



## HEALTHY RETURN TO HAWK HILL PLAN

October 23, 2020

The foundation of our 2020-21 academic year is based on in-person classes with all students on campus five days a week. Our classroom and campus protocols are developed to reduce exposure and risk for our students, faculty, staff, parents and families. **This plan is subject to change.** Updated items are in green.

### Health and Safety

- **Daily health monitoring**

- We will ask the community to self-monitor their own health (parents, students, faculty and staff), including taking temperatures at home every day before coming to school.
- Parents, faculty and staff are asked to use the School Wellness Screener (SWS) app for daily health reporting on school days. If you are unable to use the app, please continue to use the Daily Health Screening Form. Every student must submit the screener or turn in the form as they enter the buildings. For instructions or questions on how to download and use the app, please contact your division office or email [shellie.javier@universitylake.org](mailto:shellie.javier@universitylake.org).
- **In the event of illness**  
**Level 1:** If a student, faculty or staff member experiences any of the following symptoms, please stay home and consult with a physician. Siblings of students and family members should stay at home as well. If symptoms occur during the school day, the student and any siblings must go home as soon as possible. Parents will be contacted to pick them up. Symptoms include:
  - Temperature more than 100.4
  - Chills
  - Cough
  - Shortness of breath
  - Muscle aches
  - Recent loss of taste or smell

**Level 2:** If experiencing two or more of the following symptoms, stay home and consult with a physician. Symptom-free siblings and family members do not need to stay home. If two or more symptoms occur during the school day, the student must go home as soon as possible. Parents will be contacted to pick them up.

- Sore throat
  - Diarrhea
  - Headache
  - Fatigue
  - Nausea
  - Vomiting
  - Non-allergy congestion or runny nose
- **Requirements for return due to symptoms:** If a student, faculty or staff member exhibits symptoms, you must do **one** of the following to return to school:
- Be tested for COVID-19 and receive one negative test result. The new “rapid result” tests are acceptable.\*
  - Isolate at home for 14 days.
  - Provide a note of approval from a physician to return to school, even if symptoms are not COVID-related. If a family with multiple students has only one symptomatic student, and the doctor’s note says that the one student can return, then the other students are eligible to return with the same doctor’s note.
  - \*If a household member is awaiting a COVID-19 test result, please keep students and siblings home until the result is confirmed negative. This applies to faculty and staff as well.
- **Requirements for return due to known direct exposure:** If a student, faculty or staff member has known direct exposure to someone with a confirmed case of COVID-19, you must quarantine for 14 days. Students may not return to school, even with a negative test result, for 14 days.
- **Known direct exposure:** If a student, faculty or staff member has been in direct contact with someone with COVID-19, we ask them to stay home and isolate for 14 days. See “requirements for return” language above. Direct contact is defined as within 6 feet for a cumulative 15 minutes or more in a day; or someone in the same household. If a family member, but not the student, is positive for COVID-19, the student must be quarantined for 10 days after the family member was released from isolation.

- **Returning to school after illness:** If a student, faculty or staff member contracts COVID-19, they may return to school 10 days after onset of symptoms. The school will contact the family to discuss symptoms and the ability to return. You may reach out with health updates to [covid19@universitylake.org](mailto:covid19@universitylake.org).
- **Potential exposure:** If you are concerned about COVID-19 exposure, the best time to test is 3 to 5 days after the exposure
- **Confirmed case procedure:** In the event of a confirmed COVID-19 case on campus, we will notify the Waukesha County Department of Health and Human Services and provide a direct contact list for contact tracing purposes. We must follow the guidance of the Waukesha County Health Department.
- **Communication:** The ULS community will be notified as soon as possible of any confirmed COVID-19 cases on campus. We will not share names for the sake of privacy.
- **Reporting to school:** In the event of a confirmed COVID-19 case, parents are asked to report the test result to [covid19@universitylake.org](mailto:covid19@universitylake.org).
- **Travel:** Parents, faculty, staff and students who travel more than 50 miles from home to a location considered a high-risk “hot spot” – and mix with that local population for 2 or more hours – must self-isolate for 14 days. This also applies to all members of the household and any visitors to your home. We will release a website link to track hot spots soon. Please contact [covid19@universitylake.org](mailto:covid19@universitylake.org) for further direction.
  - **Hot Spot Map** - Click on the specific county under the dropdown “7 day % positive.” If that number is greater than 10%, it’s a hotspot. The color scheme adjusts by state since some states are all a hot spot, and it’s supposed to distinguish which are “hottest.”
  - For **international travel**, please consult the [Johns Hopkins University COVID-19 global case map](#) to see if you will be visiting a hot spot. If the international area you are traveling to is red on the map, you must self-quarantine for 14 days upon returning home.
- **International students:** Please self-isolate for two weeks upon arriving at the start of school or during the year. International students who remained stateside are exempt, unless they visited a high-risk area (see above).

- **Hygiene**

- **Hand cleanliness:** Students, faculty and staff are asked to use the provided hand sanitizer as they arrive each morning. If someone prefers not to use hand sanitizers, they must wash their hands with soap for 20 seconds upon entering school buildings.
- **Cleaning:** Faculty and facilities staff will follow an established schedule and protocol for cleaning/disinfecting in classrooms and common areas. Each division will establish hand-washing routines and bathroom protocols.
- **Masks:** Based on the science we currently have, masks decrease risk and provide a layer of protection for others in the community. This is another example of how our community supports each other.
  - Masks will be required inside ULS school buildings at all times. This includes students in SK and grades 1-12, faculty, staff, parents and visitors. Anyone aged 5 and up is included in the state mandate requiring face coverings indoors effective August 1, 2020.
  - Masks do not need to be worn when socially distanced during lunch, physical education classes, and while outside.
  - Masks are not required for JK3 and JK4 students.
  - Preprimary students do not need to wear a mask while napping.
  - Cloth or fabric masks are sufficient. N95-rated masks are not necessary.
  - Masks should be multi-layered. If you can see light through the fabric when held up, it is too thin.
  - A neck gaiter is acceptable to use as a mask if the fabric is doubled up to provide two layers.
  - Please see the [CDC guidelines on masks](#).
  - Masks can have designs as long as they are appropriate and not distracting.
  - Masks must be worn properly to cover the nose and mouth.
  - Students who do not follow these standards are subject to disciplinary action by the Division Head/Dean of Students.
  - It is recommended that students wear a clean mask each day.
  - If wearing **reusable masks**, students should have at least one or two backup masks on hand at school in case they become soiled or damaged. Reusable masks can be laundered every day, or have multiple masks and wash them at least weekly.
  - If using **disposable masks**, students should keep an adequate supply in their locker or cubby.
  - Students should have a resealable, non-permeable plastic bag in their locker or cubbie to store soiled reusable masks that will not be worn again until after laundering.

- Students should also have a paper bag or “breathable” bag in which to temporarily store a mask if it will be put back on.
  - If a student is outdoors and removes their cloth mask – and intends to put the mask back on – it is acceptable to temporarily place the cloth mask in their pocket while outside and socially distanced. This is not recommended for disposable masks.
  - Singing can only be conducted safely in an outdoor setting and while wearing a mask.
- **Facilities:** We are working with our cleaning company and other vendors to provide as safe an environment as possible. We will keep windows open as weather permits and use HVAC systems to maximize air flow.
- **Water fountains:** Bubblers will be closed for drinking. Bottle-filling stations will be available.
- **Common-use appliances:** Microwaves, refrigerators, coffee pots, hand dryers and other common-use appliances will not be available for students, faculty and staff.
- **Playgrounds:** During the school day, playgrounds will be closely monitored and controlled by faculty and staff. The playgrounds will be closed before and after school.
- **Gyms and recreational sports:** Gyms will be closed at the end of the school day. Students are only permitted to engage in shooting at the outdoor basketball hoops. Students are not allowed to play 1v1, 2v2 games. Face-to-face contact games/sports are not allowed during recess, etc.
- **Social Distancing**

Social distancing of the recommended 6’ will be followed in and out of the classroom, and anywhere on school grounds. This will also apply to drop-off and pick-up routines.

- **Parents and visitors**
  - Parents and visitors are asked to remain outside of school buildings, especially during times of congestion (pick up and drop off).
  - Tours with prospective families will occur during non-congested times. Prospective families will not enter classrooms, and must wear masks

while on tour.

- **Classroom protocol:** We will maintain social distancing in classrooms. Plans are in development to maintain social distancing in regards to desks and furniture, use of classroom supplies, access to lockers/cubbies, etc.
- **Group activities and events:** Large group gatherings will be avoided for the first semester and will be re-evaluated for second semester. Events such as assemblies, concerts and plays will be re-imagined to be held outdoors or online. Second semester events and activities will be re-evaluated based on pandemic conditions.
- **Lunch:** Hot lunch from Liberty Kitchen will be available to order online. Lunches will be delivered to the classrooms.
- **Off-campus activities**
  - Field trips and leadership trips are postponed or will be re-imagined until further notice
  - US fall leadership trips will be re-imagined to include alternative local activities
- **Athletics**
  - **Team Transportation**
    - Masks are required in vehicles
    - Social distancing of 6 feet or greater is required in buses
    - Windows should be open as weather permits
  - **Games**
    - Masks/face coverings are required at all times for ULS teams and opponents.
    - The home team and opponents will submit health attestation forms to the opposing coach upon arrival.
    - Hand sanitizer will be available when the athletes enter the athletic area, at the scoring table, and/or team bench
    - All game personnel will wear masks: coaches, referees, scorers, etc.
    - Maintain social distancing during warm-up, team huddles, half-time and post-game
    - Maintain team cohorts established throughout warm-up and post-game (see practice notes below)
    - Practice hand hygiene by avoiding contact with other players (no high-fives, etc.)
    - Social distancing will be maintained on sidelines, benches, etc.
    - Volleyballs will be cleaned after each game during matches
  - **Practices**
    - All fall athletics (games and practices) are held outside only
    - Masks/face coverings are required to participate in practices

- Student athletes and coaches are not required to wear a mask if they are outdoors and greater than 6 feet apart.
- Masks should meet the school guidelines as published in the Healthy Return plan
- Social distancing is required before, after and throughout practice. As a result, practices will look different.
- Student athletes should either wash their hands or use hand sanitizer as they enter the fields.
- Avoid face-to-face drills
- Teams will be divided into two cohorts for pre-practice, practice and post-practice situations. Coaches and athletes will maintain at least 20 yards between the groups (in other words, avoid one large cohort).
- Personal equipment cannot be shared (water bottles, knee pads, shin guards, etc.)
- To the fullest extent possible, avoid sharing of team equipment (balls, etc.)
- Coaches and teams will follow cleaning protocols during practices.

## Academics

- **Outdoor Learning**

We are using outdoor spaces for learning and activities as much as is reasonable for teachers to manage in the coming year. The campus provides many outdoor learning spaces among the trees, in the prairie lands, on green spaces, at the Hawk and Eagle Nest open-air classroom, or even on a circle of tree stumps. We also have additional outdoor learning spaces that include white boards and sun shades.

- **Blended Learning**

Our new instructional model, blended learning, allows our on-campus learners and at-home learners to have a similar learning experience. At-home learners will need to have access to a printer.

- **Virtual Learning**

1. **Long-term at-home learning:** Students who electively switch to at-home learning are committing to at least two weeks of virtual learning, per the notification requirement of a return date. All at-home learners must have a documented return date (or indefinitely). If a student switches to at-home learning, it may take teachers 24-48 weekday hours to properly accommodate that request.
2. **Traditional absence:** If a student is absent from school for illness (non-COVID) or a planned family trip, they should not expect to tune in virtually during that

time. They may check Google Classroom asynchronously and email their teachers, but they should not plan on being able to Zoom into all of their classes. Teachers have unit plans set for the entire week – some of which include Zoom, and some of which don't.

3. **Pending COVID results:** Those students who are learning from home temporarily due to quarantine or COVID-19 symptoms or testing should follow the Healthy Return to Hawk Hill protocol for eligibility to return to campus (see above). Parents or older students should reach out to the school and teachers for direction regarding return dates and coursework.

**The at-home learning program was built for COVID-related situations, not for the traditional absence.**

- **Distance Learning**

In the event that ULS must close due to conditions beyond our control, the entire school will move to full-time distance learning. Distance learning will also apply to the MS/US scheduled time frame after Thanksgiving break.

- On Monday, November 30, following Thanksgiving break, the LS will return to campus. The MS and US will have two weeks of distance learning prior to returning to on-campus learning as a safeguard to keep our community healthy. This is due to the MS and US practice of switching classrooms throughout the day.

Please be aware that distance learning will be modified and improved for 2020-21. Based on industry-developed best practices, extensive research and parent feedback, our distance learning model will look different moving forward. It is important that we move from a crisis response model to a sustainable distance learning model for increased student engagement and learning.

Some modifications will include:

- Schedule
- Content and format
- Parent education
- Chromebook program extended to 1st grade
- Increased focus on Social-Emotional Learning (SEL) and connecting with students
- Students must have access to a printer at home



- **Preprimary Considerations:** We recognize that distance learning is uniquely difficult for our youngest learners because of their age. If we are required to move to full-time distance learning at any point during the next school year, we will provide JK3, JK4 and SK families a prorated tuition credit for each week that we are in distance learning. We will credit 75 percent of the family's tuition responsibility, prorated to account for financial aid, toward enrollment in 2021-22.
- **Daily Schedule for Middle and Upper Schools**

There will be a one-year change to the daily schedule in the Middle and Upper Schools. The day will begin 10 minutes earlier in both divisions. The Middle School will end 10 minutes later, and the Upper School will end 4 minutes later. This allows for extended passing periods and lunch times to prevent congestion without impacting class times. All three division buildings will be open with supervision for students from 7:30 a.m. - 3:30 p.m.

#### **2020-21 Daily Schedule**

7:50-8:00 - Advisory

8:05-8:50 - 1st Hour

8:55-9:40 - 2nd Hour

9:45-10:30 - 3rd Hour

10:35-11:20 - 4th Hour

11:20-12:00 - Lunch

12:05-12:50 - 5th Hour

12:55-1:40 - 6th Hour

1:45-2:30 - 7th Hour

2:35-3:20 - 8th Hour, US End of Day

3:20-3:25 - MS Homeroom, MS End of Day

**This plan will be expanded as we move closer to the start of the school year.**