Lancaster Country Day School
2020-2021 School Year
Reopening Plan

Lancaster Country Day School’s COVID-19 Task Force has created the following plan for the return to campus in August, 2020. The main goal of the plan is to enable as much on-campus learning as reasonable while maintaining the safety and health of all students, faculty, and staff. The Task Force has consulted with medical professionals, local public health officials, as well as regional and national associations of Independent Schools. LCDS will follow CDC guidelines, the Pennsylvania Department of Health regulations, and local public health officials’ recommendations in order to execute a plan that protects the well-being of all individuals. Recognizing this is a fluid situation, the plan is designed to offer flexibility understanding that, at any given time, our ability to remain on campus may be limited.

Lancaster Country Day School will open its academic year on August 25 with orientation for new students. Returning students will begin the school year on August 26th. Faculty and Staff professional days will be addressed in a separate communication.

New health and wellness procedures, as recommended by the CDC and PA Department of Health, will be implemented on campus. These measures include but are not limited to: Health screening, social distancing expectations, wearing of masks, and frequent cleaning and disinfection throughout the building. All individuals who are present on campus must adhere to recommended guidelines. Additionally, there will be limitations on visitors to the campus. Details on procedures can be found below.

In the event that the Governor of Pennsylvania or the Lancaster Country Day School Administration deems it necessary to restrict access to the campus due to COVID-19 concerns, the school will implement its virtual learning program across all grades. The school has ensured its ability to extend one-to-one technology to each student. In LS, the particular device depends on the grade level, while in MS & US all students are issued an iPad. We are exploring hybrid teaching options that might allow for some students to be at home while others are in school in a traditional learning environment. We will pass along more information about this in a future communication.

The COVID-19 Task Force will continue to monitor public health developments and will review campus policies and procedures throughout the school year. The Task Force will provide regular updates to the school community and will communicate any changes to the plan as necessary.

The Health and Safety Reopening Plan was developed in response to results from surveys completed by over 200 school families while taking into consideration the guidelines set forth by health officials. It is divided into the following sections: arrival to campus, start and end
times of school day, hybrid learning schedule, social distancing requirements, mask policy, hygiene practices, cleaning procedures, lunch and snack policies, water fountains, attendance policy, visitor policy (including parents), acknowledgement of risk agreement, field trips, before and after school care and enrichment offerings, quarantine procedures, and exposure to COVID-19.

I. Arrival to Campus

Every person entering the building will have his/her temperature checked and symptoms screened at Wellness Stations. These stations will be located at the three main entrances to the building - Lower School, Middle/Upper School, and Athletics and will be staffed by LCDS faculty and staff. Thermal scanners will be placed at the doors of these locations. These scanners will operate by facial recognition, also acting as an additional security measure for our community. Lower School students arriving at the LS entrance will have their temperatures checked at multiple curbside stations at drop-off. In addition to temperature screening, everyone will be surveyed for COVID-19 symptoms including fever, chills, cough, shortness of breath/difficulty breathing, fatigue, body aches, sore throat, congestion or runny nose, nausea, rash, diarrhea, loss of taste or smell.

Anyone entering through the Athletics Wing or the MS/US Entrance who registers a temperature above 100.4 °F or who identifies two or more symptoms will be directed to an outside tent for further evaluation by a nurse. The nurse will perform an additional temperature check and evaluate for illness. At this point, it will be determined whether or not the individual can remain at school. Students who can not remain at school will be escorted to a containment area to wait until a parent or guardian picks him/her up from school. Lower School students at car drop-off who register a temperature above 100.4 °F or who identify two or more symptoms will be required to leave with his/her parent or guardian.

Please note that public health realities may lead the school to require students, faculty or staff to leave the school if symptoms present. The risk to everyone else gathered within the school is simply too great for the determination to be left up to the individual. We appreciate your respect for and support of this practice at this time.

The building doors will open at 7:30 a.m. at each of the three major entrances. As a new approach, classrooms will open for all students at 7:40 a.m. to give all students a supervised area to report to. This additional time will give everyone an opportunity to go through the screening processes.

Information obtained during daily Wellness Screenings will be shared only as needed administratively; otherwise it will be held in confidence and retained by the school nurse.
II. Start and End Times of School Day

Building doors will unlock at 7:30 a.m. When students arrive, they will go through the screening process. Classrooms will open at 7:40 a.m. After students complete the screening, they will proceed directly to their classrooms (first period for MS/US students) to avoid congregating. First period will begin at 8:10 a.m.

For students in Grades 1-12, the school day will end promptly at 3:00 p.m. and all students are required to leave the campus at that time. Students who are participating in PIAA-approved athletics events should report to the Athletic Wing and follow necessary guidelines for practices and games. Students in Preschool, Junior Kindergarten, and Kindergarten (with the exception of bus riders) will be dismissed at 2:30 p.m. Please note, this is a change to our usual dismissal time for kindergarten students.

In order to effectively and safely clean the building, we require quick and efficient dismissal of all students. No lingering or loitering in the building will be permitted.

III. Hybrid Learning Schedule

For Middle School and Upper School students, LCDS will implement a hybrid learning schedule in order to have fewer students on campus. Technology has been purchased and will be installed in all classrooms which will enable teachers to instruct classes to students participating both on site and virtually. Half of MS/US students will report to school on days 1, 2, 5, and 6 while the other half remains at home and connects to classroom instruction virtually. The students who were home on days 1, 2, 5, and 6 will then report to school on days 3, 4, 7, and 8 and the balance will attend classes virtually. More information about division of students will follow in a future communication.

IV. Social Distancing Requirements

The school will enact efforts to maintain six feet of social distancing to the maximum extent possible. Classrooms will be organized to best accommodate this requirement and markings within the building will remind students of appropriate spacing. Further consideration of school day practices are under review to promote effective social distancing.
V. Mask Policy

Masks that cover both the mouth and nose will be required to be worn by everyone on the LCDS campus. Anyone not wearing a mask will not be permitted on the campus. Masks may be removed when outside as long as six feet of social distancing is maintained. LCDS will have disposable paper masks available, but students and faculty are encouraged to bring a mask of their choice. CDC guidelines recommend cloth masks.

Faceshields will be available in certain instances for students and faculty. These circumstances involve situations in which it is important to have eye covering. Faceshields are not a substitute for masks but rather an additional safeguard. Note that the possible use of faceshields in our early childhood program will receive continued study as we recognize the importance of young students reading the whole of the face visually.

Students will be provided opportunities to take outdoor breaks which would permit mask removal throughout the day. Outdoor instruction, when possible, is encouraged.

VI. Hygiene Practices

Hand washing and the use of hand sanitizer is mandatory for all individuals. Upon entering the building, everyone must use hand sanitizer which will be available at the Wellness Stations. Hand washing or the use of hand sanitizer is also required when entering every classroom. Hand sanitizer will be available in all classrooms.

Restroom policies involve single-use in order to limit the number of persons in a common area. Faculty and staff will monitor the use of bathrooms within their divisions.

VII. Cleaning Procedures

All persons on the campus are responsible for maintaining a clean environment in order to promote a safe and healthy campus. Antiseptic wipes will be available throughout the building. School Maintenance Staff will increase cleaning practices throughout the day, including elevated cleaning of door handles and bathrooms. Antiviral fumigation equipment has been purchased and will be utilized often, especially in highly traveled areas.
Teachers are expected to maintain cleanliness of classroom materials. To the extent possible, it is recommended that students do not share materials. In the event that items must be shared, they should be cleaned between uses.

VIII. Lunch and Snack Breaks

In order to maintain social distancing and to maximize use of school space, lunch will take place in classrooms. We will offer boxed lunches which will be prepared in the school kitchen and delivered to classrooms. There will be three choices which can be pre-ordered on a weekly basis via a Google Form. Beyond this option, faculty and staff are encouraged to pack their lunch at home to bring into school. Similarly, MS & US students wanting a mid-morning snack should bring such snacks from home.

IX. Water Fountains

All water fountains will be turned off. Students, faculty and staff are asked to bring water bottles to school. We will provide portable water coolers to support water bottle filling, and are exploring adding more permanent water bottle filling stations.

X. Attendance Policy

LCDS is committed to maintaining a flexible attendance policy and requires that anyone with any symptoms related to COVID-19 remain at home. It is also recommended that anyone experiencing symptoms be tested for COVID-19 and remain quarantined while awaiting results. When unable to attend school physically, students are encouraged to connect via technology during the school day as they are able and as fits their grade-level practice.

XI. Visitor Policy (including parents)

Only visitors who must enter the building will be permitted. It is required that all school-related meetings be conducted virtually. If a parent/guardian needs to drop off something to a student, there will be tables located outside of the LS and MS/US entrances so that items can be dropped off without the adult entering
the building. Those dropping off supplies should contact the receptionist who will ensure that the material is delivered to the appropriate student. In the event that a visitor must enter the building, he/she will go through temperature and symptom screening.

XII. Acknowledgement of Risk Agreement

All persons participating in any activity or business on the LCDS campus will be required to complete and sign an Acknowledgement of Risk Agreement. This agreement will be sent to families in early August. Without completion of this document, students are not permitted to participate in any school related activities.

XIII. Field Trips

All field trips off campus are cancelled until further notice.

XIV. Before School Care, After School Care, and Enrichment Activities

Because of our need to maintain social distancing of our students and staff, we will not be able to offer before or after school care at this time. This includes both ASP for Lower School and MASH for Middle School. As the year progresses, we will re-examine our ability to offer before school and after school care.

XV. Quarantine Procedures

All students and faculty/staff who travel from foreign countries to the LCDS campus must quarantine for a period of 14 days upon their return. Additionally, LCDS will follow Governor Wolf’s recommendation and require any person traveling from specific states with high incidents of COVID-19 cases to quarantine for a period of 14 days.

XVI. Exposure to COVID-19 Policy
LCDS will follow CDC Guidelines with regard to COVID-19 exposure and testing. If an individual tests positive for COVID-19, he/she must stay home for at least 10 days after symptom onset AND after he/she is fever free for 72 hours. If someone has had close contact (within 6 feet for 10+ minutes OR if a household member has COVID-19), he/she must quarantine for 14 days after the infected person is released from isolation.

More specific guidelines relating to COVID-19 testing and quarantining will be provided closer to the start of the school year.

The school community and local health officials will be notified of confirmed positive COVID-19 cases in employees and students.

If a student, staff or faculty member does contract COVID-19, we expect cooperation with efforts to trace contact. In keeping with public health practices in place to contain the spread of this virus, we will be proactive in seeking contact information.