The Emery/Weiner School Framework for Reopening

as of October 12, 2020

Inside:

Safety Guidelines
Facilities & Campus Improvements
School Day
Experiential Education
Major Events
Process Map
When to Isolate and Quarantine
The Difference When Things Are Different

Dear Emery/Weiner Family,

Our community's first line of defense against the spread of COVID-19 is one another. Each of us must take seriously this medical & moral responsibility. In practice, this means we must err on the side of caution and not come to campus if exhibiting any symptoms associated with COVID. The school has relaxed attendance requirements for students and staff to facilitate this. It also means adhering to all of the safety protocols described in this manual, such as mask-wearing, social-distancing, hand-washing, self-screening, self-reporting, and quarantining. These things may not be easy, but they are necessary for ensuring safety during these ongoing, difficult days.

To be sure, all of us want to resume "normal" school operations as soon as possible. In the meantime, however, please know that we are committed to finding ways to maintain the unique culture that defines the Emery experience, regardless of whether we're in the full-distance or modified on-campus instructional models. The "Emery Difference When Things Are Different" document towards the back of this Framework summarizes some of the many ways in which we plan on doing this.

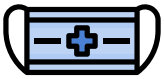
Finally, to re-enforce the importance of our individual and collective conduct, every Emery/Weiner student, family, and staff-member must sign the "Commitment to Caring" document in Blackbaud in order to come to campus. Our hope and expectation is that all members of our community will honor the "Commitment to Caring" and abide by the protocols described in this Framework; to the extent that someone does not, however, the school must respond accordingly, which is described herein.

Finally, please note that this Framework document is subject to revision based on the latest scientific developments. If we change any of the protocols described herein, we will alert the community accordingly.

Thanks very much for your understanding and cooperation.

Stuart J. Dow
Head of School

SAFETY GUIDELINES



Masks

- All EWS students, without exception, will be required to wear parent-supplied masks while on campus. Mask wearing will be mandatory whenever not eating or drinking.
- The types of masks allowed include cloth masks with at least two layers (no bandannas or gaiters) and disposable medical masks. We may adjust this requirement based on the latest research.
- All adults will also be required to wear masks while on campus.
- Faculty and staff will have the option to utilize face shields and/or acrylic barriers in addition to masks.

Social Distancing

- Class sizes and classrooms will be adjusted to provide at least six feet of distance between everyone present.
- Class activities will be adjusted to eliminate close contact.
- Parts of the school day where six feet of distance is difficult to maintain (such as passing periods and breaks) will be monitored by staff and kept brief.

Self-Screening

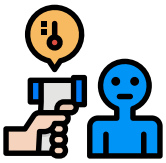
- All students will be expected to self-screen for COVID-19 symptoms daily **prior** to arriving on campus using the SchoolPass app.
- Please see the "School Day" section for more information on self-screening and School Pass.

Hygiene

- We will expect and require frequent hand-washing for at least 20 seconds throughout the school day.
- We have installed additional sanitizing stations around campus and will expect and require frequent hand-sanitation throughout the school day.

Social & Emotional Wellness

- Our counseling team will work with students individually and in small groups to address the unique social and emotional needs that arise from ongoing uncertainty.
- Teachers will receive optional professional development in mindfulness and meditation techniques that can be applied in their classrooms.



Temperature Checks

- Students being dropped off at carpool entrances will have their temperature checked (and their Schoolpass app verified) before entering the building. A staff member will check each student's temperature in the carpool lane before they exit their car.
- Student drivers will enter through Entrance 5. A school administrator will check their temperature (and verify their Schoolpass app) upon entering the building.
- Any initial temperature reading above 100.4 will be confirmed by the school nurse. Students with a confirmed temperature above 100.4 will not be allowed to enter/remain on campus.

COVID-19 Symptoms on Campus

- Any student experiencing symptoms of COVID-19 while on campus will be immediately quarantined from all students, faculty, and staff.
- We will immediately notify parents if their student is experiencing symptoms of COVID-19, and expect parents to promptly pick them up.
- Per CDC recommendations, any person exhibiting COVID-19 symptoms will be assumed to have COVID-19 unless an alternative diagnosis is provided by a medical professional.
- COVID-19 Symptoms, as defined by the CDC, currently include the following:
  - Fever or Chills
  - Cough
  - Shortness of Breath
  - Difficulty Breathing
  - Fatigue
  - Muscle or Body Aches
  - Headache
  - New Loss of Taste or Smell
  - Sore Throat
  - Congestion or Runny Nose
  - Nausea or Vomiting
  - Diarrhea

Positive COVID-19 Case in the EWS Community

- EWS will follow CDC recommendations for any positive case in the community. These recommendations state that an individual with a positive case may return to school when the following criteria are met:
  - At least 24 hours have passed fever-free, without the use of fever reducing medications.
  - The individual has improvement in all symptoms.
  - At least ten days have passed since the positive test result.
- Any person who is lab-confirmed to have COVID-19, who experiences symptoms of COVID-19, or had close contact with someone who is lab-confirmed to have COVID-19 must report this to the COVID Coordinator at: tfeldstein@emeryweiner.org.
- We will inform the whole community when a positive case occurs. The identity of the person who has tested positive will be kept confidential.
- Families will be contacted if their student had "close contact" with the positive case.
  - Close contact is defined as within six feet for at least ten minutes without a mask
- See process map on page ten for more information.

COVID Response Team

- Specific questions can be addressed by our COVID Response Team. To speak to a member of the team please call the School directly at 832.204.5900.

Travel

- Any family that chooses to travel while these protocols are in place is expected to consult the CDC website on traveling and quarantine accordingly. In addition, any such family should notify the school before any international travel.

Medical Advisory Panel

- All health and safety decisions have been made in coordination with (and have been approved by) our medical team:
  - Dr. Ed Septimus, Therapeutics Research and Infectious Disease Epidemiology, Department of Population Medicine, Harvard Medical School
  - Dr. Clive Fields, Chief Medical Officer, Village MD,
  - Dr. Patti Savrick, Physician & Owner, Bootin and Savrick Pediatric Associates
  - Dr. Eric Haas, Chief of Colon & Rectal Surgery, Houston Methodist

FACILITIES & CAMPUS IMPROVEMENTS

Campus Improvements

- Acrylic barriers are installed throughout campus to provide an additional barrier between students and teachers as well as to separate students in science labs.
- All classroom configurations allow for six feet of spacing between all students and teachers.
- Classroom seating has been adjusted to allow for additional social distancing between students.
- We have commissioned fresh air dampers for all air conditioning systems to provide a constant fresh air flow from outside.

Visitors

- In an effort to reduce infection exposure from outside sources, campus visitors, including parents, will not be allowed on campus during school hours for the foreseeable future. Only EWS students, employees, essential services, and invited, pre-approved guests will be allowed on the EWS campus.
- Parents should remain in their vehicles when dropping off or picking up students.
- We appreciate that this visitor policy will come as a disappointment to many members of our community. We believe that this is a necessary sacrifice to ensure the safety of all members of our community. We will work closely with the Parents Association to ensure continued parent involvement.

Hallways

- Students are expected to maintain social distancing practices throughout the day, including during unstructured time between classes.
- School administration will enforce social distancing practices in hallways.
- Signs are posted throughout all campus buildings detailing both one-directional movement in all hallways (when six feet of distance cannot be maintained) and other social distancing expectations.

Nurse's Office

- We have created a secondary room, in addition to the existing nurse's office, specifically for quarantining any student exhibiting potential COVID-19 symptoms.
- The school nurse will continue to tend to typical student health concerns in the existing office space.
- Students exhibiting symptoms of COVID-19 will be required to be picked up by a parent or guardian immediately.

Cleaning & Sanitation

- A full-time cleaning staff will disinfect commonly-touched areas throughout the campus, multiple times each day.
- Signage has been added throughout campus to remind faculty, staff, and students to follow Covid-19 sanitizing protocols.
- Commercial-grade spray units will be used campus-wide to sanitize common areas, classrooms, and offices.
- Each classroom will be equipped with spray disinfectant to treat classrooms between classes.

Lockers

- Students will not be assigned nor able to use lockers and will be expected to use a backpack to store their school supplies.
- Students will keep their backpacks with them throughout the school day and should only bring to school what is necessary.
- Teachers will actively seek to reduce the amount of materials that students need to transport in their backpacks.

Water Fountains

- Water drinking fountains will be turned off, but water bottle filling stations will remain on. Students are encouraged to bring their own reusable water bottles to campus.

SCHOOL DAY

SchoolPass

- SchoolPass is an online program (available in the app store) that will administer a short daily wellness survey to be completed **prior** to arrival on campus.
- All students will sign in to SchoolPass and complete a self-screen daily.
- Any student who has not completed the self-survey will not be allowed on campus.

Carpool

- Students will open their own car doors.
- Cars picking up students will show visible signage with the name of the student(s) to be picked up.
- All students who do not drive themselves to school will remain in their classrooms at the end of the day until their name is called. They will be released via intercom when their car arrives at the carpool pick up location.

The Emery Modified On-Campus Model

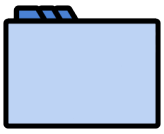
- The Emery Modified On-Campus model combines best practices for face-to-face and virtual learning. In this model, students receive on-campus instruction daily, with Middle School students attending classes in the morning and Upper School students attending in the afternoon. Each course will be supplemented by a robust online component, and students will continue learning each day while they are at home. Students will also have daily, virtual access to their teachers for office hours and *Ha'ashara*.
- This schedule allows us to reduce class sizes significantly, allowing for both a high degree of individual attention and for the necessary social distancing. In addition to reducing density in the classroom, we will also be able to spread students across the campus, reducing density in each building.
- Our teachers will adapt their instruction to maximize the benefits of this learning model, which they will be able to easily move online in the event of campus closure. This model allows for maximum flexibility, consistent routine, and daily, face-to-face instruction with our excellent team of teachers.
- Please note that the following daily schedule will be used both for the Emery Modified On-Campus Model and for full distance learning.

Middle School (AM)

Time	Day 1	Day 2
7:45 – 8:35	A	E
8:35 – 8:45	Break	
8:45 – 9:35	B	F
9:35 – 9:50	Break	
9:50 – 10:40	C	G
10:45 – 10:50	Break	
10:50 – 11:40	D	H
11:40 – 12:30	MS Carpool/Lunch Break	
12:30 – 2:00	Planning Period for Teachers Individual Work Time for Students	
2:00 – 2:40	Virtual Ha'ashara	
2:40 – 3:00	Virtual Advisory Check-in	

Upper School (PM)

Time	Day 1	Day 2
9:00 – 9:30	Virtual Advisory Check-in	
9:30 - 10:15	Virtual Office Hours	
10:15 – 12:00	Planning Period for Teachers Individual Work Time for Students	
12:00 – 12:30	US Carpool/US Lunch Break	
12:30 – 1:20	A	E
1:20 - 1:30	Break	
1:30 – 2:20	B	F
2:20 – 2:35	Break	
2:35 – 3:25	C	G
3:25 - 3:35	Break	
3:35 – 4:25	D	H



Advisory

- Students will meet virtually with their faculty advisor multiple times each week, where they will receive academic guidance, social-emotional support, and be able to connect with other students in a small cohort.
- Faculty advisors will be responsible for monitoring student progress, communicating with parents, and supporting the general well-being of their advisees.

Student Assemblies

- We are committed to continuing to maintain the palpable sense of community and connectedness that is part of The Emery Difference.
- Through various non-academic gatherings – such as clubs and school assemblies like *Kallah, Ma'amad* and *Kabbalat Shabbat* – we will come together at regularly-scheduled times throughout the year either virtually or in person, as prevailing medical advice allows.

Lunch

- Our Modified On-Campus Model allows for students to eat lunch at home either before or after the on-campus component of their school day.
- We will reintroduce lunch services as an option for all students later in the semester, after successful implementation of the Modified On-Campus Model.
- If we are unable to offer lunch services we will credit student accounts accordingly.
- Healthy Kosher snacks (individually wrapped or otherwise safely presented) will be available for students during the school day.

Fine Arts Classes & Extracurriculars

- Creative expression and artistic exploration are crucial for students, especially in challenging times. The EWS Fine Arts Department is committed to offering exciting and fulfilling artistic opportunities for all students through continued programming in arts classrooms and in the co-curricular Theatre program
- The department will use online platforms and technology to facilitate artistic experiences, and follow all protocols and best practices for ensuring health and safety.

Physical Education & Athletics

- Time outdoors is important now more than ever. Students will have time outside every day (weather permitting) to participate in organized activities while social-distancing.
- When indoors, PE classes will operate at limited gym capacity so that students can follow social distancing guidelines. We will also have increased opportunities for hand washing and equipment sanitation.
- PE students will be given the option to do light activity that allows them to comfortably wear a mask.
- Students wishing to participate in higher intensity training will also be required to wear a mask.
- Social distancing, hand washing, equipment sanitation, and masks will be the norm.
- Athletics is an important part of the EWS experience. For those students wishing to participate in athletics, we will offer fall, winter, and spring sports as long as it is safe to do so.
- Please refer to the Athletics Return to Play protocol for more detailed information related to school sports.

Uniforms

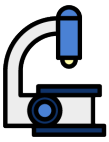
- Students are expected to wear their uniforms to school each day.
- For PE classes, students will have the choice to either stay in their school uniform or change into gym clothes.
- If a student chooses to change into their gym clothes, a locker room will be available for changing only (no showers). There will be adult supervision and capacity limits in the locker room spaces.
- Students will be required to wear a mask and maintain social distance while in the locker room.

Library

- Books from the library may be checked out through the virtual website reservation system.
- The librarian will arrange touchless delivery of reserved library books to students.
- A sanitation period will be observed between book check-outs.

Consequences of Non-Compliance

- The first time a community member is non-compliant with masking and distancing requirements, or any other protocol outlined in this document, that member will be reminded and asked to immediately take corrective measures.
- The second time a community member is non-compliant with masking and distancing requirements, or any other protocol outlined in this document, that member will be asked to leave campus for the day.
- The third time a community member is non-compliant with masking and distancing requirements, or any other protocol outlined in this document, that member will be asked to leave campus for the duration of the semester.



Classroom Materials

- Students will not share any materials (pencils, calculators, art supplies, etc.) in the classroom. The School will provide additional materials to ensure that nothing is shared.
- All materials in science classes will be provided by the teacher, and any shared equipment will be sanitized between use.
- All shared musical instruments will be sanitized between use.
- Any tools, materials, and equipment in the Levine Innovation Lab will be sanitized between use.

School Calendar

- All previously announced calendar dates remain intact until further notice, but are subject to change.

Learning at Home

- We understand that, despite all safety measures outlined in this document, some families will prefer to keep their students at home when we reopen. Others may also be forced to learn at home for some time because they are sick and/or quarantining.
- Students who need to learn from home because that is their family's preference, or because they need to quarantine due to possible exposure, will be expected to:
  - Follow the school schedule
  - Access Blackbaud every day for each class
  - Manage their time so that they are working on and completing posted course tasks
  - Joining synchronous classes when they occur
- Attendance will be reported each period.
- Frequent communication with teachers in email, Office Hours, and individual sessions will be critical and should be scheduled at least once a week.

EXPERIENTIAL EDUCATION

We created a safe alternative to the fall Shabbatonim this year, and are evaluating our options with regard to our Winter Trips, Spring Trips, and all other overnight and day trips. Experiential Education is a significant component to the EWS mission, and each learning experience presents its own unique challenges. Trips may be modified, relocated, postponed, or canceled entirely depending on external circumstances. However, Experiential Education at EWS goes far beyond trips, and we will adapt our traditional Experiential Education offerings to meet the moment, and continue to create distinctive Experiential Education opportunities that do not require travel.

MAJOR EVENTS

In an effort to avoid large group gatherings, we will cancel, postpone, or move to virtual most major in-person community events. We know many of these events are cherished by our community and we plan to be creative in offering safe alternate versions.

Student, Faculty, & Staff Process Map for COVID-19 Exposure

Protocol 1	Protocol 2	Protocol 3	Protocol 4	Protocol 5
Person is lab-confirmed to have COVID-19	Person reports one or more symptoms of COVID-19 **before** entry to campus (including during daily self-screening)	Person reports one or more symptoms of COVID-19 during the school day	Person reports having close contact within the last 14 days with someone who is lab-confirmed to have COVID-19	Person reports someone in their home was exposed to someone who is lab-confirmed to have COVID-19
This person DOES NOT come to campus or participate in in-person school activities until **all three** of the following are true: • Ten days have passed since the positive test result • There has been an improvement in symptoms • **And** at least 24 hours have passed with no fever without the use of fever-reducing medication	**This person DOES NOT come to campus** or participate in in-person school activities until **all three** of the following are true: • Ten days have passed since a positive test result • There has been an improvement in symptoms • **And** at least 24 hours have passed with no fever without the use of fever-reducing medication **Or** a medical professional has provided written clearance based on an alternative diagnosis	The school will follow the isolation plan outlined on page three of "The Emery/ Weiner School Framework for Reopening" **Then** This person should refer to Protocol 2	**This person DOES NOT come to campus** or participate in in-person school activities — they should contact their primary care physician for guidance, and remain home to monitor their symptoms for 14 days from the last date of close contact **Note** that if close contact is ongoing and unavoidable (for people who live in the same household, for example) this means that quarantine begins on the last day of the 10 day isolation period of the positive case	This person may come to campus as usual — this is not considered to be close contact

Have I been exposed? To be considered exposed to COVID-19 you need to have had "close contact." Close contact is defined as within six feet for at least ten minutes without a mask.

Communication From EWS: Upon receiving notice of a lab-confirmed COVID-19 case, EWS will notify all families of a positive case on campus. EWS will also communicate directly with faculty, staff, and school families who we believe had close contact based on contact tracing done by the school.

Reporting Requirement: Any person who is lab-confirmed to have COVID-19, who experiences symptoms of COVID-19, or had close contact with someone who is lab-confirmed to have COVID-19 must report this to the COVID Response Team: tfeldstein@emeryweiner.org.

The *Difference* When Things Are Different

Even in times of great uncertainty, with enhanced distance, the trademark Emery Difference remains intact and uniquely positions The Emery/Weiner School to meet the demands of the moment. In the Fall of 2020 and beyond, we remain steadfastly committed to providing time, space, and resources for students to build lasting friendships, meaningful relationships with teachers, and a deep sense of community. Now more than ever, our distinctive balance of seriousness of academic & ethical purpose, couched in a culture characterized by joy, warmth, humor, community, and commitment to *Tikkun Olam* — repairing the world — is crucial. Our goal remains unchanged, even if the circumstances around us have: To not only develop students academically, but to produce graduates with a profound sense of moral-self reliance, empowered to advocate for themselves, and motivated to help others.

Joseph Weinstein-Sears, *Interim Head of Upper School*
Michelle Spoonemoore, *Academic Dean*
Kendall White, *Head of Middle School*

Academics: "Our experience in remote learning last spring along with feedback from students and parents has lead to advanced teacher preparedness, increased technology fluency, and transferability of skills and expectations in teaching modality. Our teachers' creativity, expertise, and their relationships with their students leave our students excited to come to school each day. Any teaching scenario in the fall will be driven by the same personal, live, interactive instruction our students and teachers are accustomed to. We will provide a rigorous curriculum regardless of location, while continuing to support students through regular academic performance review, frequent communication, and the teacher-student relationships that help define *The Emery Difference*."

Dr. Christopher Teel, *Director of College Counseling*

College Counseling: "With three full-time counselors for classes of 75-80 students (the lowest counselor-student ratio among our peer schools in Houston), our office, with its unique areas of experience and strength, enjoys close, personal relationships with each EWS student; responds rapidly to student and parent e-mails and telephone calls; and continues to strengthen close relationships with admissions offices and staff at colleges and universities around the country. None of these core traits has changed or will in these different times."

Angie Gubitz, *Director of Athletics*

Athletics: "The Jaguars' facilities are some of the best in the city, and we plan to use them. We are members of the two largest sports conferences in Texas private school athletics, TAPPS and GHAC, and both have put measures in place to allow for strong and healthy competition if and when it is deemed safe to do so. Each member of our athletics staff works hard to grow in their coaching and teaching, and to be ready to adjust and adapt as necessary. We will do everything in our power for our student-athletes to experience sports next year and to have an experience that includes more than just skills training; one that instills the values of hard work, commitment, teamwork, honor, integrity, responsibility, and fun. Our focus remains on making our student-athletes better competitors and better people."

Jennifer Bauer-Conley, *Director of Fine Arts*

Fine Arts: "Since March, schools, art programs, and theaters across the country have explored exciting new ways to showcase artistic work digitally, and EWS is no different. While we all hope for a return to our beautiful campus arts spaces and our outstanding standard programming as soon as is safely possible, we have exciting plans in place for continued performances, productions, and exhibitions regardless of circumstances. Moreover, these adjusted plans will enable our students and staff to work collaboratively and creatively to explore new skill sets and performance styles, leaving our EWS arts community even stronger and more versatile than before."

Casey Fleming, *Director of Experiential Education*

Experiential Education: "Emery/Weiner's robust experiential education program remains an integral part of the School's identity. Despite any travel restrictions or cancellations, students will have meaningful experiences that extend the walls of the school outward. Our new Director of Experiential Education, Casey Fleming, is already working with teachers and administrators to imagine and implement safe, local, and vitual programming and to train teachers in experiential models that enhance student learning both online and in the classroom."

Rabbi Laura Sheinkopf, *Director of Jewish Life*

Jewish Life: "Jewish values and tradition continue to inform all aspects of The Emery/Weiner School. This fall, we will continue observing Shabbat together virtually and in small groups, commence our weekly Thursday Torah services in the fall in the Middle School, welcome students back on campus in August with an outdoor *Havdalah* cookout evening utilizing the fields around the campus, and observe a full day in October for Sukkot by building and eating in a *Sukkah*. The shared practices and communal values that are the hallmark of the Emery experience will guide and shelter students as they move through the year."

Commitment to Care: Please remember that in order to come to campus, every member of the Emery/Weiner Community must sign the "Commitment to Care" pledge, which can be found in Blackbaud. Thanks very much.