



Plan for the Safe Reopening of Frankford Friends School 2020-21 School Year

Updated: 8/24/20

Table of Contents:

Introduction	3
Members of the Pandemic Task Force	3
Confidence in Our Community	4
Guiding Principles	5
Diversity, Equity, and Inclusion	5
FFS Color-Coded Phases: Decision-Making Process	6
Frankford Friends School's Color Coded Phases	7
Community Expectations	9
School Structure	10
FFS On-Campus	10
Red Phase: Off-campus FFS Connect	11
Pandemic Health and Safety Plan	12
Summary of Health and Safety Measures	12
Hygiene Practices for Students and Staff	14
Physical Distancing	15
COVID-19 Monitoring	17
Health and Safety Plan Communication	18
Conclusion	19
Case Studies: What Happens If Someone Gets Sick	20
Frequently Asked Questions	22

Introduction

Mission and Values:

Rooted in the practice of Quaker values, Frankford Friends School nurtures the mind and spirit of every student in our diverse community. Our students and graduates let their lives speak in the pursuit of lifelong learning, commitment to social justice, and service to their communities.

Frankford Friends School opens on September 8 for the 2020-21 school year. Our policies, procedures, and campus structure make possible the delivery of our outstanding social, emotional, and academic program while simultaneously providing for the health and safety of our students, faculty and staff, and families during the time of the COVID-19 pandemic. To assist with our planning, Frankford Friends School convened the 2020-21 Pandemic Task Force. The task force's members include various stakeholders in the FFS community who jointly consider information provided to us from the Centers for Disease Control, state and local departments of health and education, the CHOP PolicyLab, and national medical associations to make the decisions necessary for the health and safety of our community during this time.

This plan reflects our current knowledge and will be updated as new information is made available.

Members of the Pandemic Task Force

Kathryn Park Cook, Head of School - Convenor

Elizabeth Reynolds, FFS Staff - Recording Clerk

Adrienne Avery, Director of LS/MS

Kevin Cox, MS Math Teacher

Bethann DiGiovanni, Business Manager

Jessica Houser, Parent/Registered ICU Nurse

Candice Moore, Director of Admissions

Andrew Nelson, Coordinator of Integrated Technology

Kristin O'Malley, Parent/Board Member

Bill Pace, Parent/Infectious Disease Specialist

Edward Robinson, Parent/Architect

Tuesday Vanstory, PreK Teacher

Confidence in Our Community

Belonging to a community is essential for our students' social and emotional well-being. The way we gather, collaborate, and celebrate will be different, but Frankford Friends School is dedicated to ensuring that our core mission remains at the forefront throughout the school year. Providing a safe, healthy, and fun learning environment for the students of Frankford Friends School is our highest priority.

Frankford Friends School's Pandemic Task Force has created a plan to enable students and FFS employees to be on-campus in the fall. At the same time, we are preparing for the event that on-campus learning is interrupted for periods of time. If the City of Philadelphia or Governor of Pennsylvania mandates a transition to 100% remote learning, the shift to the FFS distance learning program, *FFS Connect*, will happen immediately. Students will be equipped with a distance learning kit for at home use. Faculty will ensure a seamless transition by teaching students at each level how to participate in *FFS Connect* in the first weeks of school, including how to use various online curriculum resources.

As we continue our work together to navigate the COVID-19 pandemic, we thank you for your partnership in support of your children. We appreciate the trust you have shown Frankford Friends School in the education of your children. We invite you to reach out if you have questions or concerns about this plan. Please send your thoughts to pandemicresponse@frankfordfriends.org.

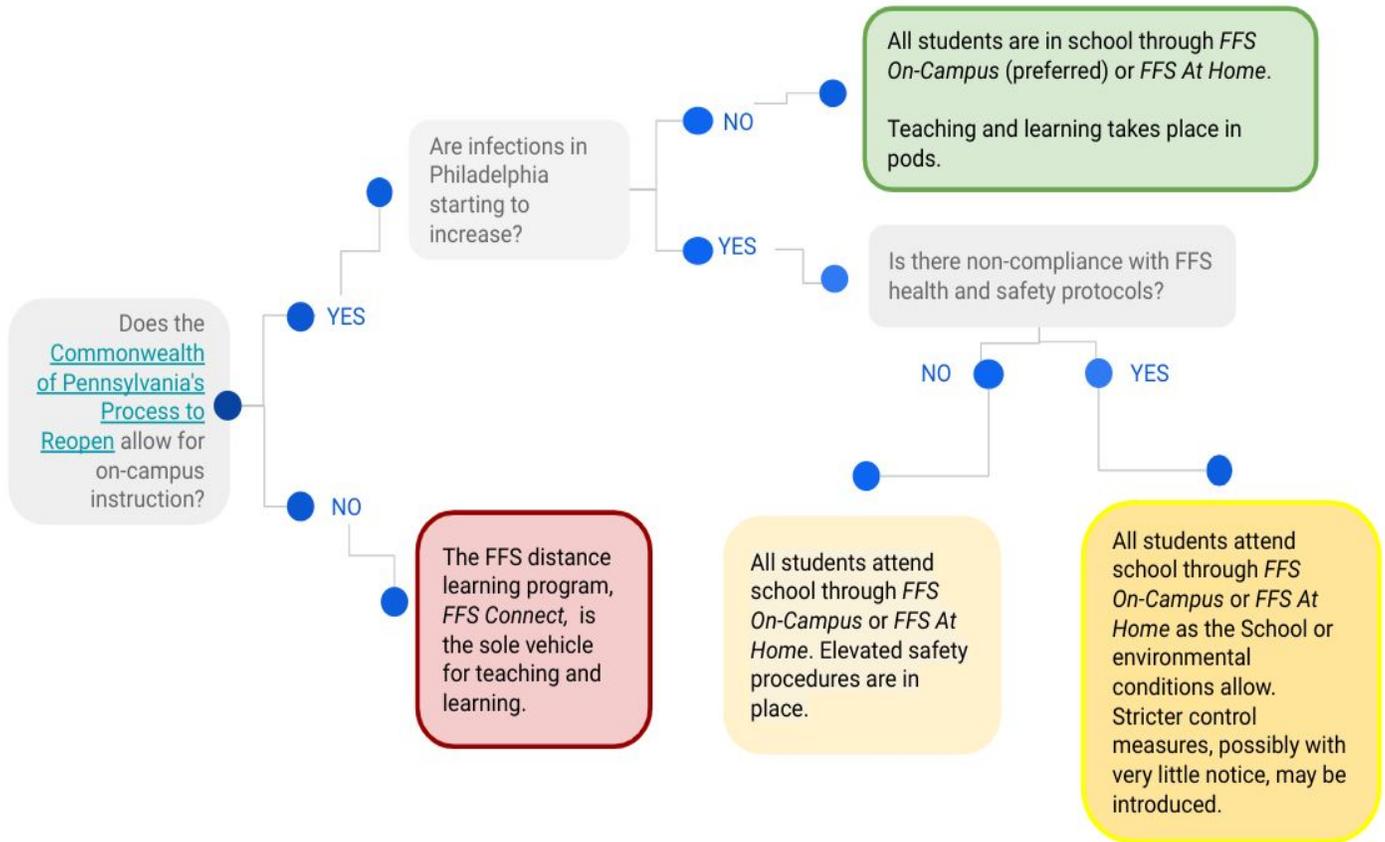
Guiding Principles

- Our school and community will be impacted by the novel coronavirus at least through the 2020-21 school year. Throughout the school year, there may be spikes of COVID-19 that will require the reintroduction of stricter control measures, possibly with very little notice, which will demand significant flexibility from our school community.
- The health and safety of our students, faculty and staff, and families is of paramount importance. On campus learning requires that all community members follow appropriate procedures and protocols, including physical distancing, personal protective equipment, personal hygiene, sanitation of facilities, and health screening and monitoring.
- Information from the Centers for Disease Control, state and local departments of health and education, the CHOP PolicyLab, and national medical associations will guide school policies and procedures.
- Students will have access to the technologies and support needed to participate in the FFS distance learning program, *FFS Connect*.
- The "Green Phase" represents a "new normal." Operations will not be like they were before March, 2020.

Diversity, Equity, and Inclusion

We recognize that the global pandemic has exposed and exacerbated existing inequities in our school, neighborhoods, and country. Current events have put systemic inequities at the forefront for us to examine how we engage around these important topics while maintaining a safe environment for all. We aim to facilitate an increased level of developmentally appropriate conversations around bias, prejudice, and privilege; offer affinity groups; provide resources to the community to engage around these topics; address any emerging equity challenges we may face; and continue professional development on DEI for faculty and staff.

FFS Color-Coded Phases: Decision-Making Process



Frankford Friends School's Color Coded Phases

Our FFS four-tiered color-coded system defines the school structure for the 2020-21 school year. These tiers are informed by the Commonwealth of Pennsylvania's Process to Reopen and provide guidelines for the health of our community and our learning environment.

If the Commonwealth of Pennsylvania imposes a stay-at-home order, FFS will move to our Red Phase. However, Frankford Friends School's phases may not directly align with the phases in Pennsylvania's Process to Reopen. FFS will determine its phase based on the rate of infections in the Philadelphia region, adherence to safety protocols, and the unique needs of our community.

FFS Phase	General Conditions	Learning Environment
<p>Low to No Risk: Green</p>	<p>Infections in the Philadelphia region remain low.</p> <p>No known cases on the FFS campus.</p> <p>Faculty, staff, students, and families closely adhere to safety protocols.</p>	<p>Campus is open.</p> <p>All students attend school through <i>FFS On-Campus</i> (preferred) or <i>FFS At Home</i>.</p> <p>FFS is open all school days according to the scheduled school calendar.</p> <p>Teaching and learning takes place in pods.</p>
<p>Moderate Risk: Yellow</p>	<p>Infections in the Philadelphia region are low, but starting to increase.</p> <p>Higher risk of cases in the school community.</p> <p>Faculty, staff, students, and families closely adhere to safety protocols.</p>	<p>Campus is open.</p> <p>All students attend school through <i>FFS On-Campus</i> or <i>FFS At Home</i>.</p> <p>FFS is open all school days according to the scheduled school calendar.</p> <p>Elevated safety procedures are in place.</p> <p>Teaching and learning takes place in pods on campus.</p>

<p>Heightened Risk: Yellow</p>	<p>Infections in the Philadelphia region are increasing.</p> <p>Higher risk of cases in the school community.</p> <p>Non-compliance with health and safety protocols by some FFS community members.</p>	<p>FFS is open all school days according to the scheduled school calendar.</p> <p>All students attend school through <i>FFS On-Campus</i> or <i>FFS At Home</i> as the School or environmental conditions allow. <i>FFS At Home</i> may be required for periods of time within pods or the whole school.</p> <p>Stricter control measures, possibly with very little notice, may be introduced.</p> <p>Teaching and learning takes place in pods on campus.</p>
<p>High Risk: Red</p>	<p>The City of Philadelphia or the Commonwealth of Pennsylvania imposes a stay-at-home order and closes all schools.</p>	<p>FFS campus is closed except for essential employees.</p> <p>FFS distance learning program, <i>FFS Connect</i>, is the sole vehicle for teaching and learning.</p>

Community Expectations

All members of the Frankford Friends School community have a shared responsibility for limiting the spread of disease. Faculty, staff, students, and families must remain committed to the safety protocols in this plan and in further communications to preserve the health of individuals in our school community.

All members of the FFS community agree to the following:

- **Federal, State, and Local Orders:** All families and FFS employees must adhere to the [directives from the Centers for Disease Control](#) and [state](#) and [local](#) departments of health for reducing the spread of coronavirus.
- **Staying Home if Sick:** All students and FFS employees must stay home if they are sick.
- **Staying Home if Exposed:** All families and FFS employees must notify the Business Office if notified by state or local health departments that they or a member of their household has been exposed to an individual with COVID-19.
- **COVID-19 Testing and Notification:** All families and FFS employees must notify the Business Office if they or a member of their household(s) tests positive for COVID-19.
- **Dismissal of Sick Students:** Families will pick up their child promptly if the child shows signs of illness and needs to go home.
- **Travel:** All families and FFS employees will be judicious in making travel plans, first consulting the CDC website.
- **Face Masks:** Students and FFS employees will always wear face masks while on campus, except when eating or during teacher-directed “mask breaks.” Face masks must be worn and used properly. Washable face masks must be cleaned after each use and disposable masks disposed of properly.
- **Hygiene:** Families and employees will practice and reinforce good hygiene habits at home, particularly related to handwashing.
- **Students' Personal Items:** Students will not bring items that are not required by the School to the FFS campus.
- **Sharing:** Students will not share any food or drinks. Students and FFS employees bring food and reusable water bottles from home.
- **Communication:** Families and FFS employees will update the School with all information relevant to the health and safety of the FFS community and commit to reading and promptly responding to School communications.

School Structure

Frankford Friends School is known for the outstanding social, emotional, and academic program it offers to students from all over the City of Philadelphia and the surrounding areas. Anchored by our Project-based Learning (PBL) initiative and grounded in the study of the UN Sustainable Development Goals, our program includes excellent instruction in reading, writing, Spanish, and mathematics; time for students to explore passions and discover interests in the arts and physical and outdoor education; and study of science, social science, and history in an inquiry-based environment.

FFS On-Campus

To facilitate teaching, learning, and community involvement within a safe and healthy environment during the current pandemic (COVID-19), students have been grouped into pods. The students in each pod (grades PK/K, 1/2, 3/4, 5/6, and 7/8) share spaces on campus and work with a team of teachers who ably lead student learning and growth. Collaboration is encouraged between all members of the pod, but each grade level teacher is primarily responsible for that grade's academic program. The adults in each pod take responsibility for enforcing the protocols for health and safety while providing a challenging and fun academic program throughout the school year.

The structure of each pod provides for separate entrances, exits, restrooms, and drinking water that are solely for use by pod members. "Specials" are taught in person by the specialist assigned to a pod, with lessons and supplies provided to other pods. However, specialists will rotate through pods during the school year, staying in a pod for approximately one month at a time, so that students can safely enjoy in-person interactions and live instructions from different specialists.

The risk of transmission of COVID-19 is reduced in the fresh air, so outdoor classrooms are being developed for each pod's use. Classes spend as much time as possible in these outdoor spaces so students need to dress accordingly. Playtime still takes place in the NEST, on a schedule determined to keep pod members from direct interactions with other pods while on campus.

Social and community connections are an essential part of Frankford Friends School's program, and we have built in many opportunities for our students to interact with friends of all ages through fun virtual activities. Though not permitted inside campus buildings at this time, our families and friends are still an essential part of our community. There will be ample opportunities for others to participate virtually in student life at school, especially through Project-based Learning (PBL) initiatives.

The size of our school and the creation of the pod system means that Frankford Friends School students will participate in a full day, comprehensive program, five days a week, whether on or off-campus, with days off according to the [scheduled school calendar](#).

However, some parents and caregivers may wish for their child(ren) to remain quarantined for an additional period of time due to compromised health risks. To support these families, Frankford Friends School offers the *FFS At Home*, our distance learning program, to all students enrolled at Frankford Friends School. Families who wish to consider this option should inquire of the Head of School as soon as possible.

Red Phase: Off-campus *FFS Connect*

At some point during the 2020-21 school year, stay-at-home orders may be imposed by Governor Wolf or the City of Philadelphia. In the event that such policies are mandated, Frankford Friends School is poised to move immediately between on-campus learning and our distance learning program, *FFS Connect*, so students do not miss essential learning time. All of the major academic subjects, in addition to Spanish, music, art, and physical education opportunities are included in *FFS Connect*. Science, social sciences, and history will be investigated through our Project-based Learning (PBL) approach and the study of the UN Sustainable Development Goals. Students must attend and participate fully in the program and all work must be submitted in order to be prepared to advance to the next grade the following year. Students who have been participating through our *FFS At Home* model will also transition to the *FFS Connect* model.

Families will be provided with a schedule, an *FFS Connect* Manual, and a distance learning kit to assist them in setting up their children for success. Frankford Friends School will expand our Chromebook program and lend Chromebooks to all students in grades 2-8 for in school and at home use. Our new online library will ensure ample access to books at each student's level. New curriculums have been purchased to facilitate at home work and many materials to support hands-on investigations and Project-based Learning (PBL) initiatives will be sent home to families. [The *FFS Connect* page](#) can give you additional information on our distance learning program.

We recognize that the needs of young children and their families include additional supervision and care as well as learning. Throughout the year, we will prioritize efforts for reentry to campus for our youngest students.

Pandemic Health and Safety Plan

The Frankford Friends School Pandemic Health and Safety Plan has been developed in accordance with the Pennsylvania Department of Education (DOE) [Preliminary Guidance for Phased Reopening of Pre-K to 12 Schools](#) and also supports Frankford Friends School's unique needs as an urban, PreK to 8 Quaker school. The Health and Safety Plan consists of four main domains: Hygiene Practices for Students and Staff, Physical Distancing, COVID-19 Monitoring, and Health and Safety Plan Communications.

Summary of Health and Safety Measures

The health and safety of our students, faculty, staff, and families is of paramount importance. On-campus learning requires that all community members follow appropriate procedures and protocols. The following are a list of safety measures that will be in place, regardless of alert level.

Hygiene Practices for Students and Staff	
Hand Hygiene	Students and faculty understand and follow regular hand-washing and sanitizing routines throughout the day. Hand-washing and sanitizing stations are available in every classroom and outside every building entrance to ensure regular access.
Enhanced Cleaning and Disinfecting	Daily cleaning practices are compliant with CDC recommendations, including the types of cleaning products used and the frequency of cleaning. Special attention is paid to the cleaning of high touch surfaces throughout the day.
Face Coverings	All students, faculty, staff, and visitors wear proper fitting face coverings throughout the day except while eating or during teacher-monitored mask breaks.
Physical Distancing	
Pods	Classroom schedules and use are designed to keep students in smaller, consistent groups of like-age students during the day. This reduces the risk of viral transmission and allows for discrete cohorts to quarantine in the event of infection without requiring the entire campus to close and shift to distance learning.
Physical Distancing	Movement on campus is controlled and directed to reduce the mixing of students outside of pods. In classrooms, students are seated with spacing to minimize transmission risk, but to allow closer interactions within their pods with additional safety measures and greater supervision in place. Outdoor classrooms are used as much as possible throughout the school day.

Off-campus Excursions	All off-campus excursions are suspended.
Large Gatherings	All in-person, large group gatherings, including the Spring Fling, Fall Fair, concerts, and Grandfriends Day, will be suspended or held virtually for the entirety of the 2020-21 school year. Admissions events will take place on weekends or virtually.
Lunch and Snack	Students bring snacks and lunch from home to school. Students will not share food or drinks and no shared snacks will be distributed amongst students or FFS employees.
COVID-19 Monitoring	
Health Screenings	Families and FFS staff are asked to monitor their household members for symptoms of COVID-19 and stay home from school if sick. Daily screenings for symptoms are conducted for all FFS employees, students, and visitors. Students with symptoms are assessed by a certified medical assistant, separated from other students, and picked up from school within 60 minutes of being notified by the School.
Visitors to Campus	All visitors to campus are screened upon arrival. In elevated states of alert, visitors may be required to make an appointment prior to arrival (these provisions will not apply to parents simply picking up children).
Self-care and Well-being	Pedagogy and classroom practices such as yoga and mindfulness will assist students and faculty in building coping strategies for stress or anxiety they may experience in this pandemic context.
Travel	All families and FFS employees should consult the CDC website before making travel plans. The School reserves the right to require students and employees to self-quarantine if they have travelled to an area deemed unsafe by the CDC.
Health and Safety Plan Communications	
Communication	Frankford Friends School will communicate our health and safety plans and protocols, changes in risk for COVID-19 spread, and developmentally-appropriate resources to educate students on hygiene and safety practices. Frankford Friends School will respond to pandemic concerns from the community in a timely manner.

Hygiene Practices for Students and Staff

Personal Cleaning and Disinfecting:

Frankford Friends School has implemented a number of resources and procedures that keep our community clean and sanitized. Students and teachers adhere to procedures that reduce the risk of the spread of COVID-19 while on campus. Hand-washing and additional sanitizing of school spaces help to reduce the spread of germs.

Students are taught how, when, and why to regularly wash their hands. Additionally, developmentally-appropriate posters, videos, and other visuals inform and remind students and staff of the best methods to reduce the spread of COVID-19 and other viruses. Students and staff also have access to hand sanitizer at all times.

No touch technology has been installed where possible (i.e. on faucets, trash cans, and soap dispensers) so that multi-user objects can be hands-free. Frankford Friends stringently monitors inventory to ensure that students and staff have access to adequate sanitizing supplies.

Ventilation and Physical Plant Improvements:

Ventilation helps reduce the spread of coronavirus and other air-borne pathogens, and therefore, we have made adjustments to help mitigate our risks. Filters in our HVAC system have been upgraded and a frequent schedule for replacing them has been put in place. Windows are safely kept open whenever possible, rather than using air conditioning. Window fans have been added where applicable for increased air flow.

No-touch water filling stations or water coolers replace water fountains so that water bottles brought from home may be refilled at school if necessary. Specific instruction and signage teach students how to keep shared spaces clean.

These procedures and infrastructure improvements are accompanied by regular, comprehensive cleaning from an outside contractor after school hours. The outside cleaning service deep cleans spaces at FFS daily. Classrooms are sanitized while students are at recess. Specific cleaning routines and times are documented and the health of the cleaning and sanitizing team is closely monitored.

As health authorities learn more about the coronavirus and the best practices to mitigate its spread, new strategies for cleaning and sanitizing may be added to our plan.

Face Coverings:

All FFS students, employees, and visitors wear proper-fitting face masks, in accordance with [CDC guidelines](#), at all times while on campus or on the school bus. FFS community members are not allowed on campus without a face mask. Faculty members are

also provided with face shields and other protective equipment.

All community members are instructed in the appropriate ways to wear a mask for their and others' safety. Face coverings must cover both one's nose and mouth and secure snugly under one's chin. They should also fit snugly against the sides of one's face. Rewearable face coverings must be washed after each use.

Physical Distancing

Pod-model and Scheduling:

The pod-model described above lays the foundation for our physical distancing practices while on-campus. Pods limit students and staff to certain indoor areas that will not be shared by members of other pods. Likewise, students and staff in one pod will not mix with students and staff in other pods. There is ample room for students and staff to spread apart safely within the pod structure. Additionally, each class in a pod has at least one bathroom for its own use; this limits the number of students using each bathroom even further and allows teachers to restrict the number of students in a bathroom at one time.

Core subject teachers (Math, Humanities, and Spanish) in the 5/6 and 7/8 pods rotate to teach all of their students in-person. Students and staff spend time solely with others in their pod, whether in their pods or in outdoor spaces, allowing them to forge strong relationships with like-age students. New furniture purchases have been made to facilitate social distancing amongst students. Where tables are used, shields have been attached so that students are separated by a clear barrier. Recess is scheduled on a staggered schedule so that students in different pods do not interact.

Physical Distancing:

Students are taught how to keep a safe physical distance from others while on campus. Students and staff practice safe distancing while entering and exiting buildings to stagger the use of communal hallways. Furnishings, such as student desks, are placed at a distance from each other to the maximum extent possible. For the time being, soft seating has been removed from classrooms. Floor markings and highly visible signage give reminders of physical distancing guidelines.

Entry to campus is limited to FFS students and employees. Family members and other visitors follow a safe procedure for dropping off/picking up their children outside of the school gates, while following physical distancing protocols. Specific procedures for arrival and dismissal are shared with school families. On occasion, an outside contractor or repair person may need to visit campus. The Business Office will ensure that the proper health and safety protocols are followed; those visits will be scheduled after school hours if possible.

In an abundance of caution and to promote safe distancing, all school sponsored

gatherings, events, and extracurricular activities have been suspended until further notice with the exception of after-school care. In-person gatherings will not occur on campus among faculty, staff, or students outside of each pod. Regular virtual gatherings, including weekly Meeting for Worship, will keep the whole school community connected until large, in-person gatherings are safe. Field trips and outside travel are also suspended until further notice.

Sharing Materials:

To aid in reducing the spread of COVID-19 and other viruses, students do not share materials or supplies. If materials need to be shared, strict sanitizing measures are put into place. Every student in grades 2 through 8 is provided with a Chromebook for on-campus and at-home use so that technology is not shared. Virtual curriculums have been added to our classroom program which reduce the number of books and physical materials that students use and share on a daily basis. Students may not bring personal items to and from school. Because of the play-based nature of our Early Childhood classrooms, more than one student may have contact with some of the items in an Early Childhood classroom. However, Early Childhood teachers have been trained in specific hygiene and sanitizing practices that will facilitate safe use of these items.

Lunch and snack take place within the pod with food that students bring from home. Sharing food, bake sales, and shared treats are prohibited until further notice.

Frankford Friends School follows safe procedures for physical activity and exercise while on campus. Recesses and physical education classes are modified to limit physical closeness, discourage any physical contact, and reduce the amount of necessary touching of shared equipment. When participating in activities, students create a safe distance from each other, guided by teacher instructions and visual markers to provide appropriate distancing. Unnecessary physical touching, such as "high fives" or fist bumps, are prohibited while new Frankford-friendly ways of encouraging each other will be developed. The schedule staggers physical education classes and recess periods throughout the day to eliminate interactions with students and faculty in other pods.

Transportation:

Bus service for students in grades 1-8 is provided by the Philadelphia School District (PSD). The PSD and individual bus providers will determine and communicate the conditions and schedule for safely transporting students to Frankford Friends School. Frankford Friends School will require hand sanitizing upon exiting any school bus and ask for the bus windows to be kept open as much as possible. We recommend that students use alternative methods of transportation if possible.

COVID-19 Monitoring

Monitoring Symptoms and History of Exposure:

Daily participatory attestation each school day morning through an online form is required for students, faculty, and staff in order to enter the school buildings. No students, faculty, or staff will be permitted on the school campus if attestation has not been completed. Students who arrive at school via school bus or public transportation who do not have their attestation completed will be sent to the isolation room. Reminders about completion are sent via the school's text message alert system.

Frankford Friends School will consider symptoms of COVID-19 in our on-campus community members using a [surveillance case definition](#) from the CDC. Through the participatory web-based reporting, Frankford Friends School will monitor medications used to suppress fevers; symptoms of COVID-19, such as fever, cough, shortness of breath, lack of smell or taste, sore throat, and/or chills; recent activities and travel; and potential exposure for individuals and family members. An example of participatory attestation form can be seen [here](#). Persons who display any symptoms of COVID-19 must remain at home, and will participate in school through *FFS At Home*. If a student is too sick to participate, the parent will report their absence to the school office. Absences and the review of geographical community spread will also be monitored by the School. FFS employees have been trained in identifying the symptoms of COVID-19 and faculty, staff, and students who display observable symptoms while on campus during the school day will be taken to the isolation room.

Reminders and reinforcement of health and safety preventative measures and the symptoms of COVID-19 are posted in highly visible locations throughout the campus. Our monitoring system is supported by frequent communication to constituencies about health and safety protocols and the importance of staying home when sick. All disclosures and communications of a diagnosis or possible exposure to COVID-19 will be done through a confidential process led by the Business Office.

Showing Signs or Symptoms on Campus:

Community members must stay home if they are sick. If a student or staff member becomes sick while on campus, they will be taken to the campus isolation room where they will be assessed for any symptoms of COVID-19 using a standard checklist of signs and symptoms of COVID-19. Frankford Friends School has hired a certified medical assistant for the 2020-21 school year who will assess students for symptoms of COVID-19. The isolation room is equipped with sufficient supplies to serve symptomatic individuals. Parents and/or caregivers of students are contacted immediately, informed of our procedures for safe transportation home, and given instruction about their return to campus. Students with symptoms are picked up from school within 60 minutes of being notified by the School. Failure to adhere to the requirements for picking up sick children will result in consequences up to and including exclusion from Frankford Friends School. If a student is required to self-quarantine, they may participate in school through *FFS At Home*.

Contact Tracing:

A person tested for COVID-19 and found positive will be contacted by their Department of Public Health to begin the contact tracing process. The School has an expectation that any member of the community contacted by a contact tracer for diagnosis or exposure to COVID-19 will cooperate fully with their efforts. The School, in conjunction with the Department of Public Health, will respond to a positive diagnosis. Sharing a positive result of a COVID-19 test will be held in the strictest of confidence and will help the School put plans in place to mitigate the spread.

Policy for Returning to Campus:

Frankford Friends School monitors the most recent guidelines on when students and adults can return to campus after having symptoms for COVID-19 and/or testing positive for COVID-19. The school will follow, at a minimum, the [CDC's most up-to-date guidelines](#) for the safe return to the school campus setting. Families and employees must work with the Business Office to create the schedule for re-entry to on-campus learning.

Health and Safety Plan Communication

Frankford Friends School commits to communicating with our families in a number of ways, including:

- Posting the Plan for the Safe Reopening of Frankford Friends School on the Frankford Friends School website.
- Updating the Community Handbook to reflect the Plan for the Safe Reopening and making it available to be read by all members of the FFS community.
- Informing families if the Plan for the Safe Reopening has been updated.
- Notifying staff, families, and public health officials of school closures and in-school-year changes to safety protocols.
- Alerting staff, families, and public health officials of positive cases of COVID-19 in our school community.
- Sharing local, state, and federal guidance on mitigating the spread of COVID-19.
- Creating and distributing developmentally appropriate information (ie instructional videos and graphics) to families on personal hygiene, physical distancing, and other safety practices.
- Posting visible signs on our campus that promote personal hygiene, physical distancing, and other safety protocols.
- Responding to pandemic-related concerns from community members through our confidential email address pandemicresponse@frankfordfriends.org.

Additionally, members of the Pandemic Task Force will convene regularly to monitor

changes regarding the health and safety of our specific community, taking their lead from local, state, and federal guidelines. Therefore, the Plan for the Safe Reopening of Frankford Friends School is subject to change as new information is discovered and health authorities update their guidelines for a safe community.

The Pandemic Task Force will also recommend professional development opportunities for faculty, staff, and families on implementing and supporting the Plan for the Safe Reopening of FFS.

Conclusion

The policies provided here have been updated based on current evidence and information available at the time of publishing. The Plan for the Safe Reopening of Frankford Friends School will be regularly reviewed with regards to the evolving nature of the pandemic and emerging evidence. Our plan is intended to mitigate, not eliminate risk. No single action or set of actions will completely eliminate the risk of COVID-19 transmission, but implementation of several coordinated interventions can greatly reduce that risk.

Case Studies: What Happens If Someone Gets Sick

Primary exposure is defined as exposure to any individual who has had close, sustained contact, from a distance of 6 feet or less, with an individual with COVID-19.

Secondary exposure is defined as exposure to all other FFS employees and students who are on campus.

Example 1:

Teacher Harriet is a first grade teacher.

Teacher Harriet becomes ill with a confirmed case of COVID-19.

Students and faculty in the Grades 1/2 pod have been **primarily exposed** to Teacher Harriet and therefore, **transition to FFS At Home**.

Siblings of students in the Grades 1/2 pod only have secondary exposure and therefore, may remain at school. The PreK/K, 3/4, 5/6, and 7/8 pods will **remain on campus**.

Example 2:

Antonio and Brittany Williams are students at Frankford Friends. Antonio is in first grade and Brittany is in 5th grade. Charlie, Danika, and Eli Yunez are also students at Frankford Friends. Charlie is in Kindergarten, Danika is in 5th grade, and Eli is in 8th grade.

Brittany Williams (in 5th grade) becomes ill with a confirmed case of COVID-19.

The Grade 5/6 pod, including Brittany and Danika, attends school through **FFS At Home**, as students in Brittany's pod have had **primary exposure** to Brittany.

In the case a middle school faculty member has had **primary exposure** to Brittany, they will teach virtually so the Grade 7/8 pod may remain at school, monitored by other unexposed faculty members. Eli Yunez (8) remains **on-campus**, since he has had only **secondary exposure**.

Antonio Williams also attends school through **FFS At Home**, as he has had **primary exposure** to Brittany through his family.

Kindergartener Charlie Yunez **does not enter the FFS At Home program**, since he has only had **secondary exposure** to Brittany through his sibling. The Pre/K, 1/2, and 3/4 pods **remain on campus**.

Example 3:

Ivan Jackson is a 2nd grade student.

His father becomes ill with a confirmed case of COVID-19.

The Jackson family contacts the Business Office at FFS as soon as possible according to procedures in the FFS Community Handbook. Because Ivan has had **primary exposure** to his father, he transitions to the **FFS At Home program**. The Grade 1/2 pod **remains on campus**, having had **secondary exposure** to Ivan's ill father. The Jackson family works with the FFS Business Office to create the schedule for Ivan's re-entry to on-campus learning.

Example 4:

Teacher Wen is a third grade teacher. Her partner tests positive for COVID-19.

Teacher Wen has had **primary exposure** to her partner so she moves to teaching from home while she self-quarantines for 14 days. Her class has not had exposure to Teacher Wen's partner so the students **remain on campus** with the other pod teachers. If Teacher Wen is to be diagnosed with COVID-19 before the 14 day self-quarantine period is over, the 3/4 pod will transition to the **FFS At Home program**.

Frequently Asked Questions

Why are other schools' re-entry plans different than ours?

Frankford Friends School is an independent school and as such, has designed our campus, at-home, and distance learning plans to best reflect our school's mission, philosophy and values, as well as our campus and buildings, health and safety needs, and size of the student body. Other schools in the area have different needs and thus may have different plans for re-opening.

What will school hours be for the 2020-21 school year?

Frankford Friends School will operate during regular school hours with instruction beginning at 8:05 and ending at 2:55. As much as possible, Morning Meeting and Advisory will take place outside, so students can join the class easily should they be caught in traffic.

The *FFS At Home* and *FFS Connect*, our distance learning program, will take place between these hours as well.

Will my child need to wear a mask?

Masks are worn for both the wearer's and the community's safety. All FFS employees and students in grades PreK-8 must wear proper fitting face coverings throughout the day except while eating or during teacher monitored "mask breaks." "Mask breaks" may occur at times when students are learning outside and appropriately distanced.

What will drop-off and pick-up look like?

Pod members will be dropped off at designated locations near their pod's building. Faculty and staff will be outside to assist children as they enter the school. Specific information will be shared with families prior to the first day of school.

How will the Extended Day Program work?

The Extended Day Program will be offered to families who need care for their children after school hours. Drop-in hours will not be available at this time. Students who participate in the program will remain in their pods where the after-school teachers will join them for indoor and outdoor play.

Can my child participate in FFS At Home while on-campus learning is in place?

We recognize that some families may want or need an option for their children to participate in school remotely. While on-campus learning is in place, those students who participate in the *FFS At Home* will receive a blend of live instruction and work to complete asynchronously. The schedule may vary from day to day, based on the plans in place for the class at that time. Participating in *FFS At Home* while on-campus learning is in place requires a significant commitment from families to maintain the partnership between home and school.

Students need to participate fully in order to progress through the school year. Those families who wish to inquire about participating for the school year in *FFS At Home* should speak to the Head of School as soon as possible.

What "Specials" will my child participate in?

While on-campus during the first trimester, students in Pre-K to 4 will experience approximately one month each of in-person art, music, and Spanish classes. There will be ample time for play and physical activity outside, using materials and ideas provided by Teacher Mark. Students in grades 5 to 8 will take new Project-based Learning modules as well as physical education/health and integrated technology. Art materials will be available to students in these grades. As always, students in grade 5 to 8 will take Spanish daily as a major academic subject. Sadly, we will need to take a hiatus from our string music program at this time in order to meet the requirements of our health and safety plan. Students participating in *FFS On Campus* may do much of their work in outdoor learning spaces where technology is not available during the school day. In those cases, students in the *FFS At Home* program will work independently. Families of students attending *FFS At Home* should make time for their child to exercise and enjoy outdoor play.

What will Project-based Learning look like?

Our students will continue to explore science and social studies concepts through our Project-based Learning Program and the study of the UN Sustainable Development Goals. Understanding one's responsibility towards people and our planet is fundamental to our mission and essential to living our Quaker values. Our program will continue to focus on student inquiry and ingenuity at all grade levels with end-of-unit showcases displayed online in unique and innovative ways (see our [FFS Connect page](#) for more information). Middle School students will benefit from a redesigned PBL program, with a greater focus on scientific content and skills and cross-curricular connections for maximum engagement.

What if my child receives Catapult counseling, speech, or academic services?

Our intention is to continue to provide these supports to our families. Catapult services are provided by the School District of Philadelphia (SDP). Catapult and SDP will determine and communicate the conditions for providing these supports to Frankford Friends School.

Will there be field trips and outdoor excursions?

While we will not be able to take field trips or overnight excursions this year, there will be many opportunities for community building and virtual experiences for all of our students.