff member can safely return to school after a COVID-19 related absence.
- If COVID-19 cases are discovered, HCDS will close the related areas of the building for cleaning, or the entire school in consultation with the local health department.

5.3 Random Testing

- It is strongly recommended by the CDC that schools NOT conduct COVID-19 testing or require testing or antibody testing of students or staff members.
- The decision of whether a test needs to be conducted should be determined by a healthcare provider or the local department of health.

5.4 School Closures

- HCDS will monitor absentee rates to look for indications that the school cannot operate safely and will contact the local Department of Health when making such decisions.
- School closures will be communicated to HCDS faculty, staff and families via the website, OneCall Now and email.

5.5 Social-Emotional Well-Being

- In order to address the social and emotional well-being of our students, faculty and staff, HCDS plans to continue initiatives that have traditionally been in place as well as to add additional elements to our community.
- Social and emotional elements that have traditionally existed at Harbor for students that will continue upon reopening include, but are not limited to:
 - ‘Calm-corners’ in all classes to give students an area to reflect, manage their emotions and practice breathing/meditation exercises
 - Daily greetings at all school entrances to welcome and create sense of community
 - Teachers will do daily emotional ‘check-ins’ to help identify children who may be struggling
 - ‘Community circles’ will take place in class and with Harbor’s designated SEL staff person, Debbie Decker. Circles allow students to come together to discuss concerns and issues in a safe, group setting
 - During PE classes, students will be taught skills (ie. meditation, yoga, breathing, etc.) to help them cope in a variety of challenging settings



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- Mindfulness chimes are used to get students' attention or remind them of the need to take a moment to take a deep breath
- Students are taught to embrace their emotions and work through them as opposed to pushing aside and ignoring them
- Faculty and staff are provided social and emotional opportunities which include, but are not limited to:
 - Weekly divisional meetings where feelings are encouraged to be shared and meditations take place
 - Monthly full staff meetings where feelings are encouraged to be shared and meditations take place
 - Areas in the building will be designated for use by faculty and staff to allow for socially-distanced breaks
 - Each teacher has an accountability partner assigned to them providing them with someone they can speak openly with and share emotions
- Annually, the school evaluates the social and emotional needs of the students and adjusts the curriculum to meet those needs. In meetings before school opens and weekly meetings throughout the year, HCDS continues to evaluate and adjust the program as necessary. In order to make the program work, there are a number of people and teams of people who work together including our collaboration with the local school district, team of Advisors, leader of the advisory program, and head of school. Teacher training and reports to the board of trustees help to further develop the program. The SEL initiative is a school-wide program that has been a part of the school for years, but within the past three years has been enhanced with titled leadership, training and reporting.
- On the ground, the homeroom teachers in the lower school and advisors in the upper school work directly with the SEL leader to share their concerns and develop a plan to address them.
- The homeroom teachers in the lower school and advisors in the upper school will work directly with the SEL leader to promote student and faculty resilience.
- To strengthen our program, we have had several training sessions over the past three years with SEL professionals to help us better understand mental health, well-being, trauma-responsive and restorative practices. Techniques to work with students have been integrated into the curriculum. Our practices are integrated into our daily lives to begin each day and even in our weekly full-school meetings with breathing exercises, meditation, and conversation about one's own emotional awareness.
- If and when school, community, or world-wide events impact the emotional well-being within a class or grade, we will enhance our program to meet this need. The death of a



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family member from COVID is one example when this kind of practice is critical with respect to our well-being.

- With the hopeful return to students on campus, we are modifying our orientation program to add more time to the early days of school to help students adjust to the new patterns of our days and behavior with the separation of students into cohorts, the emotional discomfort of mask-wearing, and less social interaction. The students' understanding the reasons for this and accepting the new ways is important in their adjustment to school.
- In addition to the training of the faculty and staff within the school building, we have a list of social workers and psychologists whom we call on from time to time to help support students with more serious needs always working closely with the student's parents.
- The multi-faceted, layered program we have in place, one that is evaluated annually and throughout the year, strives to create a safe place for children to grow as students and people in our close community.

6. TEACHING AND LEARNING

6.1 Hybrid Learning Plan

- In the event that a student/parent/family/caregiver prefers not to attend school on campus, Harbor has designed an online learning plan with live instruction for students from kindergarten through grade 8. Online instruction will be taking place while HCDS's campus is still open for in person learning and for this reason this model is referred to as a hybrid learning plan. It will be aligned to the academic program and will include regular and substantive interaction with HCDS faculty. Using a variety of tools in every classroom - interactive boards, white board, camera, and individual laptops for every student - students from home will be able to participate in the classroom academic sessions to engage and maintain a close connection with the curriculum, peer classmates, their teachers throughout the day. With this plan, Harbor will create a clear communication plan for how students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology.
- In both online and hybrid learning, students who need a computer or learning devices will be able to receive one provided by HCDS and technology support will be made available to all students and faculty.
- Medically vulnerable individuals or high risk groups may need alternative educational programs when social distancing does not suffice. Students who must quarantine for 14

days or who become ill with the COVID-19 virus all may need an online learning program as well.

- HCDS's response to this is to provide online learning to individual students with a one-to-one or small group instruction remote learning teacher.
- Should a student be unable to attend in-person classes due to suspected illness within their household or a mandatory quarantine, or by personal choice, that student will be permitted to participate in class via online learning.
- The hybrid learning plan will be run simultaneously with the on-campus curriculum.
- Online instruction will be aligned to the academic program and will include regular and substantive interaction with a Harbor teacher.
- Harbor will create a clear communication plan for how students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology.
- Hybrid learning will consist of instruction via Zoom in real time by the normal classroom teacher.

6.2 Bilingual Education & World Languages

- At this time, HCDS does not have any English Language Learners (ELL) enrolled. However, should that change, ELLs would be afforded the opportunity for full and equal participation whether it be through an in-person, remote, or hybrid model of instruction. While many ELLs may have benefited from learning through remote learning platforms, it will be important to consider their unique needs and to strengthen the home language and supports necessary for English language development utilizing synchronous and asynchronous learning.
- The two world languages previously offered at HCDS (Mandarin and Spanish) will continue to be taught, per usual, following all necessary COVID protocols outlined herewith.

6.3 Library and the Arts

At HCDS Library and the Arts are an integral part of our curriculum and will be included and integrated into the instructional learning on campus and online following all necessary COVID protocols outlined herewith.

6.4 Substitute Teachers

HCDS plans to rely on its own cross-trained staff to cover classes in the case where a teacher may not report to school. Teaching plans will be laid out in advance allowing HCDS staff/faculty to step in and oversee lessons and independent work amongst the students.

6.5 Assessments, Reporting and Grading for the 2020-2021 School Year

- HCDS will assess students in the typical way in accordance with our traditional annual plans of assessments in reading in September, January and June. Student progress will be communicated to parents and caregivers in the traditional way in accordance with our parent teacher conferences and with our reports cards twice each year.
- Teachers will use pre-assessment and embedded formative assessments to inform instruction of on campus and online student learners.
- Teachers will consider the testing accommodation needs of some students when planning the approach to assessments.
- Teachers will utilize a variety of assessment tools for the various instructional models.
- Teachers will report students of concern, whether they are on campus or online learners, during the weekly divisional meetings in accordance with the typical policies at HCDS.
- Students who exhibit academic difficulties will be referred in the usual fashion to the Smithtown School District for further collaborative investigation. Parents and caregivers will be brought into the discussion early and often.
- HCDS will develop, modify, enhance, and communicate changes regarding grading policies that are applicable to online instruction when and if necessary.

7. BUILDING TRAFFIC PATTERNS

- To limit interactions and maintain distancing between students, faculty and staff, new ‘traffic patterns’ will be implemented which can include, but are not limited to:
 - Class specific entrances
 - Up/down staircases
 - Redistribution of classroom spaces based on class size
 - Socially-distanced arrival and dismissal procedures
 - Classes remaining with their own ‘cohort’ or ‘pod’ and limited movements throughout the building



- Itinerant movement of teachers and co-curriculars
- Masks will continue to be worn while moving throughout the building
- While moving throughout the building, students, faculty and staff will be further encouraged to maintain social-distancing between one another to the best of their ability
- Directional signage will be placed throughout the building to ensure safe movement throughout the building.
- Directional signage will be taped to the flooring with spots to show 6 ft. of distance in many areas.

8. TRANSPORTATION CONSIDERATIONS

- Students will be required to wear a mask and maintain social-distancing while on the school bus.
- Siblings may sit in the same seat with one another.
- Bus drivers will maintain a six-foot distance from all students.
- Bus companies will be increasing disinfection of school buses.
- Adults will not be permitted to get onto the bus.
- Harbor will rely on the integrity of the bus company and the school district that provides those services to our students. Districts and bus companies will keep us apprised of their protocols.

9. ILLNESS WITHIN THE HARBOR COMMUNITY

Should there be an incidence of COVID-19 within the Harbor community, it is imperative that a clearly defined response plan is in place to limit the possible spread to others in the community.

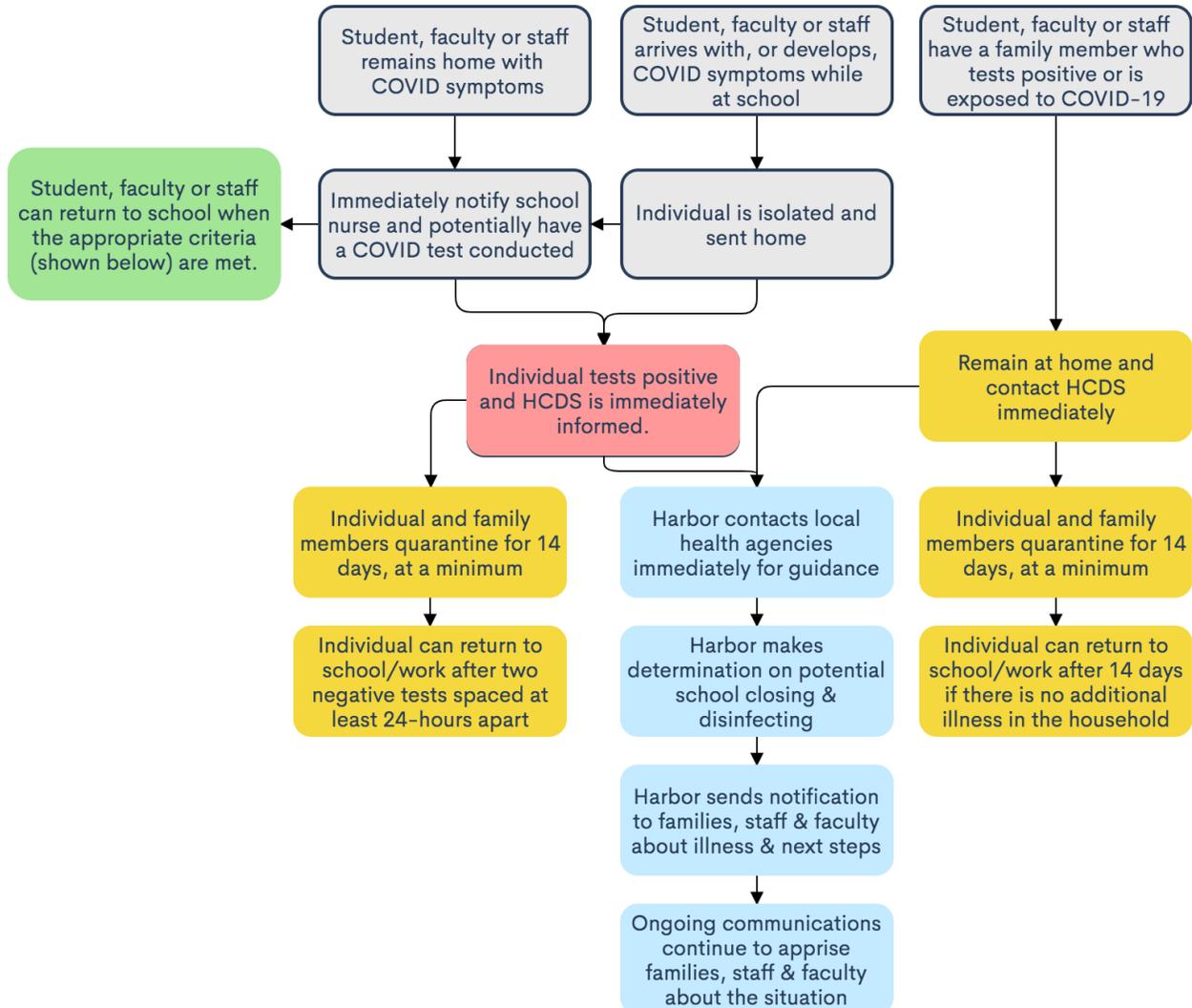
In the event of illness in the community, the following steps should be taken as indicated by the following flow chart.

Harbor Country Day School's COVID-19 Illness Response Procedure*



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**Building cleaning guidelines will be based on recommendations and guidance from health agencies upon their notification after an illness in the Harbor community.*

Criteria for a return to school/work:

- **For those who had previously tested positive:** After the student/staff is asymptomatic and has obtained two negative COVID-19 test results spaced 24 hours apart.
 - Please contact Harbor's nurse, Nancy Busa, at: nbusa@hcdsny.org with these results prior to sending your child back to school or returning to work.
- **For those who were exhibiting COVID-19 symptoms but a COVID-19 test was NOT obtained:** The student/staff MAY return once they:



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- Has been without fever (without the use of fever reducing medications) for 3 days **AND**
- Respiratory symptoms have improved **AND**
- Has clearance from their physician and a note has been provided to Harbor's school nurse.
- It's been at least 10 days since symptoms first appeared **AND**
- Depending on your healthcare provider's advice and availability of testing, you receive two negative test results in a row, at least 24 hours apart.

9.1 Attendance and Chronic Absenteeism

- Schools will maintain and collect, report daily teacher/student engagement or attendance regardless of instructional setting in kindergarten through grade 8.
- An allegation of educational neglect may be warranted when a custodial parent or guardian fails to ensure a child's prompt and regular attendance in school. HCDS will make every attempt to work with families of students who are learning online but may not be reporting to class on time or regularly.
- While faculty, staff and students are asked to err on the side of caution and not report to school if there is an indication of illness, doctor's notes will be required for all absences to reduce the possibility of unwarranted, chronic absenteeism.

10. FIELD TRIPS, SCHOOL CLUBS & ATHLETICS

- Per the NYDOH Guidance Interscholastic sports are not permitted at the time of publication of this guidance, and additional information on athletic activities is forthcoming. As such athletics will be placed on pause until additional guidance is received.
- Similarly, at this time field trips and school clubs will be cancelled to allow for school to reopen and get a handle on the situation.
- HCDS will restrict and/or limit use of school facilities to school sponsored extracurricular activities and groups. Should groups eventually be permitted to use school facilities, HCDS will ensure State and locally developed guidance on health and safety protocols are followed.
- Efforts will be made to maximize the use of technology and online resources to create or continue some extracurricular activities that may not need or that have limited person-to-person contact.



- Focus will be placed on individual pursuits or skills rather than traditional team sports or activities.
- Lessons will be planned around the available space for instruction.
- A distance of 12 ft. will be maintained between individuals while participating in activities that require aerobic activity and result in heavy breathing.

11. FIRE CODE COMPLIANCE, FIRE DRILLS & LOCKDOWN PROCEDURES

- HCDS will comply with the requirements for the 2020 New York State Uniform Fire Prevention and Building Code.
 - The function, position, and operation of automatic hold doors will remain unchanged.
- Fire drills and lockdown drills will continue to be conducted based on New York State requirements.
- During fire drills:
 - HCDS may consider a staggered schedule for fire drills, wherein classrooms are evacuated separately, minimizing contact between students in the hallways and stairwells.
 - Students will exit the building using the closest possible exit to ensure the building is evacuated as quickly as possible.
 - Students will remain in their classroom cohorts to limit interactions between different student groups.
 - Students above the age of three will wear masks, per usual.
 - Students will maintain six feet of social-distancing when exiting the building, waiting outside for the ‘all-clear’ announcement, and when returning into the building.
 - Each student cohort will be directed to pre-assigned waiting areas outside of the building which will keep cohorts separate from one another, and allow students to maintain social-distancing amongst themselves.
- During lockdown drills:
 - HCDS will conduct lockdown drills as mandated by New York State.
 - Windows and doors will be closed and locked.
 - Students above the age of three will wear masks.
 - Social distancing of six feet will be maintained to the best of our ability, based on recommendations from New York State - no hiding or sheltering.



12. ONLINE LEARNING & TECHNOLOGY CONSIDERATIONS

- Should HCDS be required to close for any reason (ex. State mandate, community illness, etc.) online learning will go into effect. Information will be provided to students and families via classroom teachers and an e-notification from the Head of School
- Online learning information will be made available via emails from teachers to respective families, e-blasts from the Head of School to the Harbor Community, Google Classroom and via the Online Learning Program website page located at:
<https://www.hcdsny.org/academics/onlinelearning>
- Preschool: Multiple zoom sessions per day with classroom teacher, 1 zoom per day with co-curricular teacher, slides.
- Kindergarten: 1 ELA per day, 1 math per day, and 1 or more zoom lessons with a co-curricular teacher. Core content areas provided by one of the classroom teachers.
- Grade 1-Grade 4: 1 ELA per day, 1 math per day, and 1 or more zoom lessons with a co-curricular teacher.. Additional co-curriculum presented in the form of projects, slides, videos. Core content areas provided by a per diem, remote teacher.
- Grade 5-Grade 8: Students will meet with for their classes throughout the day via Zoom. Students have the benefit of attending the SEL programs, ASM, and any other virtual experiences we are providing to students in the classrooms.
- Students who need a computer or learning devices will be able to receive one provided by HCDS.
- Technology support will be made available to all students and faculty.
- Zoom conferencing will be implemented to support this form of learning.
- HCDS has conducted two parent surveys to determine needs of students and family if a return to online learning becomes necessary.
- All guidelines for our online learning program have been updated by the online learning task force and these guidelines are located on HCDS website. Handbooks with specific guidelines for each division are located there.

13. HUMAN RESOURCE CONSIDERATIONS

- Any faculty or staff who have traveled to a COVID-19 ‘high-risk’ state (as indicated by Governor Cuomo’s tri-state area travel advisory) must quarantine for a 14-day period and inform HCDS of their status.



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- Faculty and staff are asked to not come to work if they are feeling unwell and exhibiting symptoms of COVID-19 and to immediately inform HCDS of the circumstances.
- Faculty and staff are asked to not come to work if someone in their immediate household tests positive for COVID-19 and to immediately inform HCDS of the circumstances.
- For the 2020-2021 academic year, there will be a more liberal time-away policy to encourage faculty and staff to stay at home if they are feeling unwell or suspect they may have been exposed to COVID-19.
- Individual needs and concerns of school professionals will be addressed with accommodations made as needed.
 - Pregnant or lactating mothers.
 - Employees with a medical condition.
 - HCDS faculty/staff who are part of the vulnerable population.
- If you have specific questions or concerns, please speak to your supervisor.

13.1 Vulnerable Populations

- Telework will be an option for classroom teachers in the vulnerable population. In these cases, teachers will zoom in for class and another teacher will be physically present in the classroom.
- For those vulnerable populations, including students, faculty and staff who are at increased risk for severe COVID-19 illness, and individuals who may not feel comfortable returning to an in-person educational environment, measures may be implemented, when possible, to allow them to safely participate in educational activities and, where appropriate, accommodate their specific circumstances.
- These accommodations may include, but are not limited to, remote learning or telework, modified educational or work settings, or providing additional personal protective equipment (PPE) to individuals with underlying health conditions.
- HCDS will identify and describe any modifications to social distancing or PPE that may be necessary for certain student or staff populations, including individuals who have hearing impairment or loss, students receiving language services, and young students in early education programs, ensuring that any modifications minimize COVID-19 exposure risk for students, faculty, and staff, to the greatest extent possible.

14. COMMUNICATIONS & EDUCATION

14.1 Students & Families

- Students and families will be kept fully informed of the guidelines, policies, procedures and circumstances surrounding COVID-19 in a variety of ways including, but not limited to:
 - Spring/Summer 2020 - A number of surveys have been and will be sent to families inquiring about: their past online learning experiences, concerns regarding school's reopening, interest in morning and after-care programs, technology needs and concerns.
 - Summer 2020 - Every other week e-notifications from the Head of School.
 - Summer 2020 - Two virtual 'Town-Hall' style meetings. Parents will be informed minimally two weeks prior to each meeting and given the opportunity to submit questions. They will also be able to ask questions during the call itself.
 - Summer 2020 - Students and families, stakeholders and community members are encouraged to contact HCDS with any questions or concerns they may have at any time.
 - Summer 2020 - HCDS's website is continually being updated with information as it becomes available.
 - Summer 2020 - Updates and reminders will also be shared, as appropriate, on social media.
 - Summer 2020 - Training faculty, staff, parents, students on hand hygiene, social distancing, wearing masks/face coverings, respiratory hygiene and use of PPE. This will occur through a variety of methods including signage in the building, posting on the website, informational videos via email, zoom conference orientations for faculty, staff, students and parents and social media posts. Ongoing with updates into the Fall semester.
 - Fall 2020 - Conspicuously post completed reopening plans at the school and on the school website for faculty, staff, students and parents/legal guardians to access.
 - Fall 2020 - HCDS will encourage all students to adhere to CDC/DOH guidance regarding the use of PPE, specifically face coverings, when distances of 6 ft. can't be maintained, through verbal communication and signage in the building, in verbal and written communications.
 - Fall 2020 - Harbor's Student Manual will contain Harbor's COVID-19 Response Plan as well as our 'Safer Together Agreement' and COVID-19 Health Checklist.
 - Fall 2020 - Harbor will continue to share updates and information via:
 - Weekly e-notifications
 - Website updates



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- Social media posts
- Phone app notifications
- Weekly ‘Coffee House’ parent discussion forums
- Weekly ‘All School Meetings’ (virtual, if needed)
- Additional communications as needed to provide timely updates

14.2 Faculty & Staff

- Faculty and staff will be kept fully informed of the guidelines, policies, procedures and circumstances surrounding COVID-19 in a variety of ways including, but not limited to:
 - Summer 2020 - Every other week staff meetings and email updates from the Head of School.
 - Summer 2020 - Harbor Country’s website is continually being updated with information as it becomes available.
 - Summer 2020 - Updates and reminders will also be shared, as appropriate, on social media.
 - Fall 2020 - HCDS will encourage all faculty, staff to adhere to CDC/DOH guidance regarding the use of PPE, specifically face coverings, when distances of 6 ft. can’t be maintained, through verbal communication and signage in the building.
 - Fall 2020 - Harbor’s Faculty Manual will contain Harbor’s COVID-19 Response Plan as well as our ‘Safer Together Agreement’ and COVID-19 Health Checklist.
 - Fall 2020 - Harbor will continue to share updates and information via:
 - Weekly e-notifications
 - Website updates
 - Social media posts
 - Phone app notifications
 - Weekly staff meetings
 - Weekly ‘All School Meetings’ (virtual, if needed)
 - Additional communications as needed to provide timely updates

14.3 In-Building Communications

To ensure that students, faculty and staff are following guidelines outlined in this document, Harbor’s Communications Department will be installing signage throughout the building, including but not limited to:

- Reminders not to enter the building if feeling unwell
- Conspicuously post reopening plans in the school and on the school’s website

- CDC Signage including:
 - What you should know about COVID-19
 - How to protect yourself...
 - Please wear a face covering...
 - Symptoms...
 - Stop the Spread of Germs...
 - What to do if you are sick...
 - Share Facts...
 - Stay home when you are sick...
- Directional signage and floor stickers throughout the building directing the flow of traffic
- Bathroom reminders with instructions on effective handwashing techniques

14.4 Crisis Response Plan & Communications

In the event that someone in the Harbor community has been exposed to, or is diagnosed with COVID-19, the following plan will immediately be executed:

- Local health officials will be notified immediately to help determine the most appropriate course of action.
- Coordinate with local health officials to communicate dismissal decisions and the possible COVID-19 exposure.
- Students and most staff may be dismissed for 2-5 days to allow for health officials and school to determine next steps and allow for building sanitation.
- Dismissal may include all activities including morning programs, afterschool programs, field trips, events, etc.
- Faculty, staff, students and their families are asked to follow recommendations from local and state officials outside of work to ensure our community's health and safety.
- Communications from the Head of School will go out to staff, parents, and students as quickly as possible.
 - In such a circumstance, it is critical to maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.
- Clean and disinfect thoroughly as recommended by the CDC and local health officials.
- Make decisions about extending the school dismissal, if necessary.
- Child care and school administrators should work in close collaboration and coordination with local health officials to make dismissal and large event cancellation decisions. Schools are not expected to make decisions about dismissal or canceling events on their own. School dismissals and event cancellations may be extended if advised by local health



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officials. The nature of these actions (e.g., geographic scope, duration) may change as the local outbreak situation evolves.

- Administrators should seek guidance from local health officials to determine when students and staff should return to schools and what additional steps are needed for the school community. In addition, students and staff who are well but are taking care of or share a home with someone with a case of COVID-19 should follow instructions from local health officials to determine when to return to school.
- Implement strategies to continue education and related supports for students including meal programs and medical and social services.

15. BUDGETARY & FISCAL CONSIDERATIONS

Harbor Country Day School (HCDS) is a 501c.3 non-profit school and does not receive state-funding. It is led by a Board of Trustees whose responsibilities are to hire a Head of School to run the operations of the school, to reaffirm its mission and have direct oversight of all finances of the school. One of the standing committees of the board is the Finance Committee which meets monthly to review, plan, and look at the long range financial goals of the school. The revenue stream of the school includes tuition, summer camp proceeds, and fund-raising. An annual audit is one other source of oversight for the school as well. The school is supported by the local districts by providing textbooks, bussing, professional development funds, and the school nurse

16. REGULATORY RESOURCES

American Academy of Pediatrics:

<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/?fbclid=IwAR2QaIPJTo-3j5-LnOHmiIwXVfPTeyNQMrqjmi0BKuj2UuM5zgE34-Glc6A#.Xvdz53Arg7S.facebook>

Center for Disease Control:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>)

CDC Considerations for Schools:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

New York State Guidelines for Higher Education: Phase 4:



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https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Higher_Education_Summary_Guidelines.pdf

Reopening Plan Checklist:

<https://forward.ny.gov/phase-four-industries>

New York State Department of Health School Opening Guidance

https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K_to_Grade_12_Schools_MasterGuidance.pdf

A New York State doc for safety of special education teachers.

https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh_specialeducationguidance.pdf

17.1 SAFER TOGETHER AGREEMENT Harbor Country Day School - Faculty & Staff

As we work together to provide a safe and healthy learning environment at Harbor Country Day School we have put together the following guidelines for returning to school. Please review and sign where indicated.

- Faculty and staff should only come to school if they are healthy and free of COVID-19 symptoms. (Refer to COVID-19 Faculty/Staff Health Checklist)
- Faculty and staff must follow social distancing guidelines of six feet while at Harbor.
- Masks are required for all faculty and staff unless working independently in a private office or outside.
- Masks should be laundered daily and kept in a sealed plastic bag when not in use.



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- If a faculty/staff member, or member of their family tests positive for COVID-19, please immediately notify Harbor Country Day School and follow HCDS guidelines. (See HCDS guidelines for specific information.)
- Faculty and staff will be required to quarantine for a 14-day period when returning from traveling internationally or from a ‘high-risk’ COVID-19 state as mandated by Governor Cuomo’s tri-state travel advisory.
- Faculty and staff, and their families, are asked to follow recommendations from local and state officials outside of work to ensure that they are not creating a work-place hazard upon their return.

I have reviewed and understand the terms of this agreement.

Staff/Faculty Member Signature

Date

**17.2 SAFER TOGETHER AGREEMENT
Harbor Country Day School - Students & Families**

As we work together to provide a safe and healthy learning environment at Harbor Country Day School we have put together the following guidelines for returning to school. Please review and sign where indicated.

- Students should only come to school if they are healthy and free of COVID-19 symptoms. (Refer to COVID-19 Health Checklist)
- Students and families must follow social distancing guidelines of six feet while at Harbor.
- Masks are required for all students aged three years and older while at Harbor.
- Masks should be laundered daily and kept in a sealed plastic bag when not in use.



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- If a student, or member of their immediate family tests positive for COVID-19, please immediately notify Harbor Country Day School and follow HCDS guidelines. (See HCDS guidelines for specific information.)
- Students and their families will be required to quarantine for a 14-day period when returning from traveling internationally or from a ‘high-risk’ COVID-19 state as mandated by Governor Cuomo’s tri-state travel advisory.
- Students and their families are asked to follow recommendations from local and state officials to ensure our community’s health and safety.
- Students should be familiar, and comply with, Harbor’s cleaning, disinfecting and hygiene policies.
- Families must read the Student & Parent Handbook, especially with respect to the COVID-19 addendum.

I have reviewed and understand the terms of this agreement.

Parent/Guardian Signature

Date

STUDENT NAMES:

17.3 COVID-19 Faculty/Staff Health Checklist - When to Remain Home from Work

Please remain home if...

- You have a fever greater than 100°F (*please do not medicate yourself to reduce fever in order to come into work*)
- You have knowingly come into close or proximate contact with someone who has tested positive for COVID-19
- You have any of the COVID-19 symptoms which include:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches



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- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- You have traveled internationally or been to one of the COVID-19 ‘high risk’ states (as mandated by Governor Cuomo’s tri-state travel ban) within the last 14 days
- You or someone in your immediate household has tested positive for COVID-19
 - If someone in the immediate family has tested positive, please contact Harbor’s school nurse, Nancy Busa, at: nbusa@hcdsny.org **immediately**.*

A return to work can take place:

- **For those who had previously tested positive:** After the faculty/staff member is asymptomatic and has obtained two negative COVID-19 test results spaced 24 hours apart.
 - Please contact Harbor’s school nurse, Nancy Busa, at: nbusa@hcdsny.org with these results prior to returning to work.
- **For those who were exhibiting COVID-19 symptoms but a COVID-19 test was NOT obtained:** The faculty/staff MAY return once they:
 - Have been without fever for 3 days **AND**
 - Respiratory symptoms have improved **AND**
 - It’s been at least 10 days since symptoms first appeared **AND**
 - Have clearance from their physician and a note has been provided to Harbor’s school nurse.

17.4 COVID-19 Student Health Checklist - When to Remain Home from School

Please keep your child home from school if...

- Your child has a fever greater than 100°F (*please do not medicate your child to reduce their fever in order to be able to send them to school*)
- Your child has, to your knowledge, come into close or proximate contact with someone who has tested positive for COVID-19
- Your child has any of the COVID-19 symptoms which include:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches



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- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Your child have traveled internationally or been to one of the COVID-19 ‘high risk’ states (as mandated by Governor Cuomo’s tri-state travel ban) within the last 14 days
- Someone in your immediate household has tested positive for COVID-19
 - If someone in the immediate family has tested positive, please contact Harbor’s school nurse, Nancy Busa, at: nbusa@hcdsny.org **immediately.***

A return to school can take place:

- **For those who had previously tested positive:** After the student is asymptomatic and has obtained two negative COVID-19 test results spaced 24 hours apart.
 - Please contact Harbor’s school nurse, Nancy Busa, at: nbusa@hcdsny.org with these results prior to returning to work.
- **For those who were exhibiting COVID-19 symptoms but a COVID-19 test was NOT obtained:** The student MAY return once they:
 - Have been without fever for 3 days **AND**
 - Respiratory symptoms have improved **AND**
 - It’s been at least 10 days since symptoms first appeared **AND**
 - Have clearance from their physician and a note has been provided to Harbor’s school nurse.

17.5 Reopening & Online Learning Task Force Members

Harbor Country Day School Staff

Diane Abrams	Director of Finance
Dana Amir	Teacher of Science
Amanda Baron	Teacher of Math
John Cissel	Head of School
Debbie Decker	Director of Athletics & Student Life
Gretchen Dobrowolski	Teacher of Preschool
Nicole Driscoll	Teacher of Physical Education
Nicole Fotis	Principal of Lower & Upper Schools
Krystina Gallo	Early Childhood Division Head



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Laura Huang-Earnst	Teacher of Second Grade
Kandra Kane	Teacher of Fifth Grade
Dawn King	Teacher of Preschool
Christine McBrien	Director of Admission & Parent Relations
Lynette Mutschler	Assistant to Administration & Admission
Susan Napodano	Library Media Specialist
Caitlin Packard	Advancement Associate
Ralph Pepe	Teacher of History
Sonia Rodriguez	Teacher of Spanish
Donna Siani	Teacher of Music
Hong Snyder	Teacher of Mandarin
Jennifer Taggart	Director of Advancement
Meredith Valasek	Front Office Receptionist
Rachel Weir	Teacher of Music
Artie Weissbach	Director of Technology
Ken Wilken	Director of Plant Operations

Additional Advisors

Corinne Hammons, Harbor parent, Chair of the Board of Trustees
Cynthia Lippe, Harbor parent, Vice Chair of Board of Trustees
Therese DeAngelis, Board of Trustees, Chair of the Finance Committee
Nancy Langdon Hickerson, Secretary of the Board of Trustees

Medical Advisory Panel

Dr. Robert Antonacci, Harbor past parent
Mrs. Sharon Beardslee, R.N., Harbor parent
Mrs. Seema Bhansali, Esq., Harbor parent, past parent
Dr. Alex Finger, Harbor parent
Dr. Mohammed Hamdani, Harbor parent
Dr. Tehmina Haque, Harbor parent, past parent



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Dr. Sami Khan, Harbor parent, past parent
Dr. Christine Ruggiero, Harbor parent
Mrs. Elisa Stoler, R.N., Harbor parent