

Fairhaven School Reopening Plan and COVID Safety Procedures

As of 2/26/2021

Overview

1. For the 2020-2021 school year, Fairhaven School will open for modified hours, subject to Assembly approval of this motion and any overriding decisions of official authorities (for example state of Maryland, Prince George's County.) As of August 5, the hours are as follows: Tuesday, Thursday, Friday - 9-4, Monday and Wednesday - Virtual. On days the campus is open, the staff will provide at least 2 hours of Virtual Fairhaven School. This schedule is subject to change depending on Covid-19 conditions at the school, staffing coverage, and official authorities and such changes may include closing the campus and operating the school virtually. Fairhaven School will follow the [CDC guideline chart](#) using the [state of Maryland's data](#). The school's campus will be open when both of the top 2 core indicators (cases per 100k and positivity rate) are at or below the "moderate risk" indicators. If one of the indicators goes above "moderate risk", the campus will close at the end of the week. The seven-day moving average must remain below the threshold for seven consecutive days before reopening.

Beginning April 6, 2021, the number of days the campus will be open will increase to four days per week, provided all COVID safety protocols continue to be met.

2. The Executive Committee has established the COVID Safety Committee, a closed committee of staff members charged with preparing the campus for full occupation during the COVID pandemic and maintaining and modifying COVID plans during the school year. When possible, the committee will enact any pandemic policies decided by the Executive Committee or School Meeting. When necessary, and using CDC guidelines and consultation with official authorities, this committee may make independent decisions in order to guarantee safe preparation of the campus by the first day of school. This committee will report to the Executive Committee or School Meeting after the approval of the previous meeting's minutes. The Official Authorities Clerk shall chair the committee.
3. The Official Authorities Clerk may, in consultation with other members of the COVID Safety Committee, as deemed necessary and urgent in their sole discretion, direct that elements of the plan be suspended, expanded, or modified until the next regular session of School Meeting.
4. Persons who are willfully or chronically non-compliant with the practices encouraged or required in this plan may be sent home by a majority vote of the COVID Safety Committee at any time. The person sent home shall be written up by a member of the

committee, and will be barred from attendance on campus until the case is dealt with in JC (see Hybrid JC).

Approved Purchases

1. UV light air purification system for all four HVAC systems.
2. Two foot pedal activated water coolers.
3. Single use face masks as a backup for students, staff, and visitors.
4. A significant increase in hand sanitizer and cleaning supplies.
5. Touchless faucets for every bathroom.
6. Touchless thermometers.

Hybrid Attendance

1. For the 2020-2021 school year, the Fairhaven School Attendance Policy is the following:
All students must submit a Student Attendance Plan to be approved by the Attendance Committee, using the following attendance goals as guidelines:
 - Know who to expect on-campus and on VFS each day.
 - Ensure the safety of students, staff, and families.
 - Enable students to engage enough in the school to have a meaningful Fairhaven School experience.
 - Support positive engagement in VFS.
 - Keep as accurate as possible a record of students' attendance.
 - Ensure students are available for JC and SM as needed.Students must call the school or email the Attendance Clerk by 12 pm if they will be doing something different than their plan that day.
If students do not call in to notify the school about their absence, the Attendance Clerk may call the student to inquire as to why they are absent. Students must notify the Attendance Clerk of any planned absences.
Changes to Student Attendance Plans must be approved by the Attendance Committee.
2. The COVID Safety Committee strongly encourages students to self-quarantine or greatly limit exposure in the two weeks prior to school opening. The Committee also strongly encourages people to get tested for COVID-19 prior to arriving on campus. We expect families to follow all state guidelines about limiting their exposure to COVID-19 during the school year.
3. Families will complete a COVID-19 screening checklist every day prior to arriving on campus. This checklist will be available in digital format for enrolled students and Admissions Visitors.
4. Staff will conduct a screening for every student who arrives on campus which will include a temperature check with a no-touch thermometer.
5. Students and staff are not permitted to be on campus if they are exhibiting symptoms of COVID-19 or have tested positive. Students and staff are not permitted to be on campus for a minimum of 14 days after a positive COVID-19 test. Students and staff who have

been absent from school because of their COVID-19 symptoms or testing positive shall not return until receiving negative test results.

6. Staff, in consultation with each other, may send home any person exhibiting symptoms of COVID-19, along with any persons deemed to have had significant exposure (as according to CDC guidelines) with an active or suspected case of COVID-19. These people will be sent home immediately and kept isolated until their departure.
7. Students, staff, and other persons who travel to high COVID frequency states, as identified by the MD Department of Health, must follow Maryland Department of Health guidelines before returning to campus.
8. Off campus excursions to commercial venues are not permitted.
9. When the COVID Safety Committee becomes aware that someone who has been on campus in the past 14 days has tested positive for COVID-19, the campus will close for 14 days, and the school will operate under VFS until the 14 day period is over. During this time, the campus will be professionally cleaned and disinfected.

Returning to Campus after Winter 2020-2021

1. In order for students to return to campus, parents must review the COVID safety certification test with students and submit the COVID Safety Review Form.

Physical Distancing

2. Each person is required to ensure a physical distance of at least 6 feet, indoors and outdoors, whenever possible. Physical contact is therefore prohibited except in emergencies. Students and staff will be encouraged to remember “airplane wings” to remain at least two arms-length distance away from each other. This policy does not apply to members of the same household.
3. Yelling, singing, and shouting indoors or when close to others is not permitted.
4. Occupying confined spaces such as blanket or pillow forts is not permitted.
5. Parents, guardians, and travel providers are not allowed inside the buildings unless they have scheduled to do so with staff.
6. Contact activities such as wrestling, tackling, tagging, contact basketball, and other activities are not permitted. Non-contact games are permitted.
7. After-school events such as the Family Fun Nights and Talkabouts will be held virtually on Zoom.
8. Fairhaven will not invite alumni and other non-essential visitors until School Meeting deems it safe to do so.
9. The school will begin hosting Admissions Visitors the week of September 14th, with full access to the campus and VFS. Up to 5 new or returning students may start their visit per week. Visiting weeks start on Tuesdays and go through the following Monday. While we prefer Admissions visitors be on campus for part of three days, families may arrange an alternative schedule with the Admissions Clerk.

Room Occupancy

1. All bathrooms have a one-person occupancy limit, except for providing medical assistance. The left downstairs New Building bathroom is designated for high-risk students and staff and will be cleaned and disinfected hourly.
2. The airlocks are pass-through only. Loitering is not allowed. The sign-in hall may have one stationary person at a time.
3. NB Kitchen: Three people may in the kitchen with the exception of retrieving water or passing through.
4. Chesapeake Room: A maximum of 10 people may be in the Chesapeake Room at one time, 11 if one of them is a staff member. Up to five of them may eat in the Chesapeake Room with their masks off. The Chesapeake Room will be marked off into different zones for eating, hanging out, pass-throughs and a staff station. Eating takes priority in the eating zone. (See **Food** for more details.)
5. Other room occupancies:
 - Office: 3, (5 for staff stand-ups only)
 - Meeting Room: 3
 - Quiet Room: 3
 - Kid Nook: 4
 - Cubby Room: 0
 - Lounge: 3
 - Music Studio: 1
 - Dodon: 4
 - Mears: 3
 - AV: 2
 - Sonora: 3
 - Circle Room: 4
 - OB Kitchen: 2
 - Computer Room: 2
 - Art Room: 6
 - Shop: 3

Face Coverings

1. Face coverings are required as specified by this plan or as ordered by state officials, whichever requires more. People are encouraged to wear the mask at all times. Everyone is required to wear a face mask, properly worn, covering mouth and nose, while inside the building and on porches. People can remove masks with the physical distance of at least 10 feet while outdoors and off porches and at least 6 feet apart while eating in designated areas. Groups that are outside and off porches without wearing masks are limited to 10 people. Masks that are not in use must remain with the mask owner.

2. Students and staff are required to provide their own face masks. Fairhaven School will provide single-use face masks as needed as a backup plan. Reusable masks should be washed daily. Everyone should bring at least two masks, one as a backup in case the first one becomes wet or dirty. Students are not allowed to touch another person's mask or trade masks.
3. Masks that are not in use must remain with the mask's owner.
4. **Update 2/12/2021** The COVID Safety Committee recommends that people wear either two masks or an N-95 mask when indoors (if the N-95 has a valve, a surgical mask must be worn over it). Surgical masks will be available on campus, but students must bring two masks to school.

Hygiene Practices

1. Students and staff must disinfect hands upon arrival, at departure, and throughout the day. This includes before and after eating, before and after using the bathroom, before and after using commonly shared equipment, and whenever changing activities.
2. Hand sanitizer will be available throughout the building, replenished daily. Students and staff are encouraged to bring their own as well.
3. Students and staff are encouraged to avoid touching their face as much as possible and to follow CDC hygiene guidelines.

Food

1. Students and staff are encouraged to eat outside. While inside the buildings and porches, students and staff must only eat in the areas and precise spots designated to do so by the COVID Safety Committee. Outside of porches and buildings, students and staff can eat anywhere if they keep a 10-foot physical distance between each other. Staff may eat at their desks.
2. When in use, all the food must always stay in the presence of their owner, including when called to JC.
3. All personal food items, including dishes and utensils, must be stored inside a personal reusable lunchbox or bag. Those lunch boxes or bags must close properly and must be labeled with their owner's name. They must be stored in the places designated by the COVID Safety Committee. No open food, open beverages including cups or bottles with a straw are allowed in those places and will be instantly discarded.
4. Students and staff must wash or disinfect their hands before and after eating any food.
5. Everyone who uses a surface and a chair to eat must disinfect it before and afterward, following the procedure established by the COVID Safety Committee.
6. During the pandemic, there is no free-eater status.
7. Every student and staff must keep on campus or bring every day a water bottle, labeled with their name. The water bottle must close tight without leaking and must not have a spout nor a straw. Such water bottles may be kept in cubbies if they contain only water.
8. Students and staff are not allowed to sell, share, or trade food and drinks on campus.

9. Kitchen Corporation dishes and utensils will be placed in storage.
10. Food delivery from commercial vendors is not allowed.
11. Storing food in refrigerators is not allowed.

Cleaning, Disinfecting, & Shared Items

1. High-touch surfaces, as defined by the COVID Safety Committee, will be sanitized every two hours. For example: stair railings, door handles, light switches, and refrigerator handles.
2. Each person is expected to sanitize surfaces before and after use. Cleaning supplies will be available nearby each surface.
3. Sports Corp balls and equipment, along with any other balls or equipment used by people other than their owner, must be sanitized before and after each use.
4. All shared items (computers, crayons, books, legos, etc) may not be used until COVID Safety Committee approval of sanitization procedures.
5. Students are encouraged to bring personal art supplies, musical instruments, and toys from home, and limit sharing of those items. Students may ask staff for art supplies to use. They must be kept in a plastic baggie in an art cubby.
6. Two computers will be open in the Computer Room. SMMs must wipe down the computer station and sanitize hands before and after each use.
7. Used Legos will be quarantined until the following Tuesday. SMMs will sanitize hands before and after each use.
8. Used books will be quarantined until the following Tuesday. SMMs will sanitize hands before and after each use.
9. People may play Battleship, Mastermind, and Guess Who? as long as they are separated by 6 feet. Used games will be quarantined until the following Tuesday. SMMs will sanitize hands before and after each use.
10. Cooking in both kitchens is allowed every day the campus is open with one hour gaps between cooking. People must use the sign-up sheets in order to cook in the kitchens.

Communication

1. Families are required to report positive test results and suspected cases within the household to the Family Communications Clerk in accordance with HIPAA rules.
2. Notifications and necessary updates to families will be sent via email by the Family Communications Clerk. Closing updates will also be sent via social media and posted to our website by the Graphics Clerk.
3. Signs will be posted throughout the school promoting everyday protective measures and how to stop the spread of germs, as well as room occupancy limits and traffic directions.

Hybrid JC

Hybrid JC Definition

The Hybrid Judicial Committee (HJC) exists to hear and adjudicate disputes and grievances among School Meeting members which took place either on FHS campus or on the VFS platform. Allegations of rule-breaking that occur off campus on platforms other than VFS are not under the purview of the HJC.

Membership

School Meeting elects two JC Clerks, two Clerk Alternates, and two JC Runners. The Law Clerk designates four student representatives for 2-week terms. Staff members serve according to the schedule they have devised and may find staff substitutes.

Grievances

HJC Grievances should be submitted directly to the Law Clerk and a designated staff member via an HJC Google Form as provided by the Computer Clerk. The Law Clerk, JC Clerks and staff will be available to assist School Meeting members with completing the HJC Google Form.

Notice

HJC Runners must notify School Meeting members who are on campus when they are needed for HJC cases, and follow COVID-safety guidelines when allowing SMM to attend the in-person meeting. If School Meeting members are not on campus, as soon as is feasible, the Law Clerk will notify them via zoom message or invite, or email to attend HJC virtually. Defendants, plaintiffs, witnesses, JC Clerks and members must RSVP to the Law Clerk upon receipt of notice.

HJC Meeting Attendance and Policies

Hybrid JC meets as needed on weekdays at noon. HJC will adjourn no later than 1:30pm on Wednesdays. Only School Meeting members involved in cases or serving on HJC may attend. The Law Clerk or presiding JC Clerk may approve other School Meeting members or admissions visitors to observe cases.

Virtual attendees must wear headphones during the case. Refusal to come to HJC may result in contempt and/or referral. Online moderators are authorized to block people from sessions, with cause. If a moderator blocks someone from attending a session, they must write it up.

HJC Records

The records of HJC shall be maintained in the demschooltools Database.

Video evidence

Video recording of sessions will only be used as evidence in investigations with the approval of the Computer Clerk and the Official Authorities Clerk. Only they and the Law Clerk may view such video evidence. Viewing of video evidence will only be used for allegations of serious offenses.

Location

The on-campus portion of JC will take place in the Art Room. HJC will be held on campus and on VFS simultaneously on days when the campus is open, and on VFS on days when the campus is closed. HJC will adhere to the COVID Safety procedures.