



MCS K-12 REOPENING PLAN

Prepared by the MCS Administration

Written: June 30, 2020

Revised: July 22, 2020

INTRODUCTION

Updated Letter

Dear MCS Families,

Thank you for your patience as we have worked to develop our reopening plan. We believe this plan will allow us to be on campus for in-person instruction in a way that will provide an enjoyable, enriching, and beneficial school year.

Gathering, sifting through, and evaluating all of the (sometimes conflicting) information we have received has proven to be a challenging task. We understand that there are no perfect solutions. While we understand that COVID-19 will be part of all of our lives for the foreseeable future, our goal has been to create a learning environment that minimizes risk while acknowledging that we cannot eliminate it completely. This plan is based on the advice of health care professionals, collaboration with other private schools, and guidance from our accrediting agency. As such, it has been approved by our school board.

The plan that follows allows us to mitigate risk through the numerous operational modifications and precautions we have established while not sacrificing components of on campus life that contribute to the social, emotional, and developmental well-being of our students.

While we do not have the capability to offer both on-campus and remote learning options simultaneously, we are prepared to transition to online/remote instruction due to a prolonged closure, should the need arise. Our remote learning team has identified a number of ways to improve the online experience for parents, students, and faculty. We have a plan in place that will lessen the workload, streamline communication, and eliminate the stress and frustration that so many experienced in the Spring.

We understand that in order to comply with updated guidance from federal, state and local agencies, changes to our daily procedures, planned events, and class activities may be required at various points throughout the school year. Although adjustments may have to be made, our school events are important to us, and we will do our best to maintain some sense of normalcy in what is sure to be an abnormal year.

I know this year will be filled with challenges that will require patience, flexibility, and understanding. Please know that we will make every effort to remain open while at the same time striving to keep our faculty, staff, and students safe. I know we all love MCS. While we are witnessing much division in our country, my prayer is that we will unite around navigating this challenging time with grace and wisdom, while continuing to prepare for a very bright future at MCS. Thank you for your continued prayers and support. If you have specific questions, please email us at CovidInfo@mcstn.org.

Sincerely,

DR. JEREMY WALLACE

Head of School

PHASES

We have developed 5 phases that will enable us to respond quickly should COVID-19 circumstances change rapidly.

Phase 1- Normal Operations (No modifications at all)

Phase 2- Modified Operations (Still on campus)

Phase 3- Significantly Modified Operations (Still on campus)

Phase 4- Temporary, Short-term Closure (Closure of less than 7 school days)

Phase 5- Long-term Closure (Closure of longer than 7 school days) or multiple short-term closures

The phase we are in will dictate our response in a number of areas. Each phase is described in more detail below.

PHASE 1

Under Phase 1, MCS will operate as normal. While additional cleaning will still take place, and the guidelines listed under the general policies will still be followed, there will be no other significant modifications to how we operate.

PHASE 2

Our plan is to begin the school year in Phase 2. However, we understand this could change based on health conditions in August.

Under Phase 2 there will be some noticeable modifications to how we operate:

Screening: We will be taking each student's temperature prior to them entering the building. For students who are dropped off, this temperature check will take place by a touchless thermometer prior to the student exiting his/her vehicle. For students who drive themselves, this temperature check will take place by a touchless thermometer prior to them entering the building. (Logistical details will be sent prior to the first day of school.)

Class Sizes: The average class size in our elementary is 14 and the average class size in the middle and high school is around 17. These sizes will allow for more social distancing.

Social Distancing: Classroom desks will be separated as much as possible. Social distancing will be required in chapel and at lunch to the degree possible.

Max Group Size: There will be no self-imposed limit.

Masks/Face Shield: Masks are allowed for all students, faculty, and staff at any time.

Students: All students are encouraged to wear masks in situations where social distancing is not possible. Middle School and High School students are strongly encouraged to wear masks in more congested common areas, such as hallways between classes.

Faculty & Staff: Faculty and staff are strongly encouraged to wear masks or face shields in more congested common areas and when interacting in close proximity with students.

Masks are required for those serving lunch.

Masks are strongly encouraged for those individuals who have underlying conditions.

If the governor mandates masks for schools, we will adjust our policy to comply.

**** This policy on masks is based on advice we have received from trusted health officials and the school lawyer, is in line with how many other private schools are operating and has been discussed and approved by the MCS Board of Directors. ****

Chapel: Will be held as normal with smaller group sizes and with social distancing required.

Elementary: - K5-3rd grades will have chapel at the same time (with social distancing)
- 4th-6th grades will have chapel at the same time (with social distancing)

Middle School: Middle School will have chapel in the gym (with social distancing)

High School: High School will have chapel in the gym (with social distancing)

Under Phase 2, visitors will be restricted to chapel speakers.

Lunch: Will be held as normal with smaller group sizes and with social distancing required to the degree possible.

Preschool & Elementary: - Preschool students will eat in their classrooms.
- K5-3rd grades will eat together at the lunch tables (with social distancing required to the degree possible)
- 4th-6th grades will eat together at the lunch tables (with social distancing required to the degree possible)

Middle School: Middle School will eat at the lunch tables (with social distancing required to the degree possible)

High School:

High School students will eat lunch on the bleachers (with social distancing required to the degree possible)

Under Phase 2, lunch visitors will not be allowed.

Break: The MS & HS break will take place as normal with social distancing required to the degree possible.

Athletics: We will take all TSSAA guidelines under advisement. Since we are not a TSSAA member school, specific decisions about athletics will be made by the school administration.

Cleaning: Teachers will clean and sanitize their rooms no less than twice during the day.

School Trips: All school trips planned during this phase will be evaluated on a case-by-case basis.

Elementary Specifics: Parents will be limited in the building past the office area. Contact activities will not be planned for PE or recess. However, we understand at this age social distancing will not be a reality. Group work will be limited.

MS & HS Specifics: Parents will be limited in the building past the office area. Contact activities will not be planned for PE. Choir and band will continue as normal with as much social distancing as possible. Group work will be limited.

PHASE 3

Under Phase 3 there will be significant modifications to how we operate. All of the Phase 2 precautions will be followed, plus we will make additional adjustments to how we operate:

Max Group Size: We will follow state guidelines.

Chapel: We will not hold large group MS and HS chapel services. Our small groups will meet in place of chapel. Since Elementary chapel is split into two smaller groups, it will still be held with social distancing.

Lunch: Lunch will be held in individual classrooms. If our lunch vendors can still provide food, it will be served to students in their classroom.

Break: The MS & HS break will take place in classrooms, not as a large group in the gym.

Cleaning: Teachers will clean and sanitize their rooms no less than three times during the day.

School Trips: All school trips planned during this phase will be cancelled.

Athletics: We will take all TSSAA guidelines under advisement. Since we are not a TSSAA member school, specific decisions about athletics will be made by the school administration.

Elementary Specifics: Parents will not be allowed in the building past the office area. Elementary students will be limited to the elementary hallway & gym. Students will still have recess but will not utilize the playground equipment. PE class will operate under social distancing guidelines. Music classes will be instructional and will not incorporate singing or playing instruments. Parent conferences will take place via Zoom. Group work will be limited and follow social distancing guidelines.

MS & HS Specifics: Parents will not be allowed in the building past the office area. Choir and band classes will become instructional music classes and will not utilize singing or playing instruments. PE classes will operate under social distancing guidelines. Parent conferences will take place via Zoom. Group work will be limited and follow social distancing guidelines.

PHASE 4

Phase 4 is a temporary and short-term closure that will not include remote or online instruction. This would be utilized in the event of a brief localized COVID-19 outbreak, a significant percentage of cases within the school, or at the recommendation of the Governor or Health Department.

Online Instruction: Under Phase 4 operations, no online instruction will take place. This means that while some homework assignments may be given, no new instruction will take place.

Other School Activities: All other school activities scheduled during the closure will be cancelled.

Cleaning: The school will undergo a deep cleaning during the closure.

Athletics: We will take all TSSAA guidelines under advisement. Since we are not a TSSAA member school, specific decisions about athletics will be made by the school administration.

It is possible that we would transition from Phase 4 to phase 5 without returning to school between phases.

PHASE 5

Phase 5 is a short term or long-term closure that will include remote/online instruction. This would be utilized in the event of a lengthy localized COVID-19 outbreak, a significant percentage of cases within the school requiring a prolonged closure (more than a few days), or at the recommendation of the Governor or Health Department.

Athletics: We will take all TSSAA guidelines under advisement. Since we are not a TSSAA member school, specific decisions about athletics will be made by the school administration.

Other School Activities: All other school activities scheduled during the closure will be cancelled.

Cleaning: The school will undergo a deep cleaning during the closure.

Online Instruction: Under Phase 5 operations, online instruction will take place but will look much different than it did in the Spring.

Middle School/High School

If we have to transition into an online instruction, our schedule will transition to more of a block schedule. For example:

Periods 1, 2, & 3 will be held on Monday and Thursday.

Periods 4, 5, & 6 will be held on Tuesday and Friday.

Electives will be held on Wednesday.

- MS & HS students will operate on a specific daily schedule with specified class times that they must attend.
- Assignments will only be due on the day the particular class is held and at the time the class is held.
- Homework for electives and non-core classes will be very limited.

Elementary

Monday and Thursday: Language/Reading & Social Studies/History

Tuesday and Friday: Math, Science, & Bible

Wednesday: Specials (on rotation)

- There will be no homework for specials. There will be activities provided by specials teachers each Wednesday.
- Assignments will only be due on the days assigned to each class.
- Worksheet assignments will be limited.
- No busy work will be given. All assignments given will fall under essential educational objectives.

***Specifics schedules may vary. This info is given as a sample structure.

GENERAL POLICIES

EXCLUSION FROM SCHOOL

Students and employees will be excluded from the school environment if they test positive for COVID-19, have a fever of 100.4 degrees or higher, and/or exhibit two or more of the following symptoms as outlined by the CDC.

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Muscle Pain
- Headache
- Sore throat
- Loss of taste or smell

If your student is excluded from school based on the above factors, MCS will discuss with you an education plan to ensure your child is progressing academically.

RETURN TO SCHOOL AFTER EXCLUSION

Once a student or employee is excluded from the school environment, they may return if they meet the following guidelines:

- **For students or employees who have symptoms but do not receive COVID-19 testing:** If a student or employee has demonstrated the above symptoms and does not pursue COVID-19 testing, he/she may only return to school when:
 - At least 7 days have passed since the first symptoms appeared; and
 - He/she has not had a fever for at least 72 hours (this must be a full 72 hours of no fever without the use of medication); and
 - At least 3 days of no other symptoms.
- **For students or employees who have symptoms and do receive COVID-19 testing and receive a positive diagnosis:** If a student or employee has demonstrated the above symptoms and tests positive for COVID-19, he/she may only return to school when:
 - At least 10 days have passed since positive test; and
 - He/she has not had a fever for at least 72 hours (this must be a full 72 hours of no fever without the use of medication); and
 - At least 3 days of no other symptoms; and
 - He/she has been released by a healthcare provider (a note from the doctor will be required).
- **For students or employees who have no symptoms but receive a positive diagnosis:** If a student or employee is asymptomatic but still tests positive for COVID-19, he/she may only return to school when:
 - At least 10 days have passed since positive test; and
 - He/she has been released by a healthcare provider (a note from the doctor will be required).
- **For students or employees who do receive COVID-19 testing and receive a negative diagnosis:** If a student or employee has demonstrated the above symptoms and tests negative for COVID-19, he/she may only return to school when:

- He/she has not had a fever for at least 72 hours (this must be a full 72 hours of no fever without the use of medication); and
 - No development of additional symptoms.
- **For students or employees who have no symptoms but have had possible exposure to someone with COVID-19, and do not pursue testing:**
 - Individuals should self-monitor for symptoms; and
 - Wear a mask when on campus for 10 days.
 - **For students or employees who have no symptoms but elect to be tested due to exposure to someone with COVID-19 OUTSIDE of their household:**
 - While waiting on test results, students and staff who have been exposed to someone with COVID-19 outside their household should self-quarantine until a diagnosis is received.
 - If a positive diagnosis is received, refer to above section.
 - If a negative diagnosis is received, no other action is needed.
 - **For students or employees who have no symptoms but elect to be tested due to exposure to someone with COVID-19 INSIDE of their household:**
 - While waiting on test results, students and staff who have been exposed to someone with COVID-19 inside their household should self-quarantine until a diagnosis is received.
 - If a positive diagnosis is received, refer to above section.
 - If a negative diagnosis is received and the individual has no ongoing contact with the individual who tested positive, no other action is needed.

It is expected that families will keep school administration updated on COVID-19 related testing and possible exposure.

ADDITIONAL CLEANING

MCS has purchased additional cleaning equipment and supplies to aid the ongoing effort to clean and sanitize our facilities. We will be taking the following measures:

- All surfaces will be cleaned and sanitized multiple times a day;
- Regular rotational use of Ozone machines;
- Daily use of electrostatic sprayer in high traffic areas;
- Deep cleaning of facilities during prolonged closures.

We have also added a full-time janitor to ensure we are sanitizing our facilities throughout each day.

HAND SANITIZING STATIONS

We have added 12 hand sanitizer stations throughout the building. Students will be asked to use these when entering or exiting the building, before and after lunch, PE, and recess. Each class will also have hand sanitizer available for teachers and students.

FRESH AIR SYSTEM

We have serviced our fresh air intake system and it is set to cycle fresh air into every classroom 4 times per hour.

ADDITIONAL NOTES

School Calendar: We are not planning on any changes to the school calendar at this time.

Communication: During the school year the Head of School will send out weekly updates via email. In the event of a short notice closure, MCS will utilize our text alert system.

Preschool: The MCS Preschool is a state-certified entity and therefore will operate in accordance with state guidelines. After our initial meeting with our liaison, our reopening plan is in agreement with the state guidelines. Should the state issue additional expectations, we will communicate that to preschool parents.

Chromebooks: While one-to-one Chromebooks are already available for 3rd-12th grades, we have applied for a grant which would allow us to provide one-to-one Chromebooks for grades K5-2nd in the event a long-term closure is needed. These are scheduled to arrive in late August.

Modifications to this Plan: We realize the COVID-19 circumstances are always changing. Because of this, we reserve the right to change and amend this plan at any time at our discretion.

Additional Information: We realize this plan does not address every situation or answer every question. If you do have specific questions, please contact us at CovidInfo@mcstn.org.

The administration will make specific determinations on all issues not covered in this reopening plan.

As mentioned above, any specific questions or comments related to COVID-19 should be sent to CovidInfo@mcstn.org.