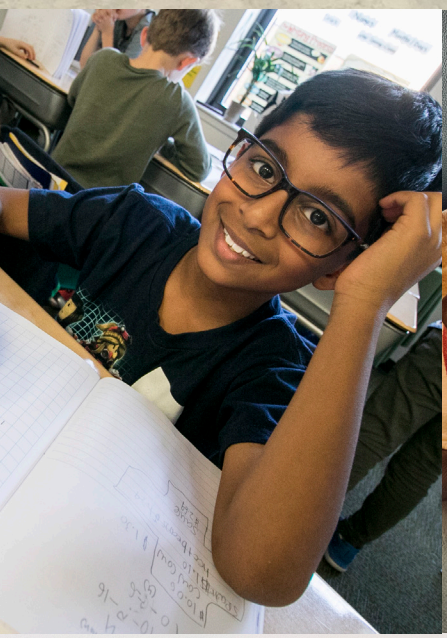
CATHERINE COOK SCHOOL



RE-ENTRY PLAN

2020-2021 School Year

Version 2 | July 10, 2020

CATHERINE COOK SCHOOL RE-ENTRY PLAN

Overview

This Spring, Catherine Cook's Continuous Distance Learning (CDL) plan emerged and sought to maintain the strength of our community and the integrity of our academic program. Through collective participation, our community adapted and demonstrated incredible flexibility, creativity, and support for each other. As we look toward the coming months with the expectation of welcoming our students, faculty, and staff back to campus, we will use this Re-Entry Plan as our guide in keeping an open line of communication with all constituents.

Catherine Cook prides itself on the integration of project-based experiences in the classroom. We believe the best learning experiences develop organically from students' interests and the experiences they bring in the forms of questions, conversations, and projects. While in-person instruction is ideal, the school places equal emphasis on the health and safety of all community members. As such, accommodations must be made to create a building environment that reflects local and state government required health and safety precautions to allow for a return to in-person instruction. Systems and policies will be put in place to help mitigate the risk of exposure to COVID-19. However, it is important to note, no system designed for in-person interactions and instruction is risk-free. Along with our commitment to health and safety, we prioritize the continued development of a strong and adaptable learning program and schedule that can transition between in-person and home instruction.

CATHERINE COOK SCHOOL RE-ENTRY PLAN

Our Approach

Catherine Cook School is preparing to open for on-campus instruction on **Tuesday, September 8**, and maintain the published 2020-2021 academic calendar.

The school is devoted to the health and safety of our community, and will continue to follow specific health precautions in accordance with local, state, and federal guidelines. It is the school's goal for all students to return to campus on a full-time basis. As a result, adjustments to class/cohort sizes, use of classroom spaces, scheduling, and program will need to be made in order to accommodate the size of the student, faculty, and staff population.

Process of Re-Entry

Catherine Cook's Administrative Team and Board of Trustees determines, based on dialogue with and mandates by local and state governments, that the school facilities are successfully modified to meet the needs necessary to allow for the safe return of students, faculty, and staff to the school building.

YES

City of Chicago announces full return to school.

YES

On-Campus Learning

Students will begin the academic year on campus with the expectation that specific health and safety procedures will be required and followed. If it is determined that an individual or a cohort must quarantine due to direct or possible exposure, or the government mandates capacity limits, individuals will move to the Hybrid Model.

Hybrid Model

A hybrid model of both in-person and virtual instruction will be implemented to provide continued access to Catherine Cook's academic program and facilities in the event that health and/or facility space restrictions limit the number of students allowed on campus at any given time. A version of this model will be instituted for any student(s) in need of quarantine or isolation due to exposure to COVID-19. Students will continue with a blend of synchronous (live) and asynchronous (teacher directed) instruction whether at home or on campus on a rotating basis.

NO

Continuous Distance Learning (CDL)

Should the school or local community experience an outbreak that would require closure of the building's facilities, all learning would move to a CDL model, modified to allow for a full day of remote synchronous and asynchronous instruction.

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Community Expectations

The Importance of Shared Commitment and Community Expectations

Each member of our community shares a significant role in helping maintain the health and safety of all its members. Therefore, we request and expect all members to agree to follow the safety measures recommended by the Centers for Disease Control (CDC), Chicago Department of Public Health (CDPH), and Catherine Cook safety guidelines. By enrolling your child at Catherine Cook School, you agree to adhere to the following requirements:

Expectations:

- **Positive Tests, Contact Tracing and Notification.** Immediately notify the School Nurse if a student, member of a student's household, or caretaker tests positive for COVID-19, or the student has come into direct contact with someone who has tested positive for COVID-19. Most importantly, do not come to school until given direct instruction to do so.

- **Have a Temperature? Stay Home.** Students must stay home if running a temperature of 100.4 or higher and/or exhibiting other signs of sickness.

- **Temperature Checking.** Temperature checks will be made on a regular basis by school personnel prior to entrance to the school building. Any student with a temperature of 100.4 or higher will be denied entry. Parents will be asked to wait in the car line or designated walk-up entry area until their student(s) register as fever-free by Cook personnel.

- **Hygiene.** Reinforce the importance of handwashing and good hygiene at home.

- **Personal Items.** To further prevent the spread of germs, students are not permitted to bring toys and other personal items unrelated to academic/program necessity.

- **Medical Forms.** All required student medical forms must be submitted prior to the start of school. In addition, parents must provide 2-3 emergency contacts to call should there be a need to send a student home due to illness.

- **Daily Self-Certification.** In addition to temperature checks conducted upon arrival to school, all families will be required to certify that a health check was made at home 30 minutes prior to arrival on campus each day by submitting answers to a list of questions for each student through a designated mobile self-reporting application*.

- **Face Masks.** Each student must come to school wearing a face mask (not to be mistaken with a face shield**). The mask must be worn at all times while inside the building or standing in line to enter the school.

Self-certification of student health screening will include a careful examination of known COVID-19 symptoms. Individuals must report a "negative" answer to the following list while completing the daily self-certification: fever (100.4 or higher), chronic cough, shortness of breath or difficulty breathing, chills, fatigue, muscle and body aches, headache, sore throat, loss of taste or smell, new congestion or runny nose, nausea, vomiting, or diarrhea. If the answer is yes to any of the symptoms above, the individual should stay home. If a student develops symptoms during the school day, they will be sent home immediately and the family will be asked to contact their medical provider. Specific application details will be shared in August.

**Face shields have not been deemed effective for source control and are only to be used when other methods of protection are not available or appropriate. Illinois Department of Public Health (IDPH) arrived at this determination after lengthy additional collaboration with the communicable disease team, infection preventionists, and infectious disease specialists and after reviewing available CDC guidance.*

Community Expectations, Cont.

Reporting Illnesses:

Parents/guardians are required to contact the Main Office and School Nurse to report all illnesses, symptoms, and diagnoses. If someone is diagnosed with COVID-19, or suspected of contracting the virus, please contact the School Nurse to allow the school to begin contact tracing. If someone in the community has tested positive for COVID-19, the school will contact the CDPH for guidance on cleaning, disinfecting, quarantining, possible school closures, and additional steps. Those who have been in close contact with the individual should be prepared to quarantine for 14 days. Close contact is defined by the Illinois State Board of Education (ISBE) guidelines as being within 6 feet of the individual displaying symptoms for more than 15 minutes. The school will communicate with the affected individual's family and will inform the community. *Due to HIPAA regulations, the School will not disclose the name of any individual sent home due to illness for any reason. The School expects and appreciates the cooperation of all constituents in following this regulation.*

Protocols for Traveling

There may be times when the school requests that families follow additional safety measures for the health and wellness of the broader community, such as self-quarantining for 14 days due to travel to locations the CDPH or the CDC have indicated as hotspots. With that in mind, please plan travel and time for self-quarantine accordingly so that students can safely attend school starting on **Tuesday, September 8.**

Return to School Following Illness:

Parents/guardians must follow CDC guidelines and speak with the School Nurse before their child returns to school. According to the CDC and IDPH, any student suspected of having COVID-19 (tested or not) should be fever free for at least 72 hours without the use of fever reducing medication, experience improved respiratory symptoms, and 10 days have passed after the first sign of symptoms. Further details regarding CDC guidelines can be found here.

It is the school's responsibility to do its best to keep everyone healthy and safe. Anyone presenting signs of illness will undergo a health screening. Catherine Cook understands that seasonal allergies, common cold, and the flu exhibit many symptoms associated with COVID-19. If your child suffers from allergies, you will need to submit a doctor's note to the School Nurse verifying usual symptoms experienced by your child before the start of the school year. Unfortunately, we cannot diagnose, but only assess. In such cases, a conversation must take place with the School Nurse and proper documentation from a medical professional confirming other diagnoses will be reviewed. We must take precautionary measures to ensure the safety of our community. This means anyone presenting signs of illness will otherwise be sent home.

Our Health and Wellness Guidelines will be updated as additional information is made available by CDC, ISBE, and IDPH.

COOK

Facilities

Access to the building will be limited to students, faculty, staff, and essential personnel. Parents/guardians must receive permission from a member of the Cook Administrative Team for entry and are required to sign a health report, have their temperature taken, and wear a mask. While specific decisions and plans will be finalized over the next month as more information and updated public health guidelines are issued, strategies and significant financial investments are being made in the following areas, including, but not limited to:

Capacity limits to allow for spatial distancing based on square footage and government guidelines in classrooms and spaces such as the Gymnasium and Studio

Modification of programs and school events in compliance with limits on crowd sizes and spatial distancing measures

Policy and procedures around sanitizing and cleaning of campus facilities and materials

Adjustments to entry and exit access and directional flow in corridors and stairwells

Classroom modifications to allow for distancing, remote learning, and hygiene *(i.e. tech equipment, hand sanitizer stations, desks, individual school supplies, and touchless sinks)*

Increased number of smaller cohort classrooms to accommodate spatial distancing

Revamped lunch program that includes the option to purchase contactless, individually packaged meals through Handcut Foods. All meals will be eaten in cohort classrooms with special measures for cleaning and spatial distancing.

Implementation of policies and procedures around individual hygiene, spatial distancing, the use of Personal Protective Equipment (PPE), and more

Arrival/Dismissal Logistics – changes to traffic, use of multiple entrances, and sufficient staffing for temperature screening and door monitoring

Ventilation assessment with onsite training to adjust fresh air intake and filtration strategies on building automation systems

SCENARIO 1

On-Campus Learning

Catherine Cook intends to open on-campus, full-time school for all students beginning **Tuesday, September 8.** While school will look different from usual, we are committed to providing students with the highest quality of education and experiences that supports and cultivates the health, well-being, academic growth, and development of the whole child.

With the health and safety of every student in mind, we will limit the number of individuals students come in contact with by assigning them to smaller, consistent cohorts during the day. Additionally, enrichment teachers will be itinerate to limit student movement throughout the building. This will reduce the risk of virus transmission to the greater student population and assist in contact tracing. It will also allow for specific cohorts to quarantine and shift to CDL in the event of infection without requiring complete campus closure.

Tentative adjustments to drop-off and pick-up schedule

Division	Arrival	Departure
Middle School	7:40 – 7:55 a.m.	3:15 – 3:30 p.m.
Lower School	7:55 – 8:10 a.m.	3:00 – 3:15 p.m.
Early Childhood	8:10 – 8:25 a.m.	2:45 – 3:00 p.m.

Early drop-off will begin at 7:40 a.m. Students will go directly to their classroom. Families will need to sign up in August for an early drop off window to ensure the proper number of adults are available in the room to welcome the students.

COMING IN RE-ENTRY PLAN VERSION 3 (AUGUST)

Alteration of physical education classes and athletic programming

Adjusted Extended Day programming and modified Virtual After School Adventures

Preparing for Interruptions

As we have learned from current research and the observed experiences of other countries over the last several months, there may be times when on-campus instruction is interrupted due to a rise in COVID-19 cases within the school or local community. Should there be reason to reduce the number of individuals on campus or close on-site facilities (i.e. individual classrooms, divisions, and/or the entire campus), a transition to Hybrid or Continuous Distance Learning will occur within 48 hours of the announcement.

If the physical campus closes or individual students are required to quarantine, families will be extended refunds for after school programming and lunch as agreed upon through the service provider.

SCENARIO 2

Hybrid Model

In the case that health and/or facility limitations restrict the number of students allowed on campus at any given time, a hybrid model of both in-person and virtual instruction will be implemented to provide continued access to Catherine Cook's academic program and facilities. Students learning from home will follow a daily schedule similar to that provided for in-person instruction. Adjustments may be necessary to accommodate distance, such as involvement in group projects and other activities, as well as a combination of synchronous and asynchronous learning sessions.

Possible situations that could result in a hybrid model:

Local and state governments mandate that only a percentage of students are allowed in the building per day to allow for appropriate spatial distancing

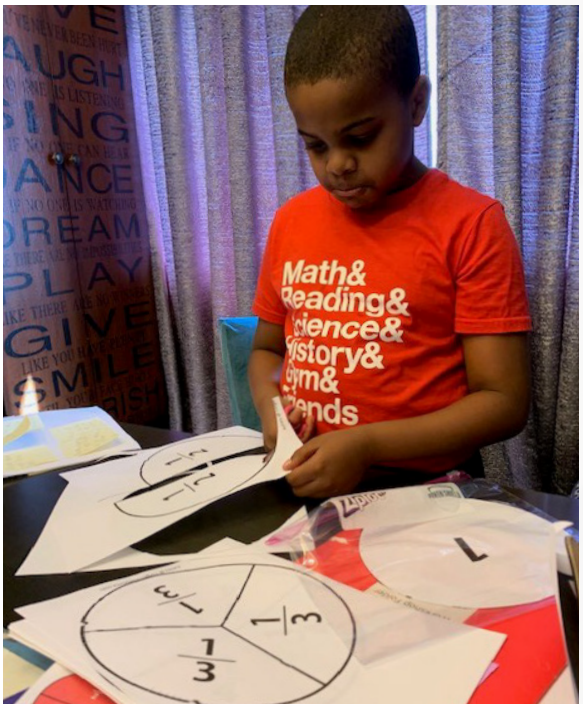
It is determined a class or cohort is to remain home due to possible exposure to COVID-19 (policy to be determined by local and state governments this summer)

A student is home due to self-quarantine or isolation that prevents them from attending in-person instruction

A teacher is under quarantine due to possible exposure to COVID-19 (student learning would take place in the classroom with an adult supervisor while the teacher instructs remotely)

SCENARIO 3

Continuous Distance Learning (CDL)



Catherine Cook's expanded CDL model for the fall is designed to maintain the academic rigor and mission of the school – engagement, agency, and innovation – even when we are not able to be physically together on campus. Attention to both the social-emotional and intellectual components of learning will be addressed through a combination of synchronous and asynchronous learning. Time is spent fostering both the independent and collaborative nature of the school's curriculum and programming through individual assignments, group discussions, and special projects. Teachers will use a variety of assessment methods to allow students to demonstrate their understanding of concepts.

If Catherine Cook is required to shift to CDL, we will provide a smooth transition from on-campus to remote learning. We recognize that a CDL experience requires additional consideration for work/life balance, especially as it relates to the use of technology and screen time. Catherine Cook will incorporate opportunities for brain breaks, mindfulness, and exploration of personal interests, reflecting a modified on-campus school day that includes activities like recess, snack time, and play.

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Technology

To further enhance our program and meet our students' needs, we have begun researching additional platforms and applications to introduce to our school community for this fall. Below is a list of resources we will use for the 2020-2021 academic year. Additional updates will be sent to parents/guardians regarding new technology prior to the start of the school year.

New! Teachers, students, and parents will primarily share and access classroom learning materials and assignments using the new Blackbaud class pages.

Google Classroom and additional G-Suite services (3rd-8th) and SeeSaw (PS-2nd) will be leveraged to supplement Blackbaud class pages for media sharing, classroom communications, special projects, and digital portfolios.

Zoom will be used across all grade levels for video conferencing and virtual classroom between teachers, students, and parents. The tool will also be used for creating screencasts.

All Cook-issued devices are protected by the Cisco Umbrella web content filter. Devices are protected while connected to the internet, regardless of where they are physically located.

Video conferencing hardware will be used in each classroom for audio/video reinforcement for students learning from home or to support simulcasting to other rooms.

Screencastify will be used by all teachers and students in 3rd-8th Grades for creating screencasts of lessons and other videos to share.

All Cook online resources are accessible via school-issued devices. Students in 3rd-8th Grades will each be issued a laptop. Students in PS-2nd Grade will each be issued an iPad. School-issued devices will be taken home in the event of moving to CDL or the Hybrid Model. Alternatively, students in PS-2nd Grade may use a parent/guardian device to connect (these devices will have limited connectivity to Cook online resources).

SUMMER AT CATHERINE COOK SCHOOL

Virtual Adventures

There is still space available for our next session of Summer Virtual Adventures! Session Two will run **Monday, July 20 - Friday, July 31**. Sessions will take place Monday-Friday mornings, and length will vary based on age/grade. Classes remaining include art, world language, math, and more! Please click here to register by **Thursday, July 16**.

August Minicamps

Catherine Cook will offer week-long, **in-person**, MiniCamps beginning **Monday, August 17**. Course offerings include student favorites like Photography, Magic Academy, and Math Jump (Middle School). Space is limited so please click here to view the full course list, and register by **Monday, August 3**.

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JULY 2020

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