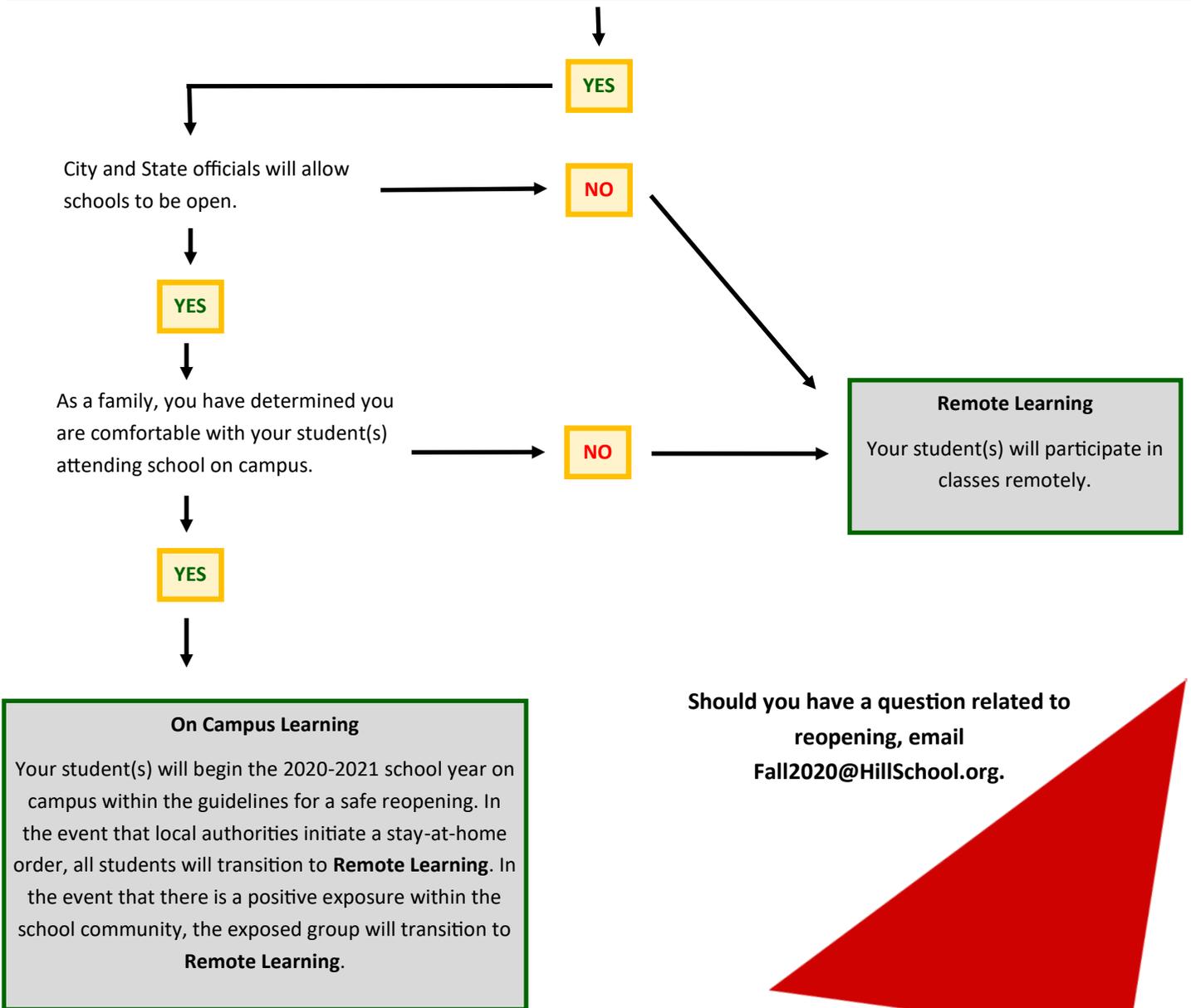


Hill School recognizes our students, families, faculty, and staff are in the midst of an ever changing situation due to COVID-19. The task force and administration at Hill School have worked diligently to research and develop a necessary, flexible plan of action to ensure the health, safety, and academic success for our entire Hill School community. Our reopening plan is designed to comply with the regulations and recommendations set by the Centers for Disease Control and Prevention (CDC), American Academy of Pediatrics (AAP), Texas Education Agency (TEA), Texas Private Schools Association (TPSA), health care leaders, and government officials. Hill School's mission and values have not changed; and our goal continues to be to provide the best educational experience for our population of diverse learners.

In consult with Hill School's reopening committee which includes input from medical professionals and the school's leadership team as well as guidance from the CDC, Hill School is able to establish protocols for faculty, staff and students in order to safely return to campus in August.



Should you have a question related to reopening, email Fall2020@HillSchool.org.



Preparing for Interruptions

Hill School is preparing for any possible and/or future interruptions to on campus learning, in the event that our state or local area experiences a spike in COVID-19 cases. If this were to happen, we will immediately make the shift to remote learning. New schedules for each division and/or grade level may be implemented to best support our students' learning needs and be most appropriate for each age group. Any change(s) made to students' schedules will be directly and immediately communicated with students and parents to ensure a seamless transition to remote learning. Moving forward, teachers will prepare both on-campus and remote learning lesson plans to align curriculum and maintain overall classroom structure.

Learning Options for Families—Fall 2020 (semester 1)

Hill School administration, faculty, and staff understand the need to offer flexible options as we enter into the upcoming school year during these unrepresented times. Therefore, we will be offering the following two options for families. Each family was given the opportunity to select their option through the survey sent via email in July. For all planning and curriculum purposes, families must declare their learning option on or prior to August 4. However, knowing that circumstances may change within the household, families may change their option during the first several weeks of school. After that, we will expect the student to be committed to that learning option for the remainder of the quarter. Quarter 1 ends October 9, 2020.

Option 1: ON CAMPUS LEARNING & INSTRUCTION

Option 2: OFF CAMPUS REMOTE LIVE STREAM LEARNING & INSTRUCTION

The third scenario is REMOTE LEARNING & INSTRUCTION for all if city or state officials do not allow a reopening or if a cohort or division moves to remote learning in the event of exposure to a positive case of COVID-19.

ON CAMPUS LEARNING & INSTRUCTION

Hill School is extremely excited to have students, faculty, and staff back on campus to kick-off the 2020-2021 school year. We have taken strong precautions and have readily available PPE for faculty and staff, sanitation, and screening materials available for all individuals on campus. We are working to minimize class sizes even further, as well as stagger schedules for the changing of classes. All students, faculty, and staff will be pre-screened daily before arriving to campus to ensure the health and safety for all. Any person with a temperature of 100.4 or above should remain at home until fever-free for 24 hours.

ON CAMPUS LEARNING & INSTRUCTION—Academics

Daily schedule:

As we return to on-campus learning and instruction, Hill School will remain school day operational hours from 8:15 AM to 3:25 PM—Monday through Friday. However, we will not offer after school study hall during the Fall semester 2020. As we continue to plan, staggering drop-off and pick-up times are being considered. We are also planning to place students in smaller groups and multiple spaces as they arrive/depart to ensure physical distancing. Lunch times will occur in various spaces and be staggered, as well.

Lunch time:

All students will be expected to bring their own lunch along with disposable utensils. Microwaves will not be available the first semester. Sonic and Chick-Fil-A lunch orders will not be available the first semester. In addition, students will not be allowed to bring in food to share with another individual or groups of students (i.e. birthday, holiday, celebration treats/snacks, etc.). Lunch times will be staggered and table/seats will be appropriately placed to practice physical distancing guidelines. Tables may be placed on the stage to allow for additional lunch space.

In addition, mealtime visitors will not be permitted at lunchtime. While we discourage drop off of lunches, should a lunch need to be hand-delivered from home by a parent or grandparent, the lunch will be deposited in the main entrance foyer and students will come to the front desk to pick up their lunch.

Classroom:

Classrooms will be arranged to meet social distancing recommendations. Students will attend a typical class schedule and meet in-person with their teachers for daily instruction. Class sizes will not exceed the 12:1 ratio, and we are working to prepare alternative spaces to be used as classrooms if needed. Teachers will be more likely to move classrooms than students.

Students will be placed in small groups or cohorts so as to limit crossover and reduce possible risk of exposure. As a result of the survey sent to parents in July, cohort groups are being designed now with considerations for classroom space available which will allow for desks being spaced 6' apart. Plexiglass partitions will be provided in certain classes for specific learning needs.

Students will not be using lockers. Students' personal items will be taken to their classroom where they will remain throughout the day. Physical distancing will be enforced throughout the building.

Physical distancing and wearing a mask are fundamental to lowering the risk of spread of Covid-19. Teachers and students grades 5 and above will be required to wear cloth or surgical masks in the classrooms; students grade 4 and below will be encouraged to wear cloth or surgical masks in the classrooms. All teachers and students are required to wear masks in the hallways and all communal spaces where physical distancing is not possible. Much like our students take brain breaks, teachers will do their best to build in mask breaks.

OFF CAMPUS REMOTE LIVE STREAM LEARNING & INSTRUCTION

We understand that there will be some students who will need to engage in remote learning. We experienced much success with our remote learning experience last spring but we also have had a chance to reflect on improvements to the process. We look forward to implementing some changes to this instruction and working with those students who can not be on campus.

OFF CAMPUS REMOTE LIVE STREAM LEARNING & INSTRUCTION—Academics**Daily schedule:**

The remote learning schedule will mirror the on campus schedule with instruction taking place 8:15 AM to 3:25 PM—Monday through Friday. Should we move the entire school to Remote Learning, a revised condensed schedule will be implemented.

Each student K-12 has been assigned a specific Hill School computer and are expected to use only their own device. K-12 students will follow the Computer Code of Conduct regarding technology use as detailed in the student handbook.

During Remote Learning, students will view on their computer screen the lesson being taught by the teacher utilizing the classroom Smart Board. The student will not view the teacher. Teachers will wear a device to improve the audio for Remote Learners.

Students will be required to join each class period, participate and complete assignments and assessments. Daily attendance will be taken.

Parents will partner with Hill School by:

- Creating a workspace that is free of distraction and conducive to completing schoolwork
- Establishing a routine for waking up and bedtime
- Communicating with teachers as necessary
- Carving out time for mindfulness and outside physical activity

Should a remote learner decide in the first weeks of school that they would like to change to on campus learning, we will welcome that student to campus! We ask that parents give the task force several days' notice so that your student may be added to a cohort and a desk (which must be spaced 6' from others) may be added to a classroom. Once a remote learner returns to campus, we will expect the student to be committed to that learning option for the remainder of the quarter. Quarter 1 ends October 9, 2020.

Visitors to Campus

Visitors will be restricted to those who are essential. All visitors will be asked to complete a health screening attestation form indicating that they are illness/symptom free, to wear a mask, and to have their temperature taken upon arrival.

Essential workers are defined as those who have educational business in the building.

Parent access, like visitors to campus, will be restricted. Meeting with teachers will be handled remotely. There will be no community events held on campus.

Screening Protocols

Faculty and staff will be required daily to complete a self-screening process prior to entering the building, and the school may require further screening of faculty and staff at any time based on current state and federal guidelines.

A parent or guardian will be required to screen their children for COVID-19 symptoms each day prior to sending them to school. Parents will need to take their child's temperature daily. Additional screening may be conducted during the school day.

Parents must ensure they do not send a child to school on campus if the child has COVID-19 symptoms (as listed in this document) or has tested positive for COVID-19, and instead should opt to move to remote learning until the below conditions for re-entry are met.

Faculty, staff and students should not enter the building if any of the following apply. The individual:

- Is sick or has been sick in the past 14 days. Symptoms to watch for: fever (100°F or higher), cough, shortness of breath/difficulty breathing, chills, muscle pain, headache, sore throat, new loss of taste or smell.
- Has a confirmed case of COVID-19 or has been in close contact with a person with a confirmed case of COVID-19. These individuals must follow all isolation and quarantine guidelines from the local health authority or their physician.
- Has a household member who is awaiting COVID-19 test results, or who is awaiting their own test results.
- Has traveled internationally, to a hot spot or on a cruise in the past 14 days. These individuals must follow current CDC self-quarantine recommendations and quarantine for 14 days before coming on campus.

Teachers will monitor students and refer them to the front desk if symptoms are present.

Cleaning, Disinfecting and Hand Sanitizing

Several strategies will be implemented to encourage behaviors that reduce the spread of COVID-19. Frequent disinfection and hand sanitizing will become part of the daily routine at school. Hand sanitizer will continue to be available in every classroom and additional hand sanitizer will be placed in areas throughout the school. Faculty and staff will have access to disinfectant solutions to sanitize high-touch and working surfaces and shared objects frequently. Faculty and staff will limit the use of shared supplies when possible.

Each classroom and bathroom will be cleaned and disinfected nightly. The cafeteria tables will be disinfected between lunch periods.

Cleaning will be performed throughout the school day. Cleaning refers to the removal of germs, dirt and impurities from low risk surfaces such as floors and windows where the likelihood of pathogen transfer from the surface is low. Cleaning does not kill germs, but by removing them, their numbers are lowered as is the risk of spreading infection. Deep cleaning will occur during all academic breaks.

Sanitizing of cafeteria areas will occur before, during and after each lunch period. Sanitizing refers to using pH neutral cleaners on surfaces that may come into contact with food or ingestible substances.

Disinfecting will occur for all frequently touched surfaces such as tables, chairs, doorknobs, light switches, handles, handrails, lockers, desks, faucets, sinks, dispensers, phone receivers, countertops, keyboards, computer mouse, playground equipment, toys, etc.

Disinfecting refers to using chemicals to kill germs on surfaces that are likely to harbor pathogens. This process follows surface cleaning and significantly lowers the risk of spreading infection. The use of 80% alcohol treated wipes and germicide/cirucide misting systems may be deployed to ensure full disinfection of all surfaces.

All bathrooms are supplied adequately with soap, water and drying materials.

FREQUENTLY ASKED QUESTIONS

WHAT IS A COHORT?

Cohorts are small groups of students established to help Hill School minimize large group contact and reduce the risk of exposure.

WILL STUDENTS HAVE PE AND/OR OUTSIDE TIME?

Yes! All Lower School students will continue to have PE and/or recess time every day. All Middle and Upper School students will also continue to have PE every day, although the groups may be smaller. In PE the students will still need to be socially distant but active. Our faculty will work on class plans that will allow for both. Weather permitting, we will utilize our new outdoor space for all students. If students can manage to be 6 ft. apart outside, they may remove their masks.

During quarter 1, middle and upper school students will not dress out for PE. There will be no locker room visits and no common equipment will be used. During PE, students may remove their masks while the PE teacher will wear a mask.

WILL STUDENTS NEED TO WEAR MASKS?

Physical distancing and wearing a mask are fundamental to lowering the risk of spread of COVID-19. Teachers and students grades 5 and above will be required to wear cloth or surgical masks in the classrooms; students grade 4 and below will be encouraged to wear cloth or surgical masks in the classrooms. All teachers and students are required to wear masks in the hallways and all communal spaces where physical distancing is not possible. Much like our students take brain breaks, teachers will do their best to build in mask breaks. Students are expected to provide their own masks and have 2 masks with them each day.

Leading up to the start of school, it will be important for families to practice wearing a mask and help students to understand what that will look like in school. Once school begins, we will continue working with students on social and emotional learning. We will try to make use of outdoor space when possible. If students can manage to be 6 ft. apart while outside, they may remove their masks.

HOW WILL PARENTS MEET WITH TEACHERS?

Meetings with teachers will not be face-to-face. Virtual visits will be arranged.

WILL THE DRESS CODE BE ENFORCED?

For quarter 1, the formal dress code will not be required each Monday; instead students may wear regular dress. Students will be required to follow the uniform policy in the handbook for all other days.

WHAT WILL CARPOOL LOOK LIKE?

Carpool arrival and dismissal will look different. Details are being discussed now and will be provided closer to the start of school.

WHAT HAPPENS IF/WHEN THERE IS A CONFIRMED COVID-19 CASE WITHIN THE SCHOOL COMMUNITY (INCLUDING FACULTY, STAFF, STUDENTS OR INDIVIDUALS' HOUSEHOLD MEMBERS)?

According to medical professionals, if or when there is a confirmed case of COVID-19 within our school community, the school will be notified by the Tarrant County Public Health. If we are notified of a positive case of COVID-19 by a parent or staff member, our first call will be to the Tarrant County Public Health for direction. Hill School will follow all CDC protocols to send infected or exposed individuals home. The CDC recommends 10 days of quarantine after exposure based on the time it takes to develop illness in the infected person. Hill School will follow all CDC protocols to sanitize or temporarily close any at-risk areas of the school.

The CDC offers the **6-15-48 rule**: infected faculty/staff or students will need to identify others who worked within 6 feet of them, for 15 minutes or more, within the 48 hours prior to the sick individual showing symptoms, or later. Once identified, all those in contact with the one infected need to:

- Stay at home until 10 days after last exposure and maintain social distance (at least 6 feet) from others at all times;
- Self-monitor for symptoms;
- Check temperature twice a day;
- Watch for fever, cough, or shortness of breath;
- Avoid contact with people at higher risk for severe illness (unless they live in the same home and had same exposure).

COVID-19 RESPONSIBILITIES:

In August, an email address will be created where you will report if you or your child are exposed to, symptomatic or diagnosed with COVID-19. We ask that you identify dates and names of community members that fall in the 6-15-48 rule. See the CDC guidelines above. All reporting will remain confidential.

School community members who fall in the 6-15-48 rule will be notified of possible exposure. Additionally, Hill School will notify Tarrant County Public Health of possible exposure.

WHAT CAN PARENTS DO TO PREPARE FOR THE START OF SCHOOL?

Two weeks prior to a student's return to campus for on campus learning or any school-related activity, it will be required that parents begin daily reporting of their students' symptoms, temperatures and travel. An online questionnaire will be available and must be submitted daily for the two weeks leading up to each student's return. Students should also begin practicing wearing masks while at home so that the transition is a bit easier for all.

Once students begin classes on campus, students' temperatures must be taken each morning before they may enter the building.

WHAT ADDITIONAL GUIDELINES ARE BEING DISCUSSED?

Additional guidelines regarding athletics, spectators at athletic events, extra curricular offerings, library use, water fountain use, and more are all being discussed and will be provided closer to the start of school.

This reopening document is a working document and any guidelines outlined here are subject to change. As the school year unfolds, we hope to make adjustments to the guidelines in phases. Anytime a change is made, parents will be notified via email and a notice will be posted on the school website.

Hill School will expect that when we all return to our new normal and everyone is vaccinated, remote learning will no longer be an option for Hill School students and everyone will participate in on campus learning.

**Should you have a question related to reopening,
email Fall2020@HillSchool.org.**

