Friends Seminary is the oldest continuously operated coeducational school in New York City. Friends Seminary serves 780 day students in Kindergarten through Grade 12. The school's mission is to prepare students "not only for the world that is, but to help them bring about a world that ought to be." It is guided by a service mission statement and a diversity mission statement.

Friends Mission Statement: Friends Seminary educates students from kindergarten through twelfth grade, adhering to the values of the Religious Society of Friends. We strive to build a diverse school where students exercise their curiosity and imagination as they develop as scholars, artists and athletes. In a community that cultivates the practices of keen observation, unhurried reflection, critical thinking, and coherent expression, we listen for the single voice as we seek unity. The disciplines of silence, study, and service provide the matrix for growth: silence opens us to change; study helps us to know the world; service challenges us to put our values into practice. At Friends Seminary, education is rooted in the Quaker belief in the Inner Light – that of God in every person. Guided by the testimonies of integrity, peace, equality, and simplicity, we prepare students to engage in the world that is and to help bring about a world that ought to be.

Adopted December 2015
Introduction to Friends Seminary

The Lower School at Friends is comprised of grades K-4 and has 262 students. The typical class size in recent years has been 18 students, with a Head Teacher and Associate Teacher in K and 1st Grade classrooms, and a Head Teacher only in 2nd, 3rd, and 4th grade classrooms. The Head teachers are responsible for reading, writing, math, and social studies. All other subjects are taught by content area specialists.

The Middle School consists of grades 5-8 and has 225 students. 5th and 6th graders are organized by homeroom groups of 18. Each homeroom has a homeroom teacher who is one of the subject teachers for that group. Students have classes with their homeroom group for all subjects except music and second languages. In 7th and 8th grade, students are mixed with others from their grade in each academic class but are organized into small advisory groups of 7-9 students for academic and social guidance activities.

The Upper School is grades 9-12 and has 299 students. Students have each academic class with a different group of peers and many classes include students from multiple grades. Students select their courses each year based on their personal interests and their progress and achievement in previous classes. Students are assigned an academic advisor who remains their first point of contact for support and guidance during their 4 years in the Upper School.

For more information: https://www.friendsseminary.org/
Friends has been devoting every moment possible to what is an innovative, pedagogically and academically strong, child-centered and age-appropriate plan for reopening the school and for starting the first semester, while being mindful of the health and safety of our school community, as well as the surrounding community.

The reopening committee, the administration, the Board and outside consultants (an epidemiologist, doctors, psychologists, technologists, architects) have worked to create a Friends experience that acknowledges the times we live in, but also respects our mission, values, program and commitment to people.
Risk Analysis

In preparing this Plan, Friends has been guided by the Center for Disease Control’s (“CDC’s”) Considerations for Schools (dated May 19, 2020), the CDC’s July 23, 2020 statement paper titled “The Importance of Reopening America’s Schools this Fall”, the NY State Department of Health Interim Guidance For In-person Instruction At Pre-K To Grade 12 Schools During The Covid-19 Public Health Emergency (as of July 13, 2020) and the NY State Department of Education Recovering, Rebuilding, and Renewing: The Spirits of New York’s Schools Reopening Guidance (as of July 16, 2020).

Friends has prepared its Reopening Plan with the following CDC Guiding Principles in mind -- the risk of COVID-19 spread increases in school settings as follows:

• **Lowest Risk:** Students and teachers engage in virtual-only classes, activities, and events.

• **More Risk:** Small, in-person classes, activities, and events. Groups of students stay together and with the same teacher throughout/across school days and groups do not mix. Students remain at least 6 feet apart and do not share objects (e.g., hybrid virtual and in-person class structures, or staggered/rotated scheduling to accommodate smaller class sizes).

• **Highest Risk:** Full sized, in-person classes, activities, and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities.
In recognition that the risks related to the return to in-person instruction during the COVID-19 pandemic and the fact that the situation is evolving on an almost daily basis, Friends initially created three potential scenarios for Fall Instruction. However, after consulting with various experts and our teachers, we concluded that we could not have a full reopening at this time, including all in-person instruction. As a result, we submit only two plans for the Department of Health’s (“DOH’s”) and Department of Education’s (“DOE’s”) consideration:

1. Hybrid Program (some (~50%) of Friends students return to campus each day); and
2. Distance Learning for All (i.e., all students work from home)

We detail each of these plans below for your consideration and approval. As circumstances change and develop, Friends hopes to submit a revised Plan including a Full Reopening as soon as we are able to develop such a plan that would allow for social distancing at full capacity.

The major elements of Friends plan include:

i. Staggered Repopulating of Campus
ii. Health and Safety Measures
iii. Modified Programs and Schedules for Each Division, and
iv. Monitoring, Planning for Containment in the event of an infection and Scenario Planning in the event fully remote learning is required.
Priorities for Fall Planning

As the reopening committees have considered a range of scenarios and options for our fall reopening, we have used the following queries as a lens to evaluate the many possible approaches:

- How can we protect, to the greatest possible degree, the health and safety of every member of the community?
- How can we bring the community physically together on campus as much as possible?
- In what ways can we ensure equity of access to the Friends experience across grade levels, regardless of circumstances?
- How will we continue to deliver a challenging, diverse and exciting academic program to all students, K-12, regardless of circumstance or location?
- How do we maintain our important co-curricular and community programs, the social emotional fabric of the community, and our Quaker Mission, in addition to excellent academics?
- Can we leverage new and existing technology to creatively support solutions for a healthy return to campus and full, flexible access to our programs?
Plan for Re-Opening In-Person Instruction
Plan for Monitoring
Plan for Containment
Plan for Closure
In this Section, we detail our plans for Re-Opening In-Person Instruction based on the following criteria:

- **Capacity**
- **Social Distancing**
- **PPE and Face Coverings**
- **Operational Activity**
- **Restart Operations**
- **Hygiene, Cleaning and Disinfection**
- **Extracurriculars**
- **Before and After Care**
- **Vulnerable Populations**
- **Transportation**
- **Food Services**
- **Mental Health, Behavioral and Emotional Support Services and Programs**
- **Communication**
Plan for Re-Opening In-Person Instruction

**CAPACITY**

- Friends Seminary is committed to a safe campus while providing in-person instruction with 6 Feet Physical Distancing.
- After careful study with our Architect, Friends has evaluated its spaces and concluded that Friends can have 50% of its students on campus while maintaining social distancing.
- Some portion of our students will need to stay home each day, in order to maintain social distancing.
- Depending on state and local guidelines, campus life may be severely impacted by necessary protocols for symptom vigilance, safe hallway movement, surface sanitizing, handwashing, eating, no touching, etc.
Friends Seminary is committed to a safe campus while providing in person instruction with 6 feet of social distancing space in all directions at all times while on campus and during instruction. Friends will ensure that a distance of twelve feet in all directions is maintained during activities that require projecting the voice (e.g., singing), playing a wind instrument or aerobic activity resulting in heavy breathing (i.e., participating in gym classes). Friends has installed physical barriers where appropriate, such as in the main lobby. Models of physical barriers and signage that has been installed are included herewith as Appendix 1. After careful study with our Architect, we have determined that we will be able to have approximately 50% of our students and adults on campus while maintaining social distancing.
Plan for Re-Opening In-Person Instruction

SOCIAL DISTANCING

- Friends sought out but was not able to find viable additional or alternate indoor space to support in-person instruction for all students and employees on campus.
- Friends will install directional signs in hallways to indicate direction of traffic in order to encourage social distancing when students are not located in their classrooms.
- Friends has restricted the use of certain places where students congregate, such as lockers, so that individuals can be socially distanced.
- Friends will limit or eliminate the sharing of desks and shared materials as much as practicable. Where desks are shared, they will be limited to members of the same cohort. All desks will be cleaned and disinfected between use by different students. At the end of any class, other than within the same cohort, students will be provided sanitizer to wipe their desk or shared materials.
Plan for Re-Opening In-Person Instruction

SOCIAL DISTANCING

- Friends will reduce bi-directional foot traffic by installing tape and signs with arrows in hallways and throughout the campus.
- Friends will have health screening, sanitizing and PPE stations throughout the campus.
- Friends Library will be used as a classroom with the restricted capacity of six feet of appropriate physical distancing.
- Everyone will be required to maintain a minimum of six feet apart while on campus.
- Common areas, offices and classrooms will be marked to show six feet of appropriate physical distancing.
- Signage will be posted throughout the campus with reminders of social distancing and with visual representations of six feet.
- In addition to physical signs, AV displays will also be used for reminders of the social distancing requirement.
- Appropriate PPE will be worn at all times and physical barriers will be put into place wherever possible.
Plan for Re-Opening In-Person Instruction

**SOCIAL DISTANCING**

- Each classroom will be equipped with two wheeled plexiglass and wood barriers for teacher use while standing during instruction or while seated at a desk.
- Offices will be provided with tabletop, L-shaped plexiglass barriers that can be used as needed. Any barriers used will comply with the OSHA guidelines.
- Hallways will be limited to foot traffic going in one direction only, alternating directions on each floor. PPE must be worn at all times while in the hallway, whether or not other people are in the vicinity of six feet.
- Elevator capacity will be limited to no more than two occupants; students are not permitted to ride the elevator alone. PPE will be required at all times in or near the elevator and hand sanitizer will be available nearby and must be used before entering the elevator.
- While waiting for the elevator, social distancing must be observed and a socially distanced queue will be demarcated. Elevator use is limited to those who cannot readily use the stairs or for the transportation of large or heavy objects.
Plan for Re-Opening In-Person Instruction

**PPE & FACE COVERINGS**

- Students and employees will be required to wear Personal Protective Equipment (“PPE”) -- at a minimum an acceptable face mask -- while on campus throughout the school day at all times. With appropriate social distancing, the following are the limited exceptions to this requirement:
  - while eating or drinking, or
  - when under the supervision of a school staff official who directs the covering to be removed.

- The School will maintain several-months supply of PPE at all times.

- If needed, faculty, staff, and students will be provided with 3-ply surgical masks and N-95 masks will also be available for those who need additional protection.

- Face shields, goggles or eyeglasses are available if requested. Gloves are also available. If commercially available, clear “communicator” masks will be provided for faculty and students in the Lower School.
Plan for Re-Opening In-Person Instruction

OPERATIONAL ACTIVITY - Overview

As described further herein, acknowledging that Friends cannot have more than 50% of its students on campus at one time while maintaining social distancing, Friends has prioritized in-person instruction for its youngest students, while allowing all students an opportunity for in-person instruction. Current data suggests that younger students may be at lower risk for transmission and infection of COVID-19.

Current guidelines for schools include avoiding large groups in enclosed spaces, maintaining 6-feet of physical distancing, and limiting students to small, contained cohorts whenever possible.

Particularly in the younger grades, Friends plans to cohort students in groups of 7-10 students. This will reduce the risk of viral transmission and will allow for discrete cohorts to quarantine in the event of infection, without requiring that the entire campus to close and shift to distance learning.

Grouping students in our Lower and Middle Schools together in small cohorts (also referred to as ‘pods’) with limited interactions with other students and adults. This strategy is most important at the younger ages where the ability to practice physical distancing and regular sanitary habits are still developing.

Younger students (Lower and Middle School students) will remain with their class throughout the day and will not be permitted to wander around campus. Lower and Middle School students will also have staggered start times, and all lockers will be locked to discourage congregating in the hallways.

Communications to families will encourage parents and caregivers to maintain the cohorts during out of school activities.

Friends plans to keep the roster of cohorts fixed for the duration of the public health emergency.
Plan for Re-Opening In-Person Instruction

OPERATIONAL ACTIVITY - Lower School Plan (K-4)

- We have adjusted our operational plans to account for the fact that our younger students are less able to engage in remote learning and to adapt to social distancing and good hygiene practices, whereas our older students are better able to engage in the self-discipline required to maintain social distance, good hygiene, and remote learning. We were guided by our impression that younger students have less capacity to learn and build social skills online and to remain virtual would result in a lack of progress on these important development fronts. In-person learning also provides needed consistency for our youngest students.

- Friends plans to have its K-2 students come to the school five days/week. While at school, the K-2 students will be split into cohorts of 7-10 students and will have limited mixing with other cohorts. Each cohort will have a primary homeroom teacher and several additional teachers that will rotate between cohorts, maintaining social distance.

- Friends plans to have its 3-4th grade students come to the School four days/week (Monday, Tuesday, Thursday and Friday), engaging in remote learning on Wednesdays. While at school, students in grades 3-4 will be split into cohorts of 7-10 students and will have limited mixing with other cohorts. Each cohort will have a primary homeroom teacher and several additional teachers that will rotate between cohorts, maintaining social distance.

- The only planned mixing outside of cohort groups for K-4 will be during recess when two cohorts will use the outdoor recess yard at the same time. Cohorts will remain in separate areas of the recess yard.

- Our communications to our School community related to our plans for the Lower School can be found here.
Friends plans to have its fifth and sixth grade students come to the School four days/week. (Monday, Tuesday, Thursday and Friday), engaging in remote learning on Wednesdays. While at school, students in grades 5-6 will be split into cohorts of 7-10 students and will have limited mixing with other cohorts. Students will spend most of their time in a single classrooms, and to the extent they are outside the classroom (i.e., for PE, dance, drama and daily recess), they will remain with members of their cohort. Students will maintain increased social distancing of 12 feet for indoor physical activities such as PE, dance, or drama. Students will not have use of the locker room. During at-home days, students will have synchronous classes via Zoom in a variety of co-curricular subjects, divisional community meetings, and also some time for asynchronous, screen-free assignments. The only planned mixing beyond cohort groups for grades 5-6 will be during recess when two cohorts will use the outdoor recess yard at the same time. Cohorts will remain in separate areas of the recess yard. Our communications to our School community related to our plans for the Middle School can be found here.
Friends plans to have its seventh and eighth grade students come to the School two days/week. (Monday & Tuesday (7th grade), Thursday & Friday (8th grade)), engaging in remote learning on the remaining three days. While at school, students in grades 7-8 will be split into cohorts as much as possible.

Students in grades 7-8 will spend most of their time in a single classrooms, and to the extent they are outside the classroom (i.e., for PE, dance, drama and daily recess), they will remain with members of their cohort.

Students will maintain increased social distancing of 12 feet for indoor physical activities such as PE, dance, or drama. Students will not have use of the locker room.

During at-home days, students will have synchronous classes via Zoom in a variety of co-curricular subjects, divisional community meetings, and also some time for asynchronous, screen-free assignments.

The only planned mixing beyond cohort groups for grades 7-8 will be during recess when two cohorts will use the outdoor recess yard at the same time; and during leveled subjects such as math and second languages, where students in a cohort are enrolled in different courses and will need to mix with students of other cohorts for these in-person classes.

Our communications to our School community related to our plans for the Middle School can be found here.
Plan for Re-Opening In-Person Instruction

OPERATIONAL ACTIVITY - Upper School Plan (Grades 9-12)

- Friends plans to have its Upper School students (Grades 9-12) have virtual classes four days/week (Monday, Tuesday, Thursday and Friday).
- Upper School students will come to campus on Wednesdays for a full day of advisory and community programs and meetings with teachers. In addition, Friends plans to have the Upper School students on-campus for a full-week of on-campus instruction in November, January, February and April (if hybrid/remote learning remains necessary through those dates).
- Friends believes that a schedule with primarily remote learning will afford more opportunities for 1:1 meetings between teachers and students than a normal, in-person schedule, which is aimed at providing as much support for students and remote learning as possible. In addition, this approach is informed by early data, suggesting that COVID infection risk among students 15 and older is equivalent to adults. Since the US academic program makes cohorts impossible, remote instruction was deemed the safer alternative for all but a few instances (see 2nd bullet above).
- On in-person days, Upper School students will not be able to freely move about campus, gather in unorganized or large groups, or come and go from campus as normal. While on campus, students will move between classrooms for a limited number of pre-organized meetings with different groupings of students. Due to the variety of programs offered to Upper School students, each student’s program is individualized and strict cohorting is not possible. Physical distancing, use of PPE’s, and hand washing hygiene will be strictly enforced in order to limit exposure.
- Our communications to our School community related to our plans for the Upper School can be found here.
Plan for Re-Opening In-Person Instruction

**OPERATIONAL ACTIVITY – Fully Virtual (Grades K-12)**

- In addition to the in-person Hybrid plan, a fully virtual option will be available for any student with a situation that makes coming to campus not possible. The option will be appropriately tailored to the student, with consultation and approval from their Divisional Office.

- In Lower School, the virtual option will involve accessing materials from the homeroom curriculum while meeting synchronously with a dedicated distance learning specialist. The student would also join classmates via Zoom for certain community-centered activities such as meetings, read-alouds or celebrations.

- The Middle School virtual option will have students join their peers directly in the classroom via Zoom. The School is in the process of upgrading classroom AV technology to support seamless, high quality digital linkages.

- For Upper School, since all academics will be virtual, students who opt to remain home would use Zoom to engage in non-academic programs and activities or to have collaborative meetings with teachers. For the extracurricular activities and programming, students join their peers directly in the classroom via Zoom.
Plan for Re-Opening In-Person Instruction

**RESTART OPERATIONS**

- Before students, faculty, and staff return to campus, several steps will be taken to prepare the physical space. A deep clean of campus will be conducted before school resumes, including electrostatic disinfection spraying. *(See hygiene protocols for more information).*

- The campus will be marked with social distance spacing.

- Physical Signage will be posted around the school consistent with DOH COVID-19 signage. Additional customized, age-appropriate signage will be provided. Additional messaging will be shown on AV displays wherever possible. Signage will convey reminders for individuals to:
  - Stay home if they feel sick.
  - Cover their nose and mouth with an acceptable face covering when unable to maintain social distance from others or in accordance with any stricter policy implemented by the school.
  - Properly store and, when necessary, discard PPE.
  - Adhere to social distancing instructions.
  - Report symptoms of, or exposure to, COVID-19, and how they should do so.
  - Follow hand hygiene, and cleaning and disinfection guidelines.
  - Follow respiratory hygiene and cough etiquette.

- Most key facility components on campus remained fully operational with no interruption during the Spring 2020 shutdown.

- Over the Summer, campus bathrooms were updated with automatic soap dispensers and faucets installed in most locations. Electric hand dryers were removed and replaced with touchless paper towel dispensers. Toilet lids were also installed in some locations.
Plan for Re-Opening In-Person Instruction

HYGIENE, CLEANING & DISINFECTION

- Friends has protocols in place to adhere to the hygiene, cleaning and disinfection requirements from the CDC and DOH, and will maintain logs that include the date, time and scope of each cleaning and disinfection.
- At the end of each day, Friends will thoroughly clean and disinfect the Friends facility, with heightened attention paid to disinfecting surfaces. After detailed cleaning is completed, electrostatic disinfection spraying will be conducted throughout the campus.
- Cleaners devoted to regular cleaning will be required to wear PPE, including face covering and gloves at all times. Cleaners with electrostatic spraying responsibility will wear hazmat suits, face masks and face coverings.
- During the school day, number of cleaning staff will be assigned to wipe down public and high touch areas such as railings and doorknobs with disinfectant. Cleaning staff will ensure that bathrooms are cleaned at least once every two hours, and more frequent cleaning for high-risk areas such as during peak handwashing around mealtimes.
- Friends will train all students, faculty and staff on proper hand and respiratory hygiene, including placing signage reinforcing proper hygiene throughout the Friends campus.
Plan for Re-Opening In-Person Instruction

HYGIENE, CLEANING & DISINFECTION

- Friends has installed and will maintain hand hygiene stations, including handwashing with soap, running warm water and disposable paper towels, as well as alcohol-based hand sanitizers containing 60% or more alcohol for areas where handwashing is not feasible.
- Each classroom will be provided with a dispenser containing gloves, masks, 99% alcohol spray, and disinfecting wipes to be used throughout the day. Faculty and students are encouraged to wipe down surfaces in their classrooms every two hours.
- Friends will clean and disinfect all exposed areas in the event an individual is confirmed to have COVID-19, including all heavy transit areas and high touch surfaces.
- Friends will provide disposable disinfecting wipes in each classroom for regular cleaning of commonly used surfaces including desks, and keyboards. Each student will have their own supplies and will not be allowed to share.
- Protocols for school-wide cleaning and disinfection of classrooms, restrooms, cafeterias, libraries, playgrounds, school buses and all other school facilities.
Plan for Re-Opening In-Person Instruction

VENTILATION

- Over the Summer, the HVAC and Fresh Air system was studied by the School’s Architect in order to identify what possible safety improvements can be made.
- The ventilation and cooling system will be run without interruption to avoid stagnant air pockets.
- The campus contains a variety of systems: HVAC units that serve only one space or a small number of spaces; HVAC units that deliver and recycle air for a number of rooms; and rooms serviced by window air conditioners serving just one room.
- These systems will be structured to increase fresh air as much as possible, and for the systems serving multiple rooms, to limit cross-contamination.
- Existing systems will be run at the maximum fresh air intake allowed by the units.
- Some combination of additional filtration will be used, including an upgrade to the standard fabric HVAC filter to a MERV-13, stand-alone HEPA or UV-C filters separate from the HVAC system.
Plan for Re-Opening In-Person Instruction

VENTILATION

- Windows and doors will be opened to the extent possible to allow fresh air into buildings and promote air circulation.
- For all HVAC systems, the outside air (fresh air) shall be increased the maximum allowed by the system.
- Wherever possible, windows shall be opened to increase outside air, unless the windows are immediately adjacent to an occupied area such as a walkway or corridor.
- All units and HVAC equipment shall operate in occupied mode, with outside air maximized, for one week prior to classes resuming and the students returning the campus.
- Each day that the buildings will be occupied, the HVAC equipment shall operate in occupied mode, with outside air maximized, for two hours before classes start or students arrive on campus.
Plan for Re-Opening In-Person Instruction

EXTRACURRICULAR ATHLETICS

- Consistent with NY State Guidelines, Friends does not plan to return to competitive sports activities until permitted to do so.
- To the extent that Friends does allow its students to engage in sports on campus, Friends will ensure that social distancing of twelve feet in all directions is maintained.
- Students in grades 7-12 will be able to participate in several Fall sports by having meetings and limited practices. The sports included are: cross-country running, soccer, and volleyball.
- All in-person sports gatherings will be on campus or in the immediate neighborhood in order to limit group travel by bus or public transit to remote practice sites.
- Outdoor cross-country running practice will occur after school with the following restrictions:
  - No more than 18 students may participate, in order to maintain 12 feet distance in all directions during pre- and post-run meetings.
  - Students will not share any equipment, including water bottles.
  - Runners will maintain distance of more than 12 feet from other runners.
  - Practice runs will happen in the least crowded locations near school and runners will where masks whenever other runners or pedestrians are present.
  - Participants and the coach will wear masks during practice unless they are able to maintain 12 feet distance; the coach will wear a mask throughout.
Plan for Re-Opening In-Person Instruction

EXTRACURRICULAR ATHLETICS

Outdoor Soccer practice (medium risk per the NY DOH) will occur after school with the following restrictions:
- No more than 15 students may participate, in order to maintain 12 feet distance in all directions
- Each student will bring their own soccer ball, in order to avoid touching shared equipment
- Each soccer ball will be cleaned and disinfected after each use
- The students will be accompanied by a Responsible Person to the soccer field and will be escorted by the Responsible Person from the Friends campus following practice, in order to avoid congregation.
- Participants and the coach will wear masks during practice unless they are able to maintain 12 feet distance; the coach will wear a mask throughout.

Indoor Volleyball will occur after school with the following restrictions:
- No more than 12 students may participate, in order to maintain 12 feet distance in all directions
- Each student will bring their own volleyball, in order to avoid touching shared equipment
- Each volleyball will be cleaned and disinfected after each use
- The students will be accompanied by a Responsible Person to the gym and will be escorted by the Responsible Person from the Friends campus following practice, in order to avoid congregation.
- Participants and the coach will wear masks during practice unless they are able to maintain 12 feet distance; the coach will wear a mask throughout.
- Practices will be limited to individual drills and no games in order to limit contact and touching of a game ball.
Plan for Re-Opening In-Person Instruction

BEFORE AND AFTER CARE

- Friends normally has an active afterschool program called “Friends After Three” with additional clubs and instructions. In order to provide enhanced cleaning and to facilitate an orderly and safe dismissal procedure, Friends will not be able to offer the usual rich selection of afterschool electives.

- Friends does recognize, however, that afterschool supervision and care is essential for many working families. Therefore, Friends is pursuing a limited after care option to provide on-campus supervision for younger students (through Grade 6). Friends plans to make reasonable efforts to ensure that children who are in the same cohort are placed in the same after-care cohort and/or with members of the same household.

- If remaining in a cohort is not possible for a child during the after care program due to limited staffing, the child will maintain 12 feet distancing from others and will wear a mask at all times.

- The after care program will ensure adequate space for social distancing, face coverings and cleaning and disinfecting at the end of each day, as well as hand washing using soap and water or hand sanitizer throughout.

- Friends will not offer before care.
Plan for Re-Opening In-Person Instruction

VULNERABLE POPULATIONS & TRANSPORTATION

- Friends intends to provide accommodations, including allowing remote instruction, to any students, teachers or staff who are at increased risk for severe illness due to COVID-19.
- Faculty and staff who are at increased risk are asked to be in touch with Human Resources to request an accommodation.
- Accommodation will be made for telework, if possible, and Friends will be as flexible as possible.
- The Families First Coronavirus Response Act has been shared with employees and is accessible on the employee portal of the website.

- Because Friends is located in New York City, many of its students arrive at school via public transportation. However, in the past, Friends has assisted parents to arrange for a bus to transport certain students to campus.
- Friends is coordinating with the company that provides a one-way morning service from Upper West Side to the school that approximately 10-15 students ride each year.
- Friends is coordinating with said transportation company, as well as parents, to ensure that social distancing will be possible on that bus, and that such transportation will be arranged in a manner that is consistent with the efforts that Friends is making to cohort students in the Lower and Middle Schools.
- All students will be required to wear face masks on whatever form of transportation they take to arrive at school.
Plan for Re-Opening In-Person Instruction

**FOOD SERVICES**

- Friends has engaged a third-party food service provider, Flik Hospitality Group, to provide lunch service in individual boxed meals with single serve beverages. The meals will be delivered with a kit that will contain wrapped cutlery, napkins, condiments, PPE, and waste receptacles.
- A detailed lunch plan along with Flik’s safety and hygiene protocols are included herewith as Appendix 6.
- Students will eat lunch in their classrooms in order to maintain social distancing.
- Breakfast service is presently suspended, although Friends is exploring whether limited breakfast service is possible.
- For students with food allergies, the meals will be placed in a different color packaging and will include the student name. The responsible adult in each classroom will make sure that the student with the allergy receives the right meal package.
- Before eating, students will be required to wash their hands or use hand sanitizer.
- Sharing of food and beverages will be prohibited and reinforced by verbal reminders provided by the responsible adult in each classroom during mealtime.
Plan for Re-Opening In-Person Instruction

MENTAL HEALTH, BEHAVIORAL AND EMOTIONAL SUPPORT SERVICES AND PROGRAMS

- When school reopens for instruction, mental health, behavioral, and emotional support will be available through the Department of Support Services.
  - Two full-time counselors will be available for in-person, physically distanced appointments and/or virtual appointments.
  - Counselors can hold clinical sessions, make referrals to outside services, and also coordinate in-school support efforts by coordinating parents, teachers, and staff in support of a student’s needs.
  - Counselors will also provide resources, information, and education to the community through the school’s communications and also through live virtual sessions.

- Friends will identify and support students having difficulty with transitioning back into the school setting by utilizing the advisory systems and trainings already in place.
  - Each student is assigned a faculty advisor to whom the student’s teachers can report on behavior and observations that are concerning. Advisors can also provide a direct referral of a student to one of the school’s counselors.
Friends is covering all expenses related to training for faculty and staff on how to talk with and support students during and after the ongoing COVID-19 emergency. Examples of supported workshops include:

- Steady in the Storm: Protecting Student Mental Health in Hybrid Learning Environments (One SchoolHouse)
- Sustaining Individual and Collective Resilience (K-12) (Internal Workshop)
- Advisory and Classroom Strategies for Building Community (K-12) (Internal Workshop)

Friends will provide in-service training for all faculty and staff before students return in order to help identify struggling students.
Plan for Re-Opening In-Person Instruction

COMMUNICATION

- Friends has provided its students, parents/legal guardians, faculty, staff and visitors with information about its distance learning and health and safety protocols.
- In July, Friends shared its Reopening 2020-21 Plan with parents/legal guardians, faculty, staff and students, including holding three Zoom sessions to answer questions and concerns. A copy of the Reopening 2020-21 Plan is attached hereto as Appendix 2.
- The Reopening Plan was sent to the school community via email and is available on Friends’ website. In addition, Friends established an email address specifically designed to respond to questions related to reopening: reopening2020@friendsseminary.org.
- Friends intends to continue its practice of open and transparent communication with its School community, primarily utilizing email and its website for most efficient and timely communication.
- In its Reopening Plan communication to parents, Friends communicated, among other things, expectations related to social distancing on campus, the requirement for mask wearing on campus, proper hand and respiratory hygiene, as well as urging parents to keep their child home if they are sick.
- Friends also uses the Blackboard emergency system to communicate and provide notifications via text and phone calls, along with social media.
- Our School Nurse has prepared an infographic, which is available to all students and parents, detailing hand hygiene, face coverings, social distancing, temperature checks, and other critical items to prevent the spread of COVID-19. The infographic is available here and in Appendix 3.
Plan for Monitoring

- SCREENING
- TESTING PROTOCOLS & RESPONSIBILITY
- EARLY WARNING SIGNS
Plan for Monitoring

SCREENING

- Friends intends to screen each person that visits the Friends campus (students, faculty, staff, parents, contractors, vendors and visitors) for COVID-19 symptoms (per CDC guidance) or exposure via the AUX Safety App, as well as taking mandatory temperature checks. A copy of the mandatory health screening questions is submitted herewith as Appendix 4.

- With the exception of the temperature check, which will be performed with a touchless thermometer, the screening will be done in a socially distant manner via the AUX Safety App. Temperature will be taken upon entry through Thermal screening device, etc.

- In addition, Friends will screen all individuals who enter their premises regarding recent international travel, as well as travel to states where there is widespread transmission of COVID-19 as designated through the New York State Travel Advisory.

- Friends also intends to take steps to limit visitors. Until further notice, parents and visitors are not permitted on campus.

- All requests for contractors or visitors must be sent to the following email address:
  
  - security@friendsseminary.org at least 48 hours in advance. The message should include the following:
    - Company name/contact phone number
    - Date (s) if there are multiple workdays provide the full schedule
    - Hours of work
    - Names of each contractor/visitor
    - Email addresses for each visitor/contractor
Plan for Monitoring

SCREENING

Friends intends to screen every entrant to campus using the AUXS Safety App, with the questions set forth in Appendix 4.
Plan for Monitoring

SCREENING

NOT ALLOWED ON CAMPUS

COVID-19 Screening - Out of an abundance of caution, please do not come to Friends Seminary Campus today. We advise you to return home, contact medical provider and follow CDC guidelines. If you have any questions contact the Attendance number 917-733-1277 immediately and your direct supervisor.

<table>
<thead>
<tr>
<th>Safety Alert</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form: COVID-19 Screening</td>
</tr>
<tr>
<td>Submitted By:</td>
</tr>
<tr>
<td>Mobile Number:</td>
</tr>
<tr>
<td>Role: Admin</td>
</tr>
<tr>
<td>Alert: Positive response to form questions(s).</td>
</tr>
</tbody>
</table>

DO NOT REPLY TO THIS EMAIL.
Plan for Monitoring

TESTING PROTOCOLS & RESPONSIBILITY

Testing Protocols

- Friends has identified a medical facility in close proximity to the School that can provide diagnostic testing (CityMD Urgent Care- East 14th Street). In addition, Friends believes that its community may prefer to use their own private medical providers. Friends will require any individual who fails its screening protocol or who has come into contact with an individual who has tested positive or is symptomatic to be tested for COVID-19 and to not return to the school property until they have had a negative COVID-19 test.

- In addition, all individuals entering School property will be required to answer screening questions about recent international travel or travel within a state with widespread transmission of COVID-19 as designated through the New York State Travel Advisory. Such individuals will be required to quarantine remotely for a period of 14 days before being allowed on School property.

- Friends also intends to trace contacts that any individuals who test positive or become symptomatic such that those individuals can also be required to test and quarantine.

Testing Responsibility

- Friends has identified the School Nurse, as the main internal point of contact to provide referrals to testing resources and sites. Although Friends has identified the following testing facilities in close proximity to the School - CityMD Urgent Care- East 14th Street.

- In the event large-scale testing of the school population is needed, Friends will have to rely on support from Mount Sinai Beth Israel Hospital, which is located in close proximity to Friends’ campus.
Plan for Monitoring

*EARLY WARNING SIGNS*

- Friends plans to use the metrics for reopening set forth by the New York Department of Health ("DOH") in assessing whether positive COVID-19 cases may be increasing beyond an acceptable level.

- Specifically, Friends plans to monitor the daily infection rate in New York City to confirm that it remains below 5% or lower using a 14-day average.

- Should the daily infection rate exceed 9% on a 7-day average, Friends will move to a completely remote learning plan.

- The School will evaluate the circumstances and may elect to close before the daily infection rate has reached 9% taking into account the best interest of its students and the safety of its school community.
Plan for Containment

- SCHOOL HEALTH OFFICE & ISOLATION
- COLLECTION, INFECTED & EXPOSED INDIVIDUALS
- HYGIENE, CLEANING & DISINFECTION
- CONTACT TRACING
- COMMUNICATION
Friends plans to have an onsite school nurse and nurse’s aide for the duration of the COVID-19 public health emergency. These health professionals will be responsible for safely caring for a student, faculty for staff member if they develop symptoms of COVID-19 during the school day.

The School health office will be provided with additional PPE, including N-95 masks, gowns, face shields and gloves, to provide appropriate protection should it become necessary for them to care for an individual infected with COVID-19.

The School Health Office has identified a dedicated area to separate individuals with symptoms of COVID-19 from others until they can go home or to a health care facility under visual observation of the School Nurse who will be socially distanced.

Friends has implemented the following procedures:

- Individuals who fail the pre-screening questionnaire based on their responses or their temperature screening will not be permitted to enter the school building. If the individual is a student, their parent or legal guardian will be contacted to come to retrieve them, and they will be directed to our nearest testing facility.

- If individuals become symptomatic while at school, they will be removed from their classroom and sent to the School Health Office pending retrieval by their parent or legal guardian. The School Health Office will also have additional face masks and PPE to share with such individuals in order to reduce the risk of contamination during their travel home from the School.
Plan for Containment

**COLLECTION, INFECTED & EXPOSED INDIVIDUALS**

- Friends maintains updated emergency contact information for each student and plans to require families to designate a parent who will be able to retrieve their student should they become symptomatic during the school day or fail our pre-entry screening. Should that occur, we will instruct the parents of the need for the child to see a healthcare provider and the requirements for that child to return to school:
  - 1) negative COVID-19 test; or
  - 2) a) no longer symptomatic; and b) a Doctor has provided a note indicating that their symptoms were caused by something other than COVID-19.

- Friends has instituted a policy requiring that any individual who has tested positive for COVID-19 may not return to the School facility until they have fully recovered and received two negative test results within a 72-hour period. Friends will coordinate with the NYC and NYS DOHs to coordinate the return of the infected individual to the School facility.

- Friends has instituted a policy requiring that any individual who has been exposed to the COVID-19 virus quarantine for a period of 14 days and that such individual may not return to the School facility until they have fully recovered from any infection and
  - 1) received two negative test results within a 72-hour period; or
  - 2) received a Doctor’s note to the effect that any symptoms they experienced were not caused by COVID-19.

- Friends will coordinate with the NYC and NYS DOHs to coordinate the return of the exposed individual to the School facility.
In the event that an individual that is confirmed to have COVID-19 has exposed areas of the school to the virus, such areas that were used by the affected individual will be closed off (i.e., classroom, restroom, hallway).

Friends will open outside doors and windows to increase air circulation to the area used by the affected individual.

After a period of 24 hours, Friends will clean and disinfect the exposed areas, as well as all heavy transit areas and high-touch surfaces. Adherence to, and promotion of, hygiene, cleaning and disinfection guidance set forth by the DOH and CDC, including strategies for cleaning and infection of exposed areas and appropriate notification to occupants of such areas.
Plan for Containment

CONTACT TRACING

- Friends will:
  - follow all regulatory requirements to report and notify the State immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds
  - maintain a plan to support local health departments in tracing all contacts and will obtain contact information for all persons onsite
  - maintain confidentiality as required by law
  - follow all protocols and procedures, in consultation with local health department, about the requirements to determine when individuals, particularly students, who screened positive for COVID-19 symptoms can return to the in-person learning environment at school.

- If a student or employee has COVID-19 infection symptoms, specially trained and qualified school officials will support the Department of Health’s efforts for contact tracing and enforcing quarantining of those infected and their contacts.

- Provisions will be made to support continuity of learning from home during quarantine periods.

- Designated school officials will participate in a 3 weeks intense training “Professional Learning Group” with peer schools for “COVID-19 Case Response Training” lead by an experienced board-certified pediatrician. This program is designed for readying the school health office to respond to COVID cases and exposures.
Plan for Containment

COMMUNICATION

While being respectful or personal privacy and personal medication information, Friends plans to undertake the following efforts to share its protocols and safety measures:

- Friends has and will continually share safety measures, protocols and screening requirements with Faculty and Staff.
- Friends has and will continually shared its protocols, safety measures and reopening plans with parents and legal guardians, and students via its website as well as by email.

Friends has designated Bryan Hogan, Director of Communications, bhogan@friendsseminary.org, as the coordinator and point of contact upon the identification of positive COVID-19 cases and to be responsible for subsequent communication. Bryan Hogan 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.

Friends will notify the state and local health department immediately upon learning of any positive COVID-19 diagnostic test result by an individual in school facilities or on school grounds.
Plan for Closure

- CLOSURE TRIGGERS & OPERATIONAL ACTIVITY
- COMMUNICATION
Plan for Closure

**CLOSURE TRIGGERS & OPERATIONAL ACTIVITY**

- Pursuant to NY DOH guidance, in the event that the daily infection rate in New York City exceeds 9% using a 7-day average, Friends will move to a fully remote learning model. (See Appendix 5). Friends will continue to monitor NYS and NYC DOH guidance and will adjust as necessary.

- In addition, should Friends have confirmed or suspected positive COVID-19 cases in 5% of its population (students, faculty and staff inclusive), Friends will move to a full remote learning model. (See Appendix 5).

- The School will evaluate the circumstances and may elect to close before the daily infection rate has reached 9% taking into account the best interest of its students and the safety of its school community.

- In the event Friends must close its physical school building, it will move to a remote learning program for both academic and non-academic programming.

- Friends has prepared to be successful in a remote environment by identifying and developing:
  - Technology tools and skills and
  - Pedagogies that can pivot between in-person and distance learning
Friends has developed an email listserv to quickly notify all parents, faculty and staff of the need to close either temporarily or permanently.

In addition, Friends also uses the Blackboard emergency system to communicate and provide notification via text and phone calls, as well as social media.

Friends will also communicate its closure to the DOH and DOE, as well as the broader community via its website.
Appendix 1: Physical Barriers and Signage for Social Distancing
Appendix 2: Friends Reopening 2020-21 Plan
Appendix 3: Infographic from School Nurse
Appendix 4: Screening Questionnaire
Appendix 5: Remote Learning Model
Appendix 6: Food Service
Appendix 1

- Physical Barriers and Signage for Social Distancing
  - Signage and Physical Barriers
  - Graphics Signage for Classrooms, Offices
  - Corridors and Stairs
Signage and Physical Barriers

Freestanding Divider on Casters

Reception L-Shaped Divider
Signage and Physical Barriers

RESTROOM SIGNAGE

STOP THE SPREAD
WASH YOUR HANDS

Please Wash Your Hands for 20 Seconds with Soap & Water

Thank you

CORONAVIRUS (COVID-19)
Please follow these guides

Social distancing

Handwashing

Face masks & coverings

Safety

Thank you

COVID-19 SAFETY SIGNAGE

STAY SAFE, STAND BACK

PLEASE WAIT ON THE LINE

KEEP YOUR DISTANCE WHILE QUEUING

STAY SAFE, STAND BACK

IN ORDER TO MAINTAIN SOCIAL DISTANCING

PLEAS SEAT HERE

WASH YOUR HANDS

Please stay 6FT APART

IN EFFECT

Please stay 6FT APART

IN EFFECT
Graphic Signage for Classrooms, Offices, Corridors and Stairs

**Classrooms:**
1. Dots / Feet: Spaced 6’ apart, for centering chairs

**Corridors & Stairs**
1. Arrows indicating direction of travel
2. Lines indicating spacing
3. Directional arrows on walls when entering corridor
Graphic Signage for Classrooms, Offices, Corridors and Stairs
Graphic Signage for Classrooms, Offices, Corridors and Stairs
Appendix 2

- Friends Reopening 2020-21 Plan
Friends Reopening 2020-21 Communication to Parents and Students may be accessed at this link (https://www.friendsseminary.org/reopening-plan)

Full Reopening
- All students on campus everyday
- Very few restrictions on programming
- Normal school schedule

Hybrid Program
- Only some students allowed on campus each day
- Programs include both in-person and online elements
- Fully virtual option available under certain circumstances
- (more explanation below)

Distance Learning for All
- All students and teachers work from home
- Distance Learning programs and pedagogy revised and improved based on Spring 2020 experience
- (more explanation below)
Introduction

Dear Friends Families,

We hope this letter finds you and your loved ones safe and healthy and enjoying your summer.

We have been devoting every moment possible to what is an innovative, pedagogically and academically strong, child-centered and age-appropriate plan for reopening the school and for starting the first semester. It has not been an easy job, and the plan has gone through
many iterations as we have sought to meld the best of our academic program with recommended safety and health guidelines.

The reopening committee, the administration, the Board and outside consultants (an epidemiologist, doctors, psychologists, technologists, architects) have worked to create a Friends experience that acknowledges the times we live in, but also respects our mission, values, program and commitment to people. We hope you will be pleased with what you see.

Opening day will not be what we’ve experienced in the past, but it will be an Opening Day, or, rather, several of them. We will miss the coming and going of parents in the building; we will miss full, communal gatherings in the Meetinghouse; but we need to accept these changes and be aware that as conditions change, we will change. As the fall progresses, this plan will be assessed in an ongoing way to make sure that Friends, its programs and community, meet our city where it is at any given moment. At first, though, it will be like breaking in a pair of new shoes—there may be some discomfort initially, but each day the “fit” will become more comfortable. We understand this Plan will come with a series of questions and concerns from families. We look forward to working with you as we approach September and hope you will join us for the divisional live parent events that are outlined at the bottom of this plan.

So, with thanks to so many people and optimism for our shared futures, we are pleased to present the Friends Healthy Reopening Plan 2020.

All best,

Robert "Bo" Lauder
Head of School

Isaac Henderson
Clerk, Board of Trustees

Priorities for Fall Planning

As the reopening committees have considered a range of scenarios and options for our fall reopening, we have used the following queries as a lens to evaluate the many possible approaches:
How can we protect, to the greatest possible degree, the health and safety of every member of the community?

- How can we bring the community physically together on campus as much as possible?

- In what ways can we ensure equity of access to the Friends experience across grade levels, regardless of circumstances?

- How will we continue to deliver a challenging, diverse and exciting academic program to all students, K-12, regardless of circumstance or location?

- How do we maintain our important co-curricular and community programs, the social emotional fabric of the community, and our Quaker Mission, in addition to excellent academics?

- Can we leverage new and existing technology to creatively support solutions for a healthy return to campus and full, flexible access to our programs?

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**Potential Fall Scenarios**

The status of the COVID-19 pandemic in the nation and New York continues to evolve daily, as does our understanding of the virus and its implications for schools. It’s hard to predict what the facts will be when school starts, but as the summer unfolds, we plan to keep abreast of the latest information and continue to cultivate expert guidance on what the best and safest course of action is for Friends Seminary. At this point, we are planning for three potential scenarios:
Full Reopening

- All students on campus everyday
- Very few restrictions on programming
- Normal school schedule

Hybrid Program

- Only some students allowed on campus each day
- Programs include both in-person and online elements
- Fully virtual option available under certain circumstances
- (more explanation below)
Distance Learning for All

- All students and teachers work from home
- Distance Learning programs and pedagogy revised and improved based on Spring 2020 experience
- *more explanation below*

The following graphic shows the major factors that will determine the format for the fall reopening of school. The rest of this webpage provides detail on our Hybrid Program and Distance Learning For All Program.
Hybrid Program

In this scenario, we will bring students back to campus, but with significant restrictions. Current guidelines for schools include avoiding large groups (>10) in enclosed spaces, maintaining 6-foot physical distancing, and limiting students to small, contained cohorts whenever possible. These guidelines have been important factors as we’ve developed plans for this scenario and are the major reason that only a portion of students would be allowed on campus at any time. The major elements of this plan include:

i. Staggered Repopulating of Campus
ii. Health and Safety Measures
iii. Shutdown Possibilities
iv. Modified Programs and Schedules for Each Division
i. Staggered Repopulating of Campus

When the time comes and circumstances allow it, opening our campus will be a process, not an event. We need to help all students launch what will be an unusual school year in a manner that allows them to feel safe, acclimated and open to learning. For our youngest and newest students, that means prioritizing their initial experiences with Friends Seminary in a way that helps them feel at home in their new learning environment. For all students, it will mean learning new protocols and routines for health and safety, new ways of interfacing with peers and teachers, and finding an emotional footing in a new and uncertain reality. For these reasons, we are planning a staggered start to the school year. While Thursday, September 10 is the first day of the school year, it will not be the first day of academic classes. For students who are new to Friends Seminary or entering a new Division at Friends, we are planning orientation experiences that will help them adjust. For all other students, we are planning the initial days of the year such that every student (who is able to come to school) will meet their teachers for the first time in person, on campus.

We have worked very hard to balance the developmental needs of each age level with safety and health concerns as well as pedagogically responsible models, but every plan we make will have benefits and drawbacks for some of our students who span such a wide range. For the staggered opening, we are prioritizing the needs of our youngest students, new students, and our Upper School students, this last group because they will have the least in-person time in school during the fall. (See below for more on the Upper School program.)

The following chart details specifics for each grade level during the first seven days of the school year. This chart does not include orientation programs that will happen prior to the first day. Please consult the school calendar and divisional offices for more details on those programs.
ii. Health and Safety

A more detailed description of our health and safety protocols will be sent later in the summer, but we can emphasize a few key points at this time.

First, our overall strategy will be a layered approach. There is not one specific procedure or strategy that will be 100% perfect for eliminating risk, nor is it realistic to presume that every approach will work equally well for all age groups. Instead, we will apply multiple strategies across the board for each age group with the understanding that it is the cumulative benefit of multiple strategies that will bring maximum safety to our students and adults while still allowing everyone to learn and grow together. Additionally, we will follow regulations and guidance from the CDC and NYS and NYC Health Departments.

Some of our key strategies (click each for more explanation):

- **COHORTING**
- **NO PARENTS OR VISITORS ON CAMPUS**
- **MODIFIED FOOD SERVICE**
- **OFF CAMPUS TRIPS SUSPENDED**
- **PHYSICAL DISTANCING**
- **HVAC ASSESSMENT**
- **MASK WEARING**
- **SCREENING**
iii. Shutdown Possibilities

While we are hopeful that we are able to reopen in some capacity, we are also bracing for the real possibility of needing to close again at some point during the year. We will plan to close campus and move to a fully distanced program for any of the following reasons:

1. **A Friends community outbreak**: We have too many sick students or teachers to operate our program. This decision might be specific to individual cohorts, grades, divisions or the whole school. This type of closure may be judged necessary by the School and/or required by state or local health code requirements.

2. **Rise in NYC cases**: The prevalence of COVID-19 in NYC is high enough that we determine the risks of travelling and engaging on campus are too great, as was the case when we preemptively closed in early March.

3. **Government mandated closure**: The national, state or local government mandates school closures as a measure of public safety.

iv. Modified Programs and Schedules

Our plans for Hybrid Learning were carefully considered with attention paid to the latest statistics and science on preventing viral transmission in schools as well as the developmental and learning needs of each age group. We believe these plans are equitable, and would ask you to recall that equity does not mean that each student gets the same thing, but that each student gets what they need. Thus you will notice that our younger students will spend more time on campus, albeit in isolated groups with just a few in-person adults. Whereas our older students will spend more time online, but with more mixing between peer groups and interactions with a variety of teachers across different subjects. For all students, we expect the Friends experience this
Kindergarten-Grade 2 students will come to school five days per week.

Grades 3 and 4 will come to school four days per week: Monday, Tuesday, Thursday and Friday. They will remain at home and have remote programming on Wednesdays.

- While at school, Lower School homerooms will be split into half group cohorts of 7-10 students and will have limited mixing with other cohorts.
- Each half group cohort will have a primary homeroom teacher and several additional teachers that will rotate between half groups within a grade level to deliver instruction in a variety of core subjects and specialist subjects.
- Cohorts will spend most of their time in a single classroom, but will have time each day for physical activity outside the classroom, including classes such as PE, Dance and Drama as well as daily recess.
- Lunch will be provided in the classroom.
- Wednesdays at home for third and fourth graders will include synchronous Zoom sessions with the Homeroom teachers and specialist teachers, as well as full LS community programming.
For more detail and background on the Lower School plan, please read this letter from Erin Gordon, Head of Lower School.

**MIDDLE SCHOOL**

Grades 5 and 6 will come to school four days per week: Monday, Tuesday, Thursday, and Friday. They will remain at home and have remote programming on Wednesdays.

- While on campus, fifth and sixth grade Homerooms will be divided into two half group cohorts in separate rooms and will have limited mixing with other students.
- Students will spend most of their time in a single classroom, but will have time each day for physical activity outside the classroom, including classes such as PE, Dance, Drama as well as daily recess.
- Lunch will be provided in the classroom.
- Wednesdays will include synchronous lessons in a variety of co-curricular subjects, divisional community meetings, and also some time for asynchronous, screen-free assignments.

Grades 7 and 8 will come to school two days per week and have remote programming three days per week. Grade 7 will come on Monday and Tuesday, Grade 8 on Thursday and Friday.

- While on campus, classes for seventh and eighth grade students will be scheduled with the same small cohort of peers as much as possible.
Two cohorts will form a class that will be scheduled together in two adjacent rooms. Teachers will work the two groups and will be able to move back and forth between rooms while making use of strong audio and video links between the rooms.

- Students will spend most of their time in a single classroom with different subject teachers coming to their room, but will have time each day for physical activity outside the classroom, including classes such as PE, Dance and Drama as well as daily recess.
- During at-home days, students will have synchronous classes via Zoom on a schedule that is similar to their at-school days.

For more detail and background on the Middle School plan, please read this letter from Pankti Sevak, Head of Middle School.

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**UPPER SCHOOL**

Upper School students will have virtual classes four days per week: Monday, Tuesday, Thursday, and Friday. They will come to campus on Wednesdays for a full day of co-curricular and community programming and meetings with teachers. We are actively examining ways to bring Upper School students to campus two or three days per week for additional programming, after the younger students have left, in addition to the full-day Wednesday programming. Upper School will also have a full week of on-campus classes in November, January, February and April.

- Upper School students will have four academic class periods on each distance learning day. Full credit classes will meet twice each week.
- Classes will meet in full groups with their teacher without any splitting or rotating between groups. Total class contact time between teachers and students will be almost 90% of a typical, in-person school year.
- This schedule will afford more opportunities for 1:1 meetings with teachers than our normal eight-day schedule.
- When Upper School is on campus, students will have almost the entire campus to themselves. Students will not be able to freely gather in large groups, but will be able to move between rooms for various programs and meetings. Among the opportunities we hope to include: advisory, grade level meetings, CPEJ and identity group collaborations, athletic teams, assembly programming, collaborative time and consultation with teachers, Skills support, Academic Center appointments, after-school arts, in-person test taking, and in-person Health class meetings.
Upper School students will also have four week-long spans spaced throughout the year of on-campus academic classes.

For more detail and background on the Upper School plan, please read [this letter](https://www.friendsseminary.org/reopening-plan) from Kate Reynolds, Head of Upper School.

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**FULLY VIRTUAL OPTION**

We recognize that for some families, there will remain obstacles of various kinds to sending a child to campus at all. For this reason, we will offer a fully virtual option for any student with a situation that makes coming to campus not possible. This option will look different for different age groups, but the intention is for students to be able to transition into or out of this option after consultation and approval from their Divisional Office. More details will be sent later about what situations will qualify a student for the virtual option and how to apply.

In Lower School, the virtual option will involve accessing materials from the homeroom curriculum while meeting synchronously with a dedicated distance learning specialist. The student would also join classmates via Zoom for certain community-centered activities such as meetings, read-alouds or celebrations.

The Middle School virtual option will have students join their peers directly in the classroom via Zoom. The School is in the process of upgrading classroom AV technology to support seamless, high quality digital linkages.
For Upper School, since all academics will be virtual, students who opt to remain home would use Zoom to engage in non-academic programs and activities or to have collaborative meetings with teachers. For the extracurricular activities and programming, students join their peers directly in the classroom via Zoom.

**ATHLETICS**

There is still much uncertainty about how much interscholastic competition will be possible. In addition to the proximity concerns for team sports, there are concerns about the risks of travel by bus or subway to off-campus competitions or practice sites. Locker rooms and shared equipment are also risk factors. Nonetheless, we recognize that the camaraderie and social bonding that happens during a team’s season are crucial experiences for teenagers. Therefore, we will form athletics teams and ensure there is time each week for those teams to be together. In conjunction with other schools in our leagues, we are exploring the possibility of moving certain fall sports to the spring season. For other sports, the extent of physical activity and competition will be determined as we get closer to the school year.

At this time, all preseason athletics camps and preseason practices are cancelled. Athletics teams for Grades 7-12 will still be formed and will run in whatever capacity is possible.

**FRIENDS AFTER THREE**

In order to provide enhanced cleaning and to facilitate an orderly and safe dismissal procedure, we will not be able to offer the usual rich selection of F.A.T. after school electives. We do recognize, however, that after school supervision and care is essential for many working families. For this reason we are pursuing a limited after care option that would provide on-campus supervision for younger students.
Distance Learning for All

In this scenario, campus will be closed to all students. All academic and non-academic programming will occur virtually. Our hope, however, is to improve the experience and feel of distance learning in this scenario compared to this past spring. We have gathered feedback from students, parents and teachers and have already begun reflecting at every level—from divisional programs down to individual courses and lesson plans—on what worked and what didn’t this spring. To increase our faculty’s skills and tools for distance learning, we have engaged in several thousand collective hours of professional development since the end of classes in June, and there is much more learning and curriculum re-organizing that will continue to happen throughout the summer. Our faculty have shown tremendous dedication and commitment to offering the best possible education no matter the circumstances this fall.

Our preparations for a potential distance learning scenario have been focused on three major areas (which will also be beneficial if we end up in the Hybrid Program scenario):

1. Technology tools and skills
2. Pedagogies that can pivot between in-person and distance learning
3. Establishing and maintaining a healthy community, healthy relationships and healthy personal habits while school and friends are remote and distanced.
Summer Communications

CONTACT EMAIL FOR QUESTIONS OR COMMENTS ABOUT FALL 2020:
reopening2020@friendsseminary.org

LIVE PARENT EVENTS:

Lower School Reopening Plan Q&A
Monday, July 20 | 12pm

Middle School Reopening Plan Q&A
Monday, July 20 | 2pm

Upper School Reopening Plan Q&A
Monday, July 20 | 10am

FAQ

• WHAT ARE THE CRITERIA TO PARTICIPATE IN FULLY VIRTUAL OPTION?
• CAN STUDENTS BRING A PACKED LUNCH?
• HOW WILL SCIENCE LABS HAPPEN?
• HOW WILL FIELD TRIPS BE HANDLED IN THE FALL?
• WHAT WILL MORNING ARRIVAL/DROP-OFF LOOK LIKE?
• HOW CAN I PREPARE MY CHILD FOR RETURNING TO SCHOOL IN THE FALL?
• HOW LONG WILL THE SCHOOL DAY BE?
• WHAT WILL SERVICE LEARNING LOOK LIKE?
• HOW WILL STUDENTS HAVE OUTDOOR TIME AND EXERCISE?
• HOW WILL STUDENTS GET SUPPLIES THEY NEED FOR VIRTUAL LEARNING?
• WHAT WILL HAPPEN WITH BACK TO SCHOOL NIGHT?
• WILL THE WEST SIDE BUS OPERATE?
• WHAT WILL WEDNESDAYS LOOK LIKE FOR STUDENTS IN EACH DIVISION?
• WILL THERE STILL BE MEETING FOR WORSHIP IN EACH DIVISION?

Resources Consulted

• New York State Department of Health, Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools during the Covid-19 Public Health Crisis, July 13, 2020.
• American Association of Pediatrics, COVID-19 Planning Considerations: Guidance for School Re-entry, June 25, 2020
• Independent School Management (ISM) Consultancy, Medical Panel
  o Adrianna Bravo, M.D.  
    *Pediatrician and School Medical Director*
  o David Rubin, M.D.
    *Physician and Director of Children's Hospital of Philadelphia PolicyLab*
  o Tanya Altmann, M.D., FAAP
    *Pediatrician and School Physician*
• New York City Department of Health, Coronavirus Disease 2019 (Covid 19), daily updates.
• Inside Higher Ed, Coronavirus Coverage, daily updates.
• National Association of Independent Schools, Coronavirus (COVID-19) Guidance for Schools

Friends Seminary — the oldest continuously operated, coeducational school in NYC — serves college-bound day students in Kindergarten-Grade 12.
Appendix 3

- Infographic from School Nurse
Infographic – Returning to School Safely

1. **Practice Hand Hygiene**
   - Teach them to sing their ABCs or have them count for at least 20 seconds to ensure thorough handwashing.

2. **Practice Wearing a Mask/Face Covering & Putting It On/Off**
   - Your child will be required to wear a mask at school. Teach them to not touch the inside of their mask when taking it off, but to remove it by touching the straps or ties.

3. **Practice 6 Feet of Distance**
   - Measure the distance on the floor. Consider temporarily laying pieces of tape or paper down to use as visual aids.

4. **Keep a Thermometer on Hand**
   - Check your child’s temperature every morning. If 100.4°F or higher, they must stay home. If they develop a fever at school, they will be sent home and can return to school upon school policy.

5. **Secure Masks/Face Coverings**
   - When possible, masks should only be used one time. Make or buy multiple face coverings (3 layers recommended) to give proper time to wash them between each use.

6. **Update Immunizations & Physical**
   - Both are required to enroll for the school year. Contact your child’s pediatrician for an appointment. Immunizations can also be obtained at the Health Department.

7. **Change Aerosolized Medication**
   - Nebulizers & inhalers without a chamber will not be administered at school. Speak with your child’s pediatrician to obtain the proper equipment & update the Asthma Action Plan.

8. **Reusable Water Bottles**
   - Water bottles should be brought to school each day labeled with your child’s name. Water fountains will be closed, but touchless stations and sink areas will be accessible for students.

9. **Verify & Update Emergency Contacts**
   - If your child presents with COVID-like symptoms, they will be placed in a separate room and will need to be picked up immediately. Please ensure a contact can be reached at any given time.

10. **Stay Informed**
    - Educate yourself from reliable sources such as the CDC, NYS Department of Health, & the NYS Center for School Health.

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Appendix 4

- Screening Questionnaire
Screening Questionnaire

COVID-19 Employee Return-To-Campus Procedures & Pre-Screening Form as of July 22, 2020

As you are aware, we are currently in the midst of a pandemic stemming from the COVID-19 coronavirus. As a result, and in accordance with the orders, regulations and guidelines issued by the NY State and City Government, including their agencies, and the Centers for Disease Control (“CDC”), we are requiring that all employees of Friends Seminary (the “School”) submit to certain pre-screening protocols before returning to the School’s buildings. You will be asked to comply with our four pillars in order to prevent the spread of COVID-19 in our School community:

SCREENING
As set forth below, you will be asked to submit to a pre-screening of physical symptoms (complete this form) BEFORE ARRIVING at the campus daily. All responses to this screening form will be maintained as a private medical record. If you respond positively to any of the screening questions listed below, you must stay home and call Attendance at 917-733-1277, AND your direct supervisor. DO NOT come to school.

MASKS
You are required to wear a mask while on school property in all circumstances. If you do not have a mask, one will be provided to you by the School.

DISTANCING
It is important to comply with the CDC’s guidelines: Please stand at least six feet apart from other individuals whenever possible; Limit internal meetings; Limit the use of enclosed spaces such as elevators, etc.

HYGIENE
Wash your hands regularly with either soap and water (for 20 seconds) or use hand sanitizer (which will be provided to you); wash your hands no fewer than five times a day to reduce the risk of spread. We also ask that you help disinfect any surfaces that you touch while on school property. Avoid sharing materials such, as but not limited to; phones, computers, pens, pencils, etc.

When arriving at school, please report to the 218 East 16th Entrance upon arrival and prior to entering any other areas of the School.

Upon arrival, you will be required to perform a self-temperature check. A touchless forehead/temporal artery thermometer will be available for the screening. Personal Protective Equipment (PPE) will be supplied by the School and must be used when handling the device. All PPE must be safely disposed after each check. The device must be properly sanitized after each use. Temperature results will be submitted to the receptionist. If upon arrival you have a temperature of 99.5 or higher you will be sent home.

*If you are not allowed to work as a result of the pre-screening, you can return to work when you 1)are tested for COVID-19 and receive a negative test result two times in a consecutive 24 hour period OR 2)a) your symptoms resolve in a period of 72 hours (after the symptoms resolve) passes; and b) a doctor confirms the cause of your fever or other symptoms is not COVID-19 and releases you to return to work in writing.

Time spent waiting for the health screening will be recorded as time worked for nonexempt employees.

*We will continue to monitor State and City guidelines, and their agencies, and update as information becomes available.
Screening Questionnaire

COVID-19 Screening:
* These fields are required

**QUESTIONS**

Your Name *
Your Email *
Secondary Email
Your Mobile Number *
Input 10 digits only excluding country code

Is your current body temperature above 99.5F? *
Yes
No

Which best describes your role at the school? *
Faculty
Administrative Staff
Contractor
Parent or Caregiver

In the last 14 days have you experienced any of the following symptoms: New cough, Fever or chills, Shortness of breath or Difficulty breathing, Sore throat (not due to allergies), Muscle or body aches, New loss of taste or sense of smell, Diarrhea, Nausea or vomiting, Congestion or runny nose, Fatigue *
Yes
No

In the last 14 days, have you been exposed to a person who has exhibited the symptoms listed above without explanation? *
Yes
No

In the last 24 hours have you taken any medication to manage any of the symptoms listed in the previous question? (Please do not include prescription medication) *
Yes
No

In the last 14 days have you traveled to any state that is subject to NYS self-quarantine? *
Yes
No

If yes, check all that apply: *

Alabama
Alabama
North Carolina
North Dakota
Ohio
Arkansas
Oklahoma
California
South Carolina
Delaware
Tennessee
Florida
Texas
Georgia
Utah
Idaho
Virginia
Indiana
Washington
Iowa
Wisconsin
Kansas
I have NOT traveled to any of these state in the past 14 days
Appendix 5

- Remote Learning Model
Remote Learning Model

Distance Learning for All

In this scenario, campus will be closed to all students. All academic and non-academic programming will occur virtually. Our hope, however, is to improve the experience and feel of distance learning in this scenario compared to this past spring. We have gathered feedback from students, parents and teachers and have already begun reflecting at every level—from divisional programs down to individual courses and lesson plans—on what worked and what didn’t this spring. To increase our faculty’s skills and tools for distance learning, we have engaged in several thousand collective hours of professional development since the end of classes in June, and there is much more learning and curriculum re-organizing that will continue to happen throughout the summer. Our faculty have shown tremendous dedication and commitment to offering the best possible education no matter the circumstances this fall.

Our preparations for a potential distance learning scenario have been focused on three major areas (which will also be beneficial if we end up in the Hybrid Program scenario):

1. Technology tools and skills
2. Pedagogies that can pivot between in-person and distance learning
3. Establishing and maintaining a healthy community, healthy relationships and healthy personal habits while school and friends are remote and distanced.
Appendix 6

- Food Service
BACK TO SCHOOL
Friends Seminary
**BACK TO SCHOOL**

**GEARING UP**
- Equipment & space cleaning
- Staff PPE training
- Physical distancing tools and signage in place
- Confirm new building protocols
- All Menus confirmed
- Temperature and symptom screening
- Dish machine inspection and maintenance
- All Filters changed
- Mobile Ordering Platform established per client

**BACK TO SCHOOL**
- Attended stations or all items wrapped
- Increased Grab & Go
- Packaged hot & cold food
- Reduced seating
- Eliminate cash where feasible
- Dedicated FOH & BOH ambassador
- Stepped up hygiene & cleaning measures
- Reboot Catering Menu in place
- Guest-facing communication - Proper Hygiene

**LOOKING AHEAD**
- Easing up physical distancing
- Reintroduction and testing
- Platinum Service Training
- Continuous & visible cleaning
- Monitor student & faculty counts in the dining hall
- Pre-order and pay incentives for retail operations
OUR RECOMMENDATIONS

For occupancy control in Dining Halls or other points of service

STAGGERING SERVICE TIMES - i.e. lunch periods, delivering to each classroom

SIGNAGE - Clearly identify entrance only & exit only to café. Using FLIK specified floor decals, arrows and physical distancing signage

DINING HALL SEATING area recommendations: Removal of tables to allow distancing. Seating area signage. Identify other points of service and dining areas available on campus

SANITATION
Ensure all tables and high touch point areas are sanitized thoroughly between lunch periods. Provide additional hand sanitizing stations and sanitation wipes. Provide Social Distancing guidelines and signage
Class Room Delivery

- 450 Individuals Per Day 4X
- 350 Individuals Per Day 1X

Timing of Deliveries as stated

Class Room Delivery Logistics

Individual boxed meals for all grades delivered to each classroom
- Single serve beverages.
- Classroom kits-Wrapped cutlery, napkins, condiments, PPE, waste receptacles, etc. will be provided for each classroom.
- Ordering done on Nutrislice.
- Trash Pickup by Food Service
### Friends Seminary

**Sample Menu**

<table>
<thead>
<tr>
<th>LUNCH</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LS ENTRÉE</strong></td>
<td>Tomato and Mozzarella on Club Roll</td>
<td>Turkey &amp; Cheddar Sandwich</td>
<td>Chicken Pasta Salad</td>
<td>Roast Beef &amp; American on a Roll</td>
<td>Ham and SwissWrap</td>
</tr>
<tr>
<td><strong>MS/US ENTRÉE</strong></td>
<td>Tomato and Fresh Mozzarella on Focaccia, Basil and Balsamic Glaze</td>
<td>Turkey and Cheddar Wrap</td>
<td>Cold Antipasta Chicken Pasta Salad</td>
<td>Roast Beef &amp; American on a Roll</td>
<td>Ham, Salami, Provolone Wrap</td>
</tr>
<tr>
<td><strong>VEGETARIAN ENTRÉE</strong></td>
<td>Tomato and Fresh Mozzarella on Focaccia, Basil and Balsamic Glaze</td>
<td>Soy Nut Butter and Jelly</td>
<td>Grilled Vegetable Pasta Salad</td>
<td>Veggie Wrap</td>
<td>Egg Salad Wrap</td>
</tr>
<tr>
<td><strong>SIDE SALAD</strong></td>
<td>Classic Caesar Salad</td>
<td>Potato Salad</td>
<td>Com and Black Bean Salad</td>
<td>Guacamole &amp; Salsa</td>
<td>Mixed Grain Salad</td>
</tr>
<tr>
<td><strong>SNACK</strong></td>
<td>Annie's Bunny Grahams</td>
<td>Cereal Bar</td>
<td>Pirate Booty</td>
<td>Toaster Pastry</td>
<td>Glutino Pretzel Twists</td>
</tr>
<tr>
<td><strong>Beverage</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Milk, Chocolate Milk, Bottled Water</td>
</tr>
<tr>
<td><strong>Seasonal Fruit</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Hand Fruit - Wrapped Individual Portions</td>
</tr>
</tbody>
</table>
ALLERGEN LABELING AND SIGNAGE

Labeling and signage is just as important as ever when providing our new options. Operations should utilize the 8.5 x 11 allergy board to signify allergies. Food by FLK labels are available to create custom labels for your grab & go product. Retail units can utilize the Webtrition labeling system using your MenuWorks menu.

See Webtrition Label Guide
DISPOSABLES
# SAFETY PROCEDURES BACK OF THE HOUSE

## UNIFORMS & SAFETY

- Add disinfectant wipes to each work station in addition to soap and sanitizer buckets
- Each unit to purchase touchless thermometer to measure associate temperature at the start of each shift. Managers will log temperatures daily in addition to health assessment answers provided by associate.
- Additional PPE will now be required for each associate: mask/face shield and gloves by all associates

- Cashier shields are recommended for any location with a POS. Section 14.
- All associates should put on their uniforms after arriving in the kitchen and completing their screening. Another option to consider is a uniform cleaning service to wash associate uniforms.
- Design traffic flow patterns with decals on the floor FOH and BOH

- Additional touchless sanitizing stations in the kitchen
- Create social distancing with extensions in BOH. Managers to implement clear daily task schedules to minimize cross over in the kitchen and keep associates at their stations and 6 feet apart when possible.
- Add shields in work stations for more distancing and separation where space does not allow for 6 feet distancing
# PERSONAL PROTECTIVE EQUIPMENT (PPE)’S

Personal Protective Equipment (PPE)’s will be an essential element in serving our guests safely. Listed below are resources to obtain PPE’s prior to reopening. There have been shortages at times due to demand of PPE’s, we will closely monitor and send out alternative resources as needed.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>PACK</th>
<th>USE</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 PLY FACEMASKS</td>
<td>50/box</td>
<td></td>
<td>Note: Will be available via broadline distribution in the upcoming months.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Order via Singer / M. Tucker</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:FLKorders@singerequipment.com">FLKorders@singerequipment.com</a></td>
</tr>
<tr>
<td>KN95 FACEMASKS</td>
<td>10/box</td>
<td></td>
<td>Recommended where enhanced protection is needed e.g. Healthcare, Senior Living</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Order via Singer / M. Tucker</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:FLKorders@singerequipment.com">FLKorders@singerequipment.com</a></td>
</tr>
<tr>
<td>FACE SHIELDS</td>
<td>each</td>
<td></td>
<td>Optional use for front line server in place or in tandem with face mask.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Order via Singer / M. Tucker</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:FLKorders@singerequipment.com">FLKorders@singerequipment.com</a></td>
</tr>
<tr>
<td>CONTACTLESS FOREHEAD THERMOMETER</td>
<td>each</td>
<td>Minimum 1 per account</td>
<td>To take and record daily employee temperatures prior to each day work shift.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Link to Thermometer Use Protocol</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Order via Singer / M. Tucker</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:FLKorders@singerequipment.com">FLKorders@singerequipment.com</a></td>
</tr>
<tr>
<td>PROTECTIVE EYE WEAR / SAFETY GLASSES</td>
<td>each</td>
<td></td>
<td>Optional for use in tandem with face mask.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Sourcing TBD</td>
</tr>
<tr>
<td>POLY DISPOSABLE GLOVES (For Customer Use)</td>
<td>1000ct/Case</td>
<td></td>
<td>Many clients may request customers to wear gloves when in the cafe. Recommend an economical Poly Disposable Gloves.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Will be added to MOG’s via Broadliner</td>
</tr>
</tbody>
</table>
Closed Units need to be cleaned and sanitized prior to re-opening. Units with a food handler showing Coronavirus symptoms, or a confirmed case, requires a **RED PHONE CALL**, and a professional team to disinfect the operation. Associates that may have been in contact with an infected person will require disinfection of the operation in house. All high touch areas of the operation need to be sanitized frequently. Please see the recommended chemicals and personal protective equipment to be used below.

**RESET KITCHENS AND DISINFECT SOPS**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>PACK</th>
<th>USE</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Virex II 256</td>
<td>2/2.5 liter J Fill Diversey</td>
<td>Non Food contact surfaces</td>
<td>Only use if you have a confirmed infected employee or outbreak. Wipe on cleaned solid surface, Allow to sit on surface for 10 min. Before Wiping</td>
</tr>
<tr>
<td>Disinfectant, Cleaner,</td>
<td>Broadliner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deodorant</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sanitizer Food Surface J-512</td>
<td>2/2.5 liter J Fill Diversey</td>
<td>Food Contact Surfaces</td>
<td>Spray or wipe on surface. Allow to sit on surface for 3 min. Before Wiping</td>
</tr>
<tr>
<td></td>
<td>via Broadliner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spray Bottles</td>
<td>10042255 10042249</td>
<td></td>
<td>Properly Label Spray Bottles before using</td>
</tr>
<tr>
<td>Sprayer</td>
<td>Diversey M Tucker</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trigger for above bottle</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemical Sprayer</td>
<td>Home Depot Rechargeable $80</td>
<td></td>
<td>Properly Label Spray Bottles before using</td>
</tr>
<tr>
<td>Heavy Duty Reusable Gloves</td>
<td>Broadliner</td>
<td></td>
<td>Always use gloves when handling chemicals</td>
</tr>
<tr>
<td>-Disposable Gloves</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-Disposable Poly Apron</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**RESET KITCHENS AND DISINFECT SOPS, continued**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>PACK</th>
<th>USE</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disinfectant Wipes</td>
<td>Oxivir Disinfectant Wipes from Diversey</td>
<td>Currently accounts need submit Special Request via BuySmart</td>
<td>Looking to add to MOG’s as a longer solution</td>
</tr>
<tr>
<td>Face Masks &amp; Shields</td>
<td>See PPE Equipment Page</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**THE FOLLOWING ITEMS ARE BEING BROUGHT INTO BROADLINE DISTRIBUTION IN MAY 2020**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>PACK</th>
<th>USE</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>VIREX II 256 Disinfectant</td>
<td>2/2.5 liter J Fill Diversey</td>
<td>Only use if you have a confirmed infected employee or outbreak. Wipe on cleaned solid surface, Allow to sit 10 min. Before Wiping</td>
<td></td>
</tr>
<tr>
<td>Hand Sanitizer</td>
<td>Karl-Out SQP 4/1 Gal Sanitizer (70% Alcohol)</td>
<td>Refill for Hand Sanitizer Stations</td>
<td></td>
</tr>
<tr>
<td>Hand Sanitizer</td>
<td>Minimus 12 cs.</td>
<td></td>
<td>Hand Sanitizer 8oz Pump</td>
</tr>
<tr>
<td>Hand Wipes (BZK+Alcohol)</td>
<td>Karl-Out SQP 1000ct.</td>
<td></td>
<td>Hand Wipes</td>
</tr>
</tbody>
</table>
**We are continuously monitoring safety in the workplace and take the following measures to ensure safety. These action will be update as this fluid situation continues to change.**
WHAT WE’RE DOING

Temperature and Symptom Checks

ALL associates and team members are fever free (any temp over 100.4 degrees Fahrenheit) and account for each employee’s schedules.

Any team member or manager that is screened and confirmed to have a temperature of 100.4°F or above, or appear to have any symptoms that person is not to be permitted to work.

They are not cleared to return to work unless the Self-Certification Form is completed noting that they’ve been symptom-free for 24 hours without the use of medication.

Contactless Clock-in

Each associate clocks in through our app to prevent cross contact.

Handwashing, Glove Changing, Cleaning

All high touch surfaces cleaned and sanitized minimum every hour throughout service.

All food and non-food contact surfaces cleaned, sanitized and disinfected at the beginning and end of each shift (disinfectants and frequency in alignment with the CDC guidelines).

Uniforms/Safety Stations and Specifications

FOH associates required to wear face shields or safety glasses and a cloth mask.

BOH associates are required to wear safety glasses and a cloth mask.

Gloves will be placed at each area of service.

Managers will ensure all guidelines are being adhered to, including sanitation of PPE.
EMPLOYEE HEALTH ASSESSMENT
Initial Staff Assessment Coronavirus – COVID-19

Employee Name: ______________________________________

Department: ______________________________________

Kindly complete the assessment below:

RISK ASSESSMENT TOOL TO IDENTIFY PERSONS AT RISK FOR COVID-19

<table>
<thead>
<tr>
<th>RISK FACTORS</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have fever or general malaise “feels tired”</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I have acute respiratory symptoms such as cough, sore throat, runny nose</td>
<td></td>
<td></td>
</tr>
<tr>
<td>with no known etiology i.e.COPD, Pneumonia</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I have been in close contact with a person who had a confirmed case of</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COVID-19 or a person who is currently in quarantine</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I have travelled out of the country in the last 2 weeks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Please list any other places of employment:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature: ____________________________

Reviewed By: _________________________

Date: _______________________________

Instructions: Employee to complete this initial assessment once then will be followed daily during workshift for any signs of change of condition.

If a team member or manager is screened and confirmed to have a temperature that is at or above 100.4°F or appear to have any symptoms noted above, that person is not to be permitted to work.
COVID-19 SELF-CERTIFICATION FORM

Self-Certification: Should an Associate be required to remain out of work due to a COVID-19 illness, the Associate shall, upon return to work, be required to self-certify that he/she is in compliance with:

- local Health Department requirements regarding return to work after a COVID-19 illness; AND
- Client specific requirements regarding return to work after a COVID-19 illness.

In the event no direction from local health department or client, you must self-certify that you meet all of the CDC requirements before returning to work:

- Seven (7) days since first symptoms appeared OR since positive COVID-19 test result
- Fever-free for 72 hours without the use of medication
- Improvement in respiratory symptoms (e.g. cough, shortness of breath)
- In addition, for associates working in healthcare environments returning after a COVID-19 illness, where the local health department or client have not provided specific guidance, you must also certify that you have negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from at least two (2) consecutive nasopharyngeal swab specimens collected at least 24 hours apart.

Acknowledgement of Receipt

By signing below, I acknowledge receipt of Self Certification Form, and understand my responsibilities as required herein.

Associate’s Signature: ___________________________ Date: ______________

Associates Returning to Work After an Absence Due to a COVID-19 Illness

I self-certify that I have met the requirements for returning to work after a COVID-19 illness in compliance with my local health department and my client, and will follow local health department and clients protocols after my return to work, OR
Resources


