



CANTERBURY SCHOOL

**Returning to Campus
2020-21**

CANTERBURY CONTINUES



Finding **purpose, passion, and meaning**
for every **artist, athlete, and scholar.**

Canterbury School Re-Entry Plan

Canterbury School is committed to its mission of building lives of purpose, passion, and meaning for every artist, athlete, and scholar. An essential part of that commitment is creating a safe learning environment for all Canterbury students, staff, and visitors.

This document will present the outline of how Canterbury will provide the safest learning environment possible in the 2020-21 school year. Aside from general safety practices each and every day, Canterbury School will also implement three precautionary phases (blue, yellow, red) throughout the 2020-21 school year. The decision to change the precautionary phase level will be at the discretion of the school administration, taking into account the increase of COVID-19 cases in Allen County and school-based knowledge of cases directly affecting Canterbury School. The level will be indicated on the Canterbury website, as well as at entry doors. The school will send an email to the Canterbury community each time a precautionary level changes.

Each Canterbury family will be required to sign a pledge signifying their commitment to the safety of all in our community.

Please know that Canterbury may revise this plan as events unfold this school year. Flexibility and understanding will be necessary components of our success this year.



For the most up-to-date information, visit canterburyschool.org

FROM THE HEAD OF SCHOOL

Dear Canterbury Community,

I am pleased to release Canterbury's campus re-entry plan for the 2020-21 school year. This document is the culmination of over six weeks of planning, research, and dialogue with a panoply of experts in health care and education. In the brief time that I have served as Canterbury's Head of School, I have been awestruck by the love and commitment that this community feels for our school. It will take every ounce of that love and commitment to successfully navigate this school year. This document provides the road map for that successful navigation.



Canterbury was founded by a dedicated group of parents who wanted a better education, and thus a better life, for their children. A spirit of parental volunteerism and trust has always infused the halls of Canterbury, and that same spirit will be critical in ensuring the success of this school year. In order to foster this spirit, we are asking all parents to sign a Canterbury Pledge to conduct daily temperature checks, health screenings, and to honor the need to keep children at home when they exhibit symptoms of illness. By doing so, we can affirm our commitment to the safety and well-being of our Canterbury family.

One critical element of this plan is an option for remote learning. If you are interested in that option for the 2020-21 school year, please notify your division office by Monday, July 27. We will need to know this in order to adequately prepare our teaching staff for this school year. We are asking that families commit to a quarter of remote learning to begin the school year, if selecting that option. Please know that for Early Childhood, we may not be able to provide a remote option to start the year in that division. If we have to close campus at any time during the year, or if students are quarantined, teachers in all divisions (including EC) will offer remote instruction.

Please do not hesitate to reach out to me if you have any questions or concerns. I know that, with your support and love for our school, we can accomplish the imperative work of educating our students on campus in the safest way possible this year.

Cordially,

David Jackson
Head of School

PANDEMIC HEALTH & WELLNESS COMMITTEE

Ben Ottenweller

Assistant Head of School, Chair

David Jackson *Head of School*

Kathy Todoran *Assistant to the HOS*

Jerry Belcher *Business Manager*

Ranae Butler

Fine Arts Department Chair

Fraser Coffeen *MS Director*

Katie Burrows

EC/LS Director -2019-20

Mike Landgraf

LS Director -2020-21

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Catherine Martin *HS Faculty*

Colleen Tan *MS Faculty*

Jenna Wendlandt *EC Faculty*

Megan Campbell *EC Faculty*

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Lindsay Chaille *PA President*

Dr. Bill Smits *Parent*

Dr. Mohammed Ghazali *BOT*

Dr. Bill Cast *Foundation*

Emily Elko *Parent*

Kim Steffy *Parent*

Marlon Wardlow *Parent*

Dr. Amanda Patch *Parent*

Dr. Emily Wertz *Parent*

Dr. Joel Valcarcel *Parent*

Dr. Arv Surendran *Parent*

Dr. Joseph Muller *Parent*

Dr. Tamara Lombard

HS Psychologist

Ruth Hadland *Chair of the
Canterbury School Safety Committee*

CJ Micklitsch *IT Director*



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FROM COMMITTEE PHYSICIANS

Dear Parents:

Canterbury joins the ranks of schools across the nation facing the challenge of balancing ongoing concerns with COVID-19 health risks against the negative social and academic development consequences of delaying our children returning to in-person instruction. As we re-open for the 2020-21 school year, we are cognizant of how this decision impacts each of you in different ways.

We have aimed to achieve four primary objectives as we developed the reopening plan:

1. Policies designed to be as fair and safe as possible, to as many people as possible, recognizing the different health risk profiles in various Canterbury households.
2. Policies designed to be consistent with growing medical evidence.
3. Policies that comply with and are flexibly responsible to Governor Holcomb's "Back on Track Indiana" program.
4. Policies that recognize the necessary benefit of in-person student learning and engagement with peers and expert faculty that cannot be duplicated in an online or home-school format.

The "Back on Track Indiana" program has fortunately helped to coordinate our community's efforts and established a road map to get us through this pandemic within our region. However, it also enables wide flexibility in interpretation, providing the advantage of tailoring schools' reopening to be in line with what works best for the school.

Much effort has gone into considering many approaches designed to minimize risk to the students and other household members of those students as well as faculty. However, all of those additional tasks and precautions become comparatively insignificant if our policies enable even a couple children who are actually positive for COVID-19 to engage directly with the other children. For this reason, all efforts to minimize this particular risk should be aggressively pursued. We have considered many viewpoints and proposals for achieving success but have concluded that a large part that is necessary for success lies in the hands of the parents at home. It is critical that now, more than ever, we begin to embrace a culture of keeping our children home when they become ill or meet certain criteria. We must not create resistance when school staff notify us that our children meet medical criteria for going home. The specifics of that criteria may change over time as we adjust to the changing risk level. For many of the single and dual- working parent families, this may prove to be considerably more of a burden than for others and we would not ask this of them if it were not so important in mitigating risk for the entire school.

Please understand that despite the tremendous inconvenience at times, a reduced threshold for keeping children home, and sending them home when they demonstrate illness, is necessary for maximizing a successful reopening and limiting unfair additional risk to particularly vulnerable Canterbury households. As medical professionals ourselves and parents of existing Canterbury students, we ask that you help the school to maximize compliance with these measures to limit what we feel is the greatest risk to Covid-19 spread in the school.

Sincerely,

Canterbury Pandemic Health & Wellness Committee Physicians



For the most up-to-date information, visit canterburyschool.org

DAILY PRACTICES

SCREENING

All students and employees are required to self-screen before coming to school. Students and employees exhibiting symptoms of COVID-19 (**fever of 100.4 or greater, cough, shortness of breath, chills, muscle pain, headache, sore throat, new loss of taste or smell**) without being otherwise explained, are prohibited from coming to school. Canterbury will contact the parents of any student who exhibits these symptoms during the day, or who arrives at school with them, and will request immediate pick-up from campus.

- Persons who have **not received a test** proving or disproving the presence of COVID-19 but experience symptoms may return if the following three conditions are met:
 - They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); and
 - Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
 - At least 10 calendar days have passed since your symptoms first appeared.
- A doctor's note would be required to return to school sooner than the CDC guidelines, especially in the case that a known cause other than COVID-19 was found (example: strep throat that has been treated).
- Please refer to the attached ISDH chart for further clarification.

POSITIVE CASE PROTOCOL

When there is a positive case of COVID-19 within our school community, we will follow Allen County Department of Health guidance and this communication procedure:

- If we receive a report of a positive case, the school will immediately start contact tracing in conjunction with the Allen County Department of Health.
- Any persons that were within 6 feet of the infected individual for more than 15 minutes (as defined by the DOH and CDC) will be directly contacted by the school. If you do not hear from us, your child was not in high risk contact.
- Those persons will be quarantined for 14 days from the last point of exposure with the diagnosed/infected person.
- We will inform the community that a case was identified.
- Remote learning options will be provided for those ill or in quarantine.



For the most up-to-date information, visit canterburyschool.org

DAILY PRACTICES

HEALTH AND WELLNESS

- Hand sanitizing stations will be available throughout the campus.
- The school will provide two reusable masks for every student and employee.
- Face shields will be provided to all teachers, front office staff, and health staff.
- Students, faculty, and staff will receive training on appropriate hand washing/sanitizing procedures and techniques.
- Water fountain use is prohibited. Students will have access to water refill stations for their own containers.
- A plexiglass barrier will be installed at the discretion of the classroom teacher.
- There will be intense, daily cleaning of common-use spaces (doorknobs, rails, common areas, etc.) as well as shared classroom items.
- Hallways will be marked for directional travel and distancing where appropriate.
- Additional nursing staff and counseling support will be available this year.
- Outdoor education will be used where possible.
- Desks will be spaced 6' apart and face the same directions when possible.
- Classrooms/work areas will be cleaned regularly.
 - MS and HS students will wipe down their desk and work area before leaving the classroom. Longer passing periods will be provided.
 - EC faculty will clean and sanitize equipment and manipulatives between morning and afternoon sessions, and between enrichment programs
- Measures to increase and improve air ventilation will be used.
 - Windows will be open whenever possible.
 - Air filters will be changed more frequently.
 - To improve air circulation, fans will be constantly running in all buildings.



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BLUE PHASE

Least restrictive, reflective of low levels of community spread within the Canterbury community.

- Parent and visitor/guest speaker access will be limited and by appointment. Masks are required for all visitors.
 - Athletics and Arts: Some spectator restrictions will be in place, including but not limited to capping attendance, distancing, and requiring masks.
- For EC and LS, specials will take place in the homeroom classroom, outdoors, or in a larger space where distancing can be maintained.
- LS/MS/HS lunch will be eaten in advisory/homeroom class, or outside in good weather. Meals can be ordered via AVI at the beginning of the day, charged to a student account and delivered to classrooms during lunch. Students will still be permitted to bring their own lunches. EC lunch will be in the clubhouse, corner house, or a space where social distancing can be maintained. EC students will bring their own lunch.
- For EC, a modified model of EC enrichment will occur to enable cohorting of different aged students. This will reduce, but not entirely eliminate, the mixing of groups. For example, Cavaliers will be kept separate from Junior Kindergarten/Kindergarten Prep during enrichment activities.
- Students and faculty may gather, if masked and distanced, for a modified chapel, meeting, or other curricular event. All spaces will have a capacity limit posted/noted.
- For HS athletics, use of locker rooms will be minimal; athletes should come to contests dressed and ready to play.
- Temp checks and screening questions will be done by families prior to the school day.
- Student and parent visitors for Admissions will be permitted.
- Field studies will be allowed upon administrative approval.
- For morning and afternoon buses, assigned seating and social distancing will be maintained.



MASK PROTOCOL

- For all divisions, students, faculty, and staff wear masks while entering and exiting buildings, in transit, and in communal areas.
- For athletics, students, faculty, and staff wear masks while entering and exiting buildings, in transit, in locker rooms, bench areas and huddles.
- **Student masks may be removed:**
 - **ATHLETICS** - during active engagement.
 - **EARLY CHILDHOOD** - during lunch, recess, and outdoor education, and when in the classroom, as developmentally appropriate.
 - **LOWER SCHOOL** - during lunch, recess, and outdoor education, and when in the classroom where social distancing is maintained.
 - **MIDDLE SCHOOL** - during lunch, built-in breaks, and outdoor education where social distancing is maintained.
 - **HIGH SCHOOL** - during lunch, built-in breaks, in the classroom when seated at a desk where social distancing is maintained and a plexiglass barrier is available, and outdoor education where social distancing is maintained.

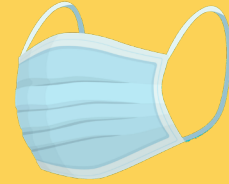


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YELLOW PHASE

More restrictive, reflective of higher levels of community spread within the Canterbury community.

- Parent and visitor/guest speaker access is significantly restricted and by appointment. Masks are required for all visitors.
- For EC and LS, all specials will continue to take place in homerooms.
- LS/MS/HS lunch will be eaten in advisory/ homeroom class, or outside in good weather. Meals can be ordered via AVI at the beginning of the day, charged to a student account and delivered to classrooms during lunch. Students will still be permitted to bring their own lunches. EC lunch will be in the clubhouse, corner house, or a space where social distancing can be maintained. EC students will bring their own lunch.
- For athletics, no team meals will be planned.
- No large group gatherings will be allowed. Chapel and other group programming events will be offered remotely.
- For athletics, no spectators will be allowed at contests, with only essential game participants present.
- Personnel crossing between campuses will be limited.
- Admissions visitors are not permitted.
- Field studies are not permitted.
- Temperature checks will be taken for all persons upon entry.



MASK PROTOCOL

- For all divisions, students, faculty, and staff wear masks while entering and exiting buildings, in transit, and in communal areas.
- For athletics, students, faculty, and staff wear masks while entering and exiting buildings, in transit, in locker rooms, bench areas and huddles.
- **Student masks may be removed:**
 - **ATHLETICS** - during active engagement.
 - **EARLY CHILDHOOD** - during lunch, and when in the classroom, as developmentally appropriate.
 - **LOWER SCHOOL** - during lunch, and when in the classroom where social distancing is maintained.
 - **MIDDLE SCHOOL** - during lunch.
 - **HIGH SCHOOL** - during lunch.

RED PHASE

Most restrictive. Facilities closed, remote learning in place for all divisions. All in-person school activities, including athletics, will cease. This could happen under the following conditions:

- At the order of the State of Indiana or the Allen County Department of Health.
- In the event that a large percentage of our school and/or faculty are ill or under quarantine and in-person instruction is not possible, and all athletics will cease.



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COVID-19: When a student, faculty or staff member can return to school



Individual	Symptomatic	No Symptoms
Not Tested with Alternate Explanation (strep, influenza, etc. as determined by a provider)	May return to school after 24 hours resolution of fever AND note (including email and fax) from provider stating the individual has an alternate diagnosis and the provider believes it's appropriate for the patient to return to school.	N/A
Not Tested Without Alternate Explanation	Must remain home for at least 10 days from the first day symptoms appeared AND 72 hours fever-free without fever-reducing medicine and with improvement of respiratory symptoms.	N/A
Tested and Negative	If no alternative explanation, <i>isolate</i> for at least 10 days from the first day symptoms appeared AND 72 hours fever-free without fever-reducing medications and with improvement of respiratory symptoms. The test may have been a false negative. The individual can return to school if tested negative AND with a note from the provider stating they believe the patient to have an alternate diagnosis and it's appropriate for the patient to return to school. <i>(ISDH strongly recommends the time-based strategy versus the two-test strategy, which is under review by the CDC.)</i>	May proceed with attending school. EXCEPTION: A known close contact (within 6 feet of a confirmed case for more than 15 minutes) must complete a 14-day <i>quarantine</i> , even if test results are negative for COVID-19.
Tested and Positive	Must remain home in <i>isolation</i> for at least 10 days from the date symptoms began AND 72 hours fever-free without fever-reducing medications and improvement of respiratory symptoms.	<i>Isolate</i> at home for 10 days from the day the test was taken. <i>*If the individual develops symptoms, then isolation time starts on day 1 of symptoms (see symptomatic tests positive.)</i>
Close Contact (within 6 feet for more than 15 minutes of someone with confirmed COVID-19)	N/A If an individual becomes symptomatic, refer to the symptomatic scenarios. The individual must <i>quarantine</i> for 14 days after contact with the COVID-19 Positive person even if the student has an alternate diagnosis for symptoms.	<i>Quarantine</i> for 14 days before returning to school. Must remain symptom-free. If individual develops symptoms, then refer to the symptomatic scenarios.

Note: QUARANTINE keeps someone who was in close contact with someone who has COVID-19 away from others.

ISOLATION keeps someone who is sick or tested positive for COVID-19 without symptoms away from others, even in their own home.

Updated: 7/7/20



- Student gets tested for COVID-19 at a testing event put on by a community organization. The student was symptom-free when he got the test. The test comes back positive. The student must *isolate* and stay symptom-free for 10 days after the date he took the test.



- Student gets tested for COVID-19 at a testing event put on by a community organization. The student was symptom-free when she got the test. The test comes back positive. The student starts *isolating* for 10 days after the date she took the test. Four days into her *isolation*, she develops a fever and cough. She must now *isolate* at home for at least 10 days and 72 hours fever-free without fever-reducing medicine and with improvement in respiratory symptoms. The student ends up *isolating* at home for 14 days.



- Student tests positive and has three siblings in the home or as close contacts who attend other schools. If the siblings have symptoms, they should be tested and report to that school if results are positive. Otherwise, siblings should *quarantine* for 14 days before returning to school. Contacts of the siblings are not considered a close contact unless the siblings test positive themselves.



- Student has a fever, cough, headache and loss of taste and smell. The student goes to get tested and the test is negative. There is at least a 30% chance of having a false negative test. Therefore, it would still be required that this student *isolate* at home for at least 10 days and 72 hours fever-free without medication and with reduction in respiratory symptoms.



- Student has a fever and sore throat and history of getting strep throat. Student sees her provider, who does a strep test and exam and believes the patient has strep throat and does not have COVID-19. The student may return to school after 24 hours fever-free with a note from her provider stating she may return to school.



- Student has fever, cough, shortness or breath, and loss of taste and smell. His parents do not want to get him tested for COVID-19. Highly recommend that the student get tested so that the proper contact tracing can be done. The student will need to *isolate* at home for at least 10 days and go 72 hours fever-free without use of medication and have a reduction in respiratory symptoms. Additionally, if the school is suspicious that the student has COVID-19, the school could do contact tracing and monitoring for others with symptoms..