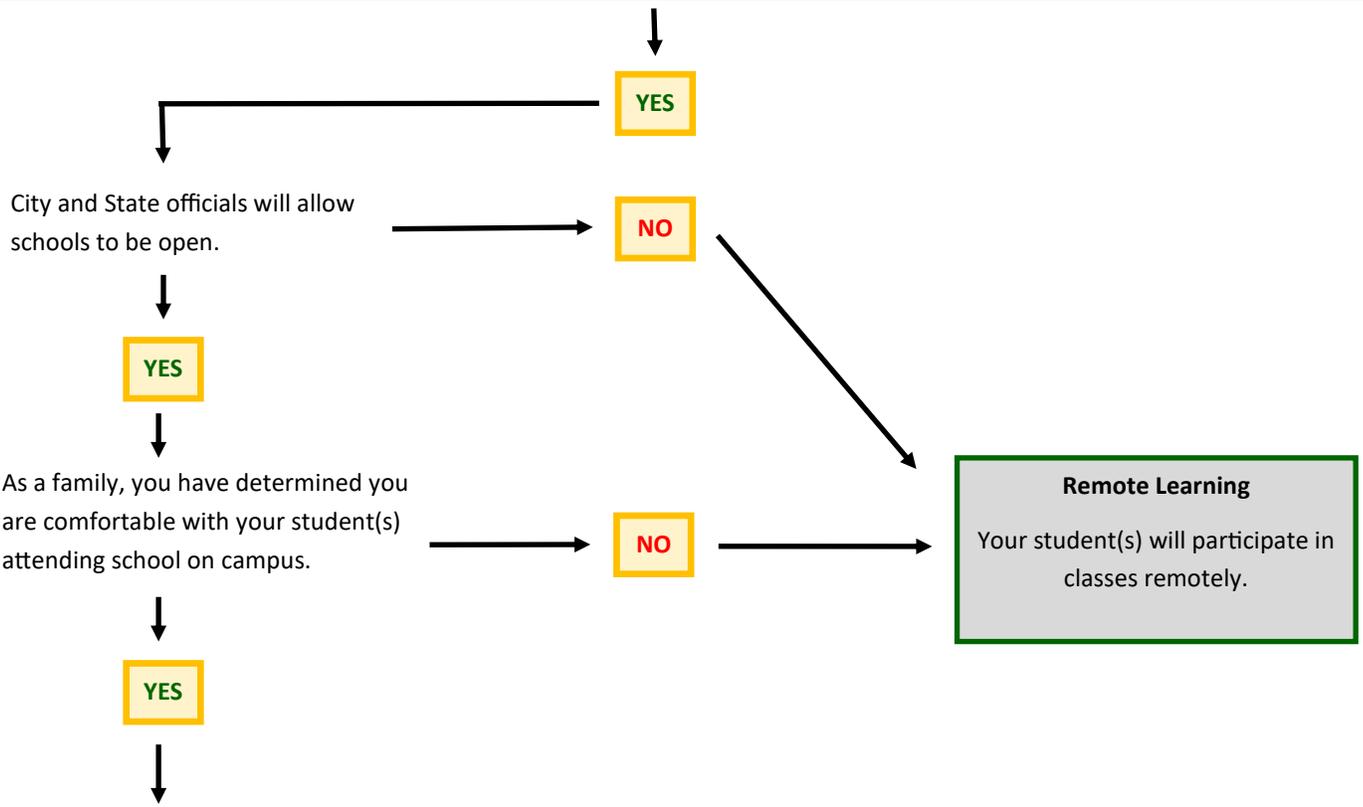


Hill School recognizes our students, families, faculty, and staff are in the midst of an ever changing situation due to COVID-19. The task force and administration at Hill School have worked diligently to research and develop a necessary, flexible plan of action to ensure the health, safety, and academic 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.



On Campus Learning
Your student(s) will begin the 2020-2021 school year on campus within the guidelines for a safe reopening. In the event that local authorities initiate a stay-at-home order, all students will transition to **Remote Learning**. In the event that there is a positive exposure within the school community, the exposed group will transition to **Remote Learning**.

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 declared 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 semester. Semester 1 ends December 17, 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 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 quarter 1. As we continue to plan, staggering drop-off and pick-up times may be 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.

Physical distancing and wearing a mask are fundamental to lowering the risk of spread of Covid-19. Teachers and all students grades K-12 will be required 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.

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 may be staggered and table/seats will be appropriately placed to practice physical distancing guidelines. If lunch is held in the Cafetorium, tables may be placed on the stage to allow for additional lunch space. If lunch is held in the classroom, students will be physically distanced.

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, cohort groups have been designed with considerations for classroom space available which will allow for desks being spaced 6' apart. Plexiglass partitions are utilized in certain classes for specific learning needs.

The majority of students will not be using lockers. Students' personal items will be taken to their classroom where they will remain throughout the day. Grades 4-6 will store only backpacks and lunches in their assigned hallway lockers which are spaced far apart from each other to maintain physical distancing. Also, not all of these students will be sent to their lockers at the same time.

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 is 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 semester. Semester 1 ends December 17, 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. Meetings with teachers will be handled remotely. There will be no community events held on campus.

Morning Arrival

Temperatures will be taken as students enter the building and anyone with a temperature of 100 degrees or higher will need to return home. Those students will remain isolated until leaving school.

In addition, parents will complete a daily questionnaire and submit it electronically before students may enter the building. The questionnaire has been emailed to all parents. If students are experiencing any of the symptoms listed below, students may not come to campus. Parents should then contact your health care provider for next steps.

Fever or chills	Fatigue	Sore throat
Cough	Muscle or body aches	Congestion or runny nose
Shortness of breath or difficulty breathing	Headache	Nausea or vomiting
	New loss of taste or smell	Diarrhea

Screening Protocols

A Decision Tree for Families is available on the school website at <https://www.hillschool.org/wp-content/uploads/2020/08/DecisionTreeFamilies.pdf> . Please refer to it should you have a question about whether or not to send your child to school or what to do in the case of possible exposure.

Of course, we ask that you keep your child home if he/she is sick. Parents must ensure they do not send a child to school on campus if the child has COVID-19 symptoms (as listed above) 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 and staff are 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 is also required to screen their children for COVID-19 symptoms each day prior to sending them to school and submit the questionnaire electronically each morning before the student may enter the building. This includes a daily temperature check.

Additional screening may be conducted during the school day. Teachers will monitor students and refer them to the front desk if symptoms are present.

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, loss of taste or smell, diarrhea.
- 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 or to a state with a high test positivity rate in the past 14 days. These individuals must follow current CDC self-quarantine recommendations and quarantine for 14 days before coming on campus.

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 cafetorium 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, if necessary, 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, play-ground 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 NEED TO WEAR MASKS?

Physical distancing and wearing a mask are fundamental to lowering the risk of spread of COVID-19. Teachers and all students grades K-12 will be required 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 at least 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.

WILL STUDENTS HAVE PE AND/OR OUTSIDE TIME?

Yes! All Lower school (K-4) and Intermediate (5-6) students will continue to have PE and/or recess time every day. All Middle (7-8) and Upper school (9-12) 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 has created class plans that 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 semester 1, middle school students will not dress out for PE. Upper school students will change out but must provide their own shorts and shirts. No common equipment will be used. During PE, students may remove their masks while the PE teacher will wear a mask.

Upper School SST— In order to minimize cohort crossover, we have placed each Upper School grade level in the 8th period or 9th period elective of SST this semester.

SST PROTOCOLS

Dressing Out & Athletic Clothing:

Boys:

2 dressing locations (masks must be on)

1. Locker room— limited to 6 boys with 1 male Coach present to monitor
 2. Weight Room area— limited to 7 boys with 1 male Coach present to monitor
- 3rd coach will be monitoring the gym area once boys enter the gym

Lockers are closed off at this time

Students are responsible for bringing their own athletic clothes each day—**black shorts and a red t-shirt**

Note: athletic clothing should be school appropriate

Hill School will not supply any athletic clothing or wash clothing at the end of the day

We encourage SST students to have multiple sets of black shorts and red shirts or wash SST athletic wear each evening

Girls:

1 dressing location (masks must be on)

1. Locker room— limited to 3 girls at a time
- Shower area and lockers are closed off at this time

Students are responsible for bringing their own athletic clothes each day— **black shorts and a red t-shirt**

Note: athletic clothing should be school appropriate

Low-cut, sleeveless, or cropped shirts are not allowed

Hill School will not supply any athletic clothing or wash clothing at the end of the day

We encourage SST students to have multiple sets of black shorts and red shirts or wash SST athletic wear each evening

End of SST:

Students will not be dressing back into their uniform at the conclusion of SST and will remain in their SST gear to go home.

Students' Belongings:

Student belongings will be placed in designated areas for each SST student and marked with his/her name in the bleachers.

Equipment, Masks, & Physical Distancing:

Coaches will limit the use of communal equipment and sanitize all equipment after every use.

During PE, students may remove their masks while the PE teacher will wear a mask.

Students will be physically distanced at all times during SST. Our gym is large enough to space students appropriately, and we will have multiple coaches in the gym to monitor these students.

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 semester 1, the formal dress code will not be required each Monday; instead students may wear regular dress. All students, both on and off campus, will be required to follow the uniform policy in the handbook for all other days.

WHAT WILL CARPOOL LOOK LIKE?

Morning drop-off and afternoon pick-up will look different. Parents should follow the plans assigned to their student's division.

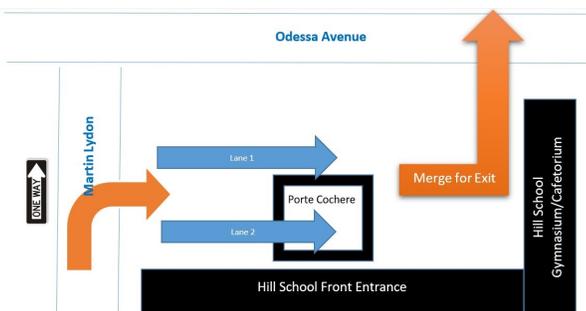
Morning Drop-Off:

- ◆ Students will be able to enter the building starting at 7:45 AM
- ◆ All students must enter wearing a mask
- ◆ Upon entry, the teacher on duty will take the student's temperature
- ◆ If a student were to have a temperature, the teacher on duty will wait 1-2 minutes and re-take the temperature
- ◆ If the temperature reads within normal limits on the 2nd try, the student will be allowed to enter
- ◆ If the temperature continues to exceed 100 degrees, the student will be sent home
- ◆ Student cohorts will enter the building and be sent to announcements where they are physically distanced and multiple teachers will be on duty to supervise
- ◆ Students will be dismissed from morning announcements in a very specific manner to avoid crossover of any grades/cohorts with teacher assistance to monitor physical distancing

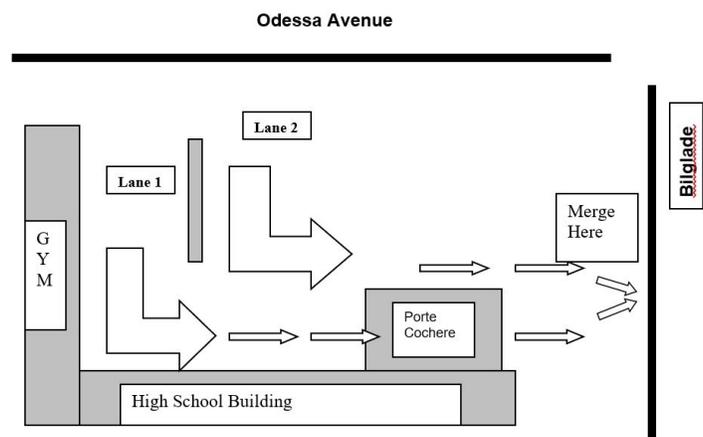
Afternoon Pick-Up (see maps below):

- ◆ Lower school (K-4) and Intermediate school (5-6) students will be released in the front of the building
- ◆ Middle school (7-8) and Upper school (9-12) students will be released at the north end of the building
- ◆ All students will be physically distanced and required to wear a mask during the pick-up process
- ◆ For quarter 1, we will not offer any after school care
- ◆ If a parent is running late, please contact Michelle at the front desk to make arrangements

Pick-Up Line K-6



Pick-up Line 7-12 (North End of Building)



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 14 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 14 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).

Every day before coming on campus, we ask that you complete your student questionnaire. Is your temperature above 100 degrees or do you have any of the symptoms above?

If no, come to school and practice the safety protocols we have implemented. Be safe and be smart.

If yes, do not come to school. Self-isolate from others; contact your health care provider; email **Health@HillSchool.org** to report your symptoms. Call Michelle Frantz to report an absence.

Exposure to COVID-19: Has your student had close contact with someone who has tested positive?

What is a close contact? Someone who:

Lives in the same household OR
Cares for a person sick with COVID-19 OR
Has been within 6' of a person sick with COVID-19 for 15 minutes or longer OR
Has been in direct contact with secretions from a person sick with COVID-19

If no, come to school and practice the safety protocols we have implemented. Be safe and be smart.

If yes, do not come to school. Stay at home for 14 days from the time of contact with the person who tested positive; contact your health care provider; email **Health@HillSchool.org** to report your exposure. Call Michelle Frantz to report an absence.

The information above is taken from the **Hill School COVID-19 Student Decision Tree**, a more detailed document found on the reopening page of the school website. Please refer to it for additional questions or concerns you may have.

COVID-19 RESPONSIBILITIES:

If you or your student has been exposed to, are symptomatic or diagnosed with COVID-19, we ask that you email Health@HillSchool.org to report your status. Be prepared to you identify dates and names of Hill School 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.

RECENT UPDATES:

On Campus Classroom Instruction:

Beginning Quarter 2, students will begin to rotate through their class schedules by changing classrooms. Students will not use lockers; instead, they will carry their belongings in their backpacks. Lunchtime will be with advisory classes in the advisory classroom, although they will still have opportunities to eat outside on occasion. Current cleaning protocols and the use of assigned bathrooms will remain in place.

Winter Athletics:

Student-athletes who are learning remotely will be allowed to participate in a sport with certain requirements in place:

- Parents must submit the daily COVID-19 questionnaire by 10:30 a.m. each day;
- Parents must transport the student to campus or to the competition;
- Temperatures will be taken upon entering the building;
- UIL and Hill School guidelines will be in place which includes face masks worn in accordance with the governor's executive order;
- Failure to comply with any of these requirements will result in the student not being able to participate.

New Students:

Students who would be new to the school are required to submit the COVID-19 questionnaire daily for two weeks before being invited to join the school. During those two weeks, prospective students may move through the application process with strict guidelines in place. Prospective families may meet with school administrators in a designated space in the building but will not tour the campus. Instead, virtual tours will soon be available on the school website so that prospective families may get a sense of our community. Applicants may be able to visit with the class/cohort virtually in an effort to meet the peer group. After a student has completed the daily questionnaire for two weeks without incident, that student may be invited to visit for 1/2 day with the class in order to learn if Hill School is a good fit.

Mask breaks will continue and students will go outside on a regular basis. This means that students must bring a coat or heavy sweatshirt and gloves or mittens, if appropriate, to wear while they walk outside. Mask breaks are important for many reasons, and students will not be excused from taking the necessary breaks.

WHAT ADDITIONAL GUIDELINES ARE BEING DISCUSSED?

Additional guidelines regarding extra curricular offerings, library use, water fountain use, and more will be reviewed again at the beginning of Semester 2.

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 protocols,
email Fall2020@HillSchool.org.**

**Email Health@HillSchool.org to report COVID-19
symptoms or exposure.**

