



THE ROADMAP TO REOPENING

FULL PLAN | FALL 2020



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OUR MISSION

The New Community School empowers bright, talented students who are challenged by dyslexia and related learning differences. The innovative and research-based college preparatory curriculum uses a customized educational approach to build skills in language and math to foster academic and personal strengths - igniting the passions and gifts of unique minds.

OUR VISION

The New Community School launches students with the knowledge, skills, and resilience to pursue their passions, navigate the opportunities and challenges of their world, and live their lives with courage, compassion, and purpose.



This document is designed to describe the actions and approach TNCS will take to ensure continuity of learning for the 2020-21 academic year. Understanding that each situation is different, we endeavor to provide a flexible framework with guidelines that can be implemented in a variety of circumstances.

The COVID-19 pandemic presents the most serious public health crisis the world has experienced in generations. Looking forward to the 2020-21 school year and beyond, TNCS is resolved to do everything it can to reopen our campus because we believe doing so is in the best interest of our students. And yet, we recognize that a pathway for reopening campus must be based on the national, state, and local public health guidance.

GUIDING PRINCIPLES

Consistent with our mission and values, the reopening of The New Community School will be guided by the following principles:

- protect the health and safety of students, faculty, and staff;
- follow the guidelines established by national, state, and local officials;
- provide clear structure for school routines to support academic learning and the social and emotional needs of our community; and
- design effective ways to educate students during times of disruption.

ASSUMPTIONS

- Schools will reopen in the fall but may have rolling closures triggered by new outbreaks.
- Reopened schools will have modifications based on guidance from national, state, and local health officials.
- Accommodations are needed for teachers, students, administration, and staff who are at heightened risk.
- A vaccine may not be available for some time.
- Given the uncertain future, TNCS has developed a plan of operation that contains three phases based on the risk of exposure to COVID-19. The plan allows the school to toggle between each phase with ease and minimal disruption to the school program.



HEALTH AND SAFETY

VIRGINIA'S RETURN TO SCHOOL PLAN

Governor Ralph Northam announced a phased reopening of K-12 schools, which gradually permits in-person instruction to resume while prioritizing the health and safety of students, faculty, and staff. Governor Northam's approach recognizes the disruption closures have had on students and families and seeks to bring them back to the classroom as soon as is safe and practical.

The guidance provided from the Virginia Department of Education, is intended to mitigate risk of COVID-19 transmission in school settings, while supporting the resumption of peer-to-peer learning. These recommendations should be implemented in accordance with the Forward Virginia Blueprint, any existing Executive Orders, CDC Interim Guidance for Schools, CDC Considerations for Schools, Emergency Temporary Standards from the Virginia Department of Labor and Industry, and in partnership with local and state public health officials.

School reopening phases are aligned with the existing Forward Virginia phases, through which the state will progress by monitoring public health data and key measures on disease transmission, healthcare capacity, testing capacity, public health capacity to trace contacts of cases, and other relevant factors. Community mitigation strategies (e.g. physical distancing, enhanced cleaning, etc.) will be necessary across all phases to decrease the spread of COVID-19. The guidance provided is aligned with the interim CDC guidance for schools and serves as a recommendation for Virginia schools to mitigate risks associated with COVID-19.

Schools are encouraged to make decisions on implementing such guidance, and assuming additional risk, in consultation with local health departments and school attorneys. Public health conditions and practical limitations may inform decisions to deviate from the guidance. More information regarding Virginia's guidance for restarting schools can be found by visiting the Virginia Department of Education's [website](#).

HEALTH AND INSTRUCTIONAL PLANS FOR REOPENING

Per an order of the Public Health Commissioner, before entering Phase II or III, every school (both public and independent) in Virginia is required to submit to the Virginia Department of Education a plan outlining their strategies for mitigating public health risk of Covid-19 and complying with CDC and Virginia Department of Health recommendations.

RETURNING TO CAMPUS

The challenge of planning the return to our beloved TNCS campus began with the question: What would an average school day look like for a student given our 'new normal'? We imagined students arriving at morning drop off, walking through campus to reach their classroom, learning in physically distanced classrooms, and considered where students would eat lunch, how students would engage in their electives courses like physical education, art, drama, and woodworking, how transitions between classes might change, and how we would navigate afternoon dismissal. Every discussion was guided by the following principles:

- prioritize student, faculty, and staff health, safety and wellness;
- ensure that policies and procedures are research-based, follow CDC guidance, and are clearly communicated, effectively implemented, and diligently enforced;
- promote practices and policies that reduce the risk of virus transmission and support our capacity to be flexible and responsive when facing challenging health circumstances.

COVID-19 READINESS TEAM

Throughout the spring, the COVID-19 Readiness Team continued to meet on a regular basis to stay abreast of central issues related to COVID-19 and schools and to lead the work of planning for the reopening of campus. A key focus and understanding of the group was to focus on the variables we could control. In addition to guidance from our government agencies, the National Association of Independent Schools, Southern Association of Independent Schools, and the Virginia Association of Independent Schools have proven to be reliable sources of information for guiding our understanding of the virus and how best to effectively prevent exposure within our community.

Members of the TNCS COVID-19 Readiness Team have quickly become well versed in the science of COVID-19 prevention and risk mitigation, reading numerous publications, attending webinars, and diving deeply into government regulations and guidelines. The team has become adaptable as experts' understanding of the virus has evolved. As such, our work continues to be refined in order to ensure a safe return to campus this fall.

Nancy Foy, Head of School

Dr. Scott Bray, Director of Teaching, Learning, and Research

Joy Buzzard, Director of Finance and Operations

Eric Gobble, Director of Athletics and Wellness

Dr. Drew Jones, MD, Pulmonary Associates of Richmond

Scott Kay, Director of Middle School

Noel Raggio, RN, School Nurse

Adam Rothschild, Director of Upper School

Dan Stackhouse, Director of Development

Dr. Carolyn Tisdale, Director of Admission and Enrollment Management



Our Approach to Safety

TNCS's approach to a safe return to campus has four pillars:



- reducing density and physical distancing on campus;
- health screening and preventative hygiene;
- cleaning, disinfecting, and sanitizing; and
- communication, training, and coordination.



REDUCING DENSITY AND PHYSICAL DISTANCING

The overall goal of physical distancing in schools is to increase the physical space (typically 6 feet) between members of the school community to reduce unintended exposures. TNCS leaned heavily on the guidance found in the CDC's Implementation of Mitigation Strategies for Communities with Local COVID-19 Transmission when creating our campus protocols and procedures.

There are many classrooms across the TNCS campus, but like most schools space is always at a premium. Classroom variations occur in square footage, furniture, fixtures (sinks, bookcases), and ventilation options. Most classrooms can comfortably seat 8-10 students. These classroom capacities work fine, until physical distancing becomes necessary. Using government guidance, the COVID Readiness Team has spent a considerable amount of time visiting each classroom space to determine appropriate room capacity. The impact of physical distancing on our usable facility space became an important consideration. Physical distancing and reducing campus density are critical factors in our effort to mitigate risk of COVID-19 infection.

CREATING SAFE CAMPUS SPACES

- Create a staggered/rotational schedule to reduce density and accommodate smaller class sizes.
- Rearrange student desks and common seating spaces to maximize space between students.
- Turn desks to face in the same direction to reduce transmission caused from virus-containing droplets.
- Incorporate visual aids (stickers, signs) to illustrate traffic flow and appropriate spacing to support physical distancing.
- Whenever possible, hold physical education classes outside.
- Repurpose communal spaces.
- Remote learning exceptions and teleworking options as possible for students, faculty, and staff who are at higher risk of severe illness.
- Indoor gatherings should be held only as necessary and limited in duration. Gatherings should follow the phased guidance provided by The Phase Guidance for Virginia Schools.
- Explore the use of alternative spaces for eating.



HEALTH SCREENING & PREVENTATIVE HYGIENE

Our second essential pillar follows the Forward Virginia Blueprint which follows the CDC Considerations for Schools guidance on mandated health screenings and preventive hygiene.

TNCS will require individual temperature and symptom screening prior to arriving on campus each morning for students, faculty, and staff. To streamline this process TNCS will be utilizing the **Magnus Health App**.

Parents/guardians will play a critical role in these health screenings. As indicated above, TNCS will give parents/guardians access to the Magnus Health App. Parents/guardians will be expected to utilize the app for their children daily in the morning for presentation at morning drop off. Parents/guardians will also need to ensure daily screening using the Magnus Health App for their children who arrive on campus by foot, bicycle, or private car. All employees must complete their Magnus Health screening daily prior to coming to campus. All visitors, including parents and guardians, will need to complete a required health screening upon arrival on campus.



HEALTH ETIQUETTE AND PREVENTATIVE HYGIENE

Everyday hygiene and health etiquette represent another key pillar to prevent virus transmission.

Promoting Health Etiquette

- Hand sanitizer and tissues are readily available for use by students, faculty, and staff.
- Ask community members to use hand sanitizer upon entering and leaving classrooms.
- Reinforce hand washing routines.
- Educate students on the importance of avoiding touching their faces throughout the day.
- Ensure that sick policies are supportive of students, faculty, and staff staying home when sick.
- Require that faculty, staff, and students wear masks.
- Face covering must be at least 2-ply and fit securely over the mouth and nose.
- Face coverings with respirator valves are not permitted.



HANDWASHING AND HAND SANITIZER

Teachers, cleaning staff, students, and others should **clean** hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

When using hand sanitizer always read and follow the directions on the label to ensure safe and effective use.

- Keep hand sanitizers away from fire or flame.
- For children under six years of age, hand sanitizer should be used with adult supervision.
- Always store hand sanitizer out of reach of children and pets (See **FDA's Tips for Safe Sanitizer** and **CDC's Hand Sanitizer Use Considerations**).
- Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.
- Additional key times to clean hands include:
 - after blowing one's nose, coughing, or sneezing;
 - after using the restroom;
 - before eating or preparing food;
 - after contact with animals or pets; and
 - before and after providing routine care for another person who needs assistance, such as a child.

HEALTH CENTER

Our Health Center is focused on and committed to providing high standards of prevention and response protocols to keep our students, faculty, and staff safe and healthy on campus. Nurse Raggio continues to play a key role in guiding our school's reopening efforts. Key aspects of our daily routines will be different from before. As always, a registered nurse will be on campus to support and care for students and families, answer questions, and provide guidance when appropriate.

If a student or adult develops **symptoms** while on campus, the individual will be cared for by the school nurse, who will wear the appropriate Personal Protective Equipment (PPE) and follow infection control practices designed to decrease the risk of transmission. The health center will contact the parent or guardian and arrange for the child to be picked up from school. TNCS Health Center has a designated quarantine room.

School administration and the school nurse will work closely with the Richmond and Henrico Health District, including Dr. Danny Avula, Director of the Richmond City and Henrico County Health Departments, regarding concerns of increased absenteeism, identified cases of COVID-19, or those in quarantine due to exposure. Communication with the Virginia Department of Health (VDH) or local health department will help TNCS identify a course of action, if needed. The school nurse may need to assist the local health department in contact tracing. Similarly, clear communication between the school and parents regarding stay at home/return to school guidelines will be essential in maintaining a healthy school environment.

Guidelines for Using the Clinic



CLEANING, DISINFECTING, & SANITIZING

The third pillar in TNCS's strategy to prevent the spread of COVID-19 has been to ensure our cleaning protocols follow guidelines established by the CDC in their **Environmental Cleaning and Disinfection Recommendations**. Routine cleaning and disinfection can reduce the risk of exposure to COVID-19 and is key to maintaining a safe environment for students, faculty, and staff.

The Difference Between Cleaning, Disinfecting, and Sanitizing

- **CLEANING** removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
- **DISINFECTING** kills germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.
- **SANITIZING** lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.

Examples of frequently touched surfaces and objects that require routine disinfection:

- door knobs and handles
- stair rails
- classroom desks and chairs
- countertops
- light switches
- lunch tables and chairs
- toilets
- phones
- faucets
- sinks
- community supplies

Keeping Campus Clean and Safe

In addition to daily cleanings, we have taken many new steps to help keep campus clean and safe.

- Frequently used surfaces like door handles, handrails, and bathroom are cleaned after every class transition.
- Fresh air is introduced into rooms whenever possible.
- Faculty will wipe down surfaces and equipment in their classrooms between every class. Our product is efficient as it is effective in 10 seconds after spraying.
- UV light sources have been installed in HVAC systems. Commercial units have increased the amount of fresh air integrated into the system.
- The school has purchased a Clorox 360 hydrostatic sprayer to disinfect areas as needed.

TNCS Mitigation Plan

CDC Guidance for Cleaning and Disinfecting



COMMUNICATION, TRAINING, & COORDINATION

TNCS’s implementation plan will only be successful if it has clear expectations set out for our community, a structure that is sustainable, and the flexibility to adapt to changing realities. The first step is targeting communication to the community on how to protect ourselves and others by informing them about what guidelines must be followed. As such communication, training and coordination represents our fourth pillar.

COMMUNICATION

TNCS will continue to use the same channels it employs for normal day-to-day communications with parents, students, and faculty/staff. All of these systems are remotely accessible and will continue operating during this time. The table below describes these systems:

CHANNEL	AUDIENCE	DESCRIPTION AND ACCESS
Schoology	Parents and Students	Schoology is our new learning management system. This platform is easily accessible for students, parents and teachers.
Zoom	Faculty and Students	For video conferencing in small or large groups
School Website	General Public	TNCS will maintain general information and lists of resources on the COVID-19 Information & Resources page.
Notify	Faculty, Staff, and Parents	Electronic messaging system
Email	Faculty, Staff, Parents, and Students	Email will be used for all major communications and announcements, including those from the Head of School and division directors. Faculty will also use email to communicate, although they will use other platforms to interact with their students as well.

In addition to existing communications channels, TNCS will implement environmental messaging (signage, wayfinding, etc), particularly in regard to key areas such as the main access points to campus, bathrooms, and common areas on campus. Further messaging strategies will be deployed schoolwide. Our COVID-19 tab on the school’s main web page remains our designated single source of information. All related and relevant messages, including resource links, documents, and forms, can be found by accessing the page.

Example Signage

Stop the Spread of Germs

Feeling Sick?

Handwashing Signs

TRAINING

- School faculty, staff, and students will be provided information and on-going training to promote proactive health strategies such as handwashing, proper use of facemasks, and social distancing in the school setting.
- TNCS will include appropriate signage for public spaces, reminders about moving in public spaces, and provide mechanisms for social distancing such as floor marks for adequate spacing at gathering areas such as outside classrooms, restrooms, and water filling stations.
- The school nurse will provide additional training to students related to revised processes and procedures for clinic visits based on visit type, such as routine medication administration, accident or injury, and clinical signs of illness.
- Other areas that will require new procedures and training include campus access transitions and lunch protocols.

COORDINATION

We need all members of our community to embrace changing responsibilities within this new normal that we will all experience over the next year. Acting with self-awareness, sensitivity to others, and agency will be key. Implementation of the new protocols and procedures with fidelity will be paramount for keeping our community safe.

Resource: [Open Smart](#)



Day-to-Day on Campus

Over the summer TNCS staff have been making significant changes to our program and facilities to help ensure a safe environment for our students and faculty. This section is designed to give our students and families an opportunity to learn more about what changes they can expect when returning to campus.

BEFORE ARRIVING ON CAMPUS

- Students must check their temperature every morning.
- Parent or guardian will log in to the Magnus Health app and answer the simple screening questions (see below). A “green screen” from Magnus means that it is OK for you to come to school.
- If you do not get a green screen, you cannot attend school on campus that day. Please notify your division director as soon as possible.
- Students who have not completed the daily screening will be asked to leave campus until they have done so.

MASKS ON CAMPUS

- Wearing a clean, multi-layer mask is required when indoors and when walking from building to building.
- Before leaving the house, please make sure you have several clean multi-layer masks. Once a mask gets moist you should put it in a brown paper bag and replace it with a clean, dry one. Remember, cloth masks should be washed after each use.
- Face covering must be at least 2-ply and fit securely over the mouth and nose.
- Face coverings with respirator valves are not permitted.
- We also recommend that you bring a small bottle of hand sanitizer with you.

MAGNUS HEALTH SCREENING

Parents must screen students for COVID-19 symptoms daily before arriving on campus using the Magnus Health App. Faculty and staff will also use this screening daily. Questions may be adjusted throughout the year as recommendations change.



DAILY SCREENING PRIOR TO ARRIVING ON CAMPUS THROUGH THE MAGNUS HEALTH APP

- Do you have a temperature of 100 F or higher (without fever reducing medicine)?
- Do you have 2 or more of the following symptoms not caused by a known health condition: cough, sore throat, shortness of breath, muscle or body aches, recent loss of taste or smell, congestion or runny nose, nausea, extreme fatigue, headache?
- Within the last 14 days, have you been exposed to anyone who has tested positive for COVID-19?
- Have you had a positive COVID-19 test for active virus in the last 10 days?
- Within the past 14 days, has a public health or medical professional told you to self-monitor, self-isolate, or self-quarantine because of concerns about COVID-19 infection?
- Have you followed CDC guidelines for the prevention of COVID-19?

Based on the answers to these questions, students may be asked to stay home.

MORNING ARRIVAL

- Middle School students should arrive no earlier than 7:45am. Upper School students should arrive no earlier than 8:00am.
- As you arrive in the drop off area, students should have their masks on and should not leave their cars until instructed. See map on page 18 for drop off location.
- A staff member will greet you and confirm that you have filled out the Magnus Health App for that day. If you have not filled out the daily screening, you will be asked to leave campus until you have done so. We recommend keeping a thermometer in your car in case you forget.
- After screening confirmation, students should go directly to morning advisory.

STUDENT DRIVERS AND WALKERS

A staff member will be in the parking lot to greet students who drive or walk to school to confirm their daily screening. Drivers or passengers of student drivers who have not completed their screening must remain in their vehicles until cleared by the school nurse.

LATE ARRIVALS

Late arrivals to school should check in with Ms. Robinson in Massey Hall. She will confirm your daily screening and release you to go to class.

MOVING BETWEEN CLASSES

- When the class period is over, students should help their teachers by tidying up their area before they leave, clearing their desktop and take all belongings with them.
- Students will be released by their teachers to move to the next class.
- The way students enter and exit buildings may be different, please follow the signs!
- Masks must be worn at all times when inside buildings, and when outside moving between classes.
- If time permits, students may find a circle on the green or other indicated area outside and remove their masks before moving to their next class.

LUNCH

- Students will eat lunch outside whenever weather permits. Find a circle on the green or other indicated area, grab your beach towel or your bag chair and enjoy your lunch.
- No sharing of food or drink, please.
- Students will need to bring their lunch and beverage each day. Microwaves and refrigerators will not be available.
- At this time, any outside meal delivery is not permitted. This includes Jason's Deli, Domino's, and Uber Eats. Food Truck Fridays are cancelled for now.
- If the weather doesn't cooperate, students will eat lunch in their last classroom before lunch or in the activity center in designated areas.
- Students can take off their masks to eat. If indoors, please face forward and limit conversation while eating. Once you have finished eating, put your mask back on and enjoy conversation or a break.
- If a student forgets lunch, a parent or guardian may drop off their lunch in a clearly marked container. A cart will be placed on the front porch of Massey Hall where lunches may be delivered. No lunches from outside vendors please.



KEEPING OUR COMMUNITY SAFE

- Wear a clean, multi-layer mask at all times when indoors and when walking from building to building.
- Please bring multiple masks and a paper bag with you each day, and swap them out if they become damp, putting the damp mask in the brown paper bag.
- There are dots on the green that can be used for mask break areas.
- Use hand sanitizer as you enter each classroom.
- Wash or sanitize your hands. A lot.
- Maintain good physical distance.
- We call it staying Saber Safe – wear your mask, wash and sanitize your hands, and stay 6 feet apart.

VISITING THE CLINIC

[Click here](#) for guidelines for visiting the clinic.

PHYSICAL EDUCATION

- PE will take place outside whenever possible.
- All PE activities are designed to ensure that physical distancing rules are followed.
- Students will not change clothes for PE, but will have the opportunity to change shoes if needed.

SOCIAL AND EMOTIONAL HEALTH

The social and emotional health of our students remains of vital importance, especially during these extraordinary times. Students will begin each day in advisory, giving them a chance to check in with their peers and their advisor. Resources to support the emotional health of students will be provided to teachers, and Social-Emotional Coach Mr. Kevin DiFazio will continue to be available to meet with students one-on-one to address any needs. In addition, the health curriculum will be adjusted to meet needs as they arise.

AFTERNOON PICKUP

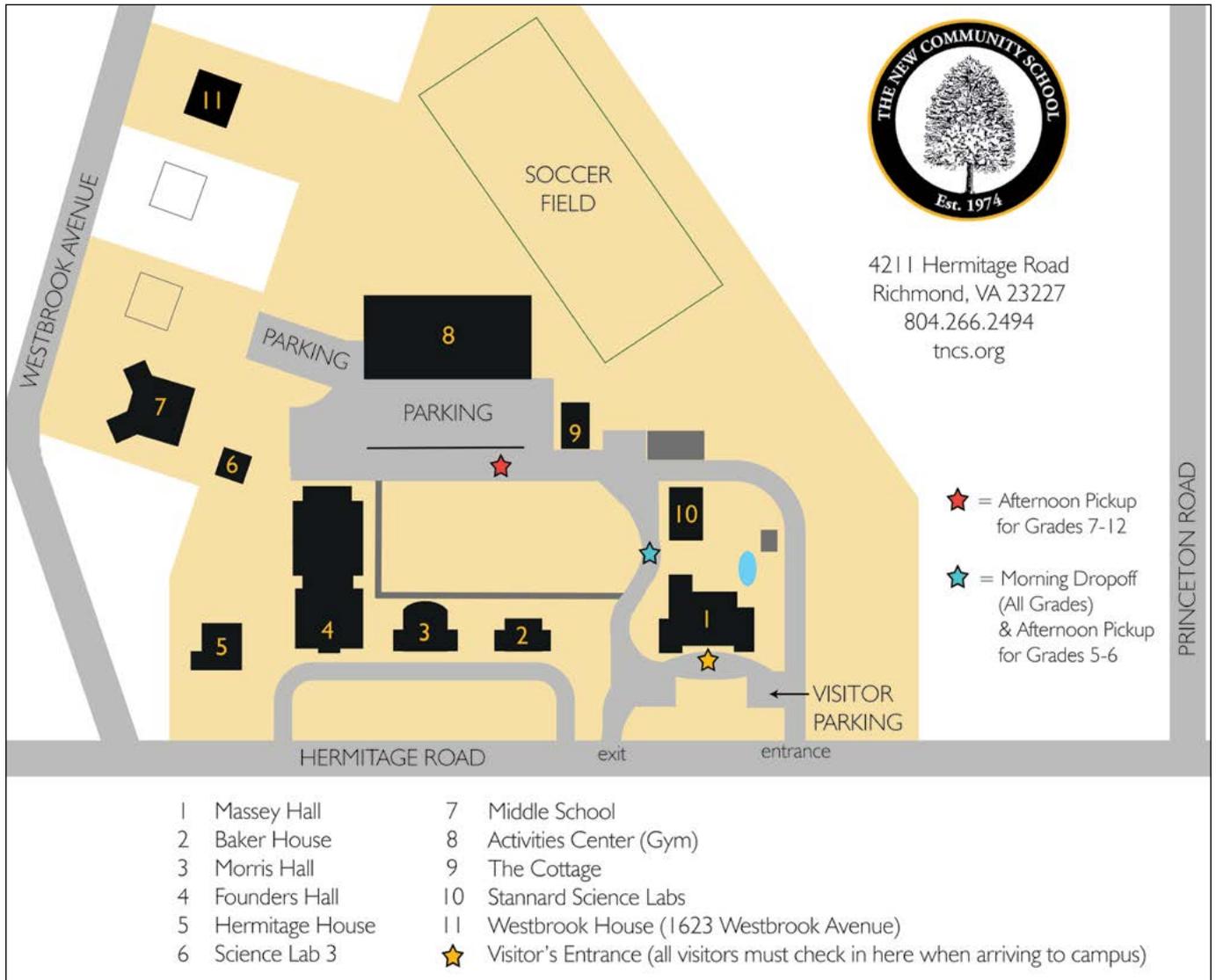
- At the end of the school day, all students should proceed to the Green and stand on a circle.
- Masks must be worn at all times during pick up.
- Grades 5 & 6 will gather at the Massey Hall end of the Green, and will be picked up in the same location as morning drop off.
- Grades 7-12 will be picked up in the lane beside the Green similar to last year (refer to map).
- Families with students in multiple divisions follow the 7-12 pickup.
- Students will leave their circle as their name is called.
- If the weather is messy, students will remain in their last period classrooms and the school intercom will be used to call them down as vehicles arrive.
- There is no after school study hall this year to allow time to begin daily cleaning and mitigation procedures. All students must be picked up at the designated time. When needed, after school study appointments on an individual basis may be made with the student's teacher. See map on page 18 for pickup locations.

VISITORS

As we focus on the health and safety of our students and faculty, we will be limiting visitors to our campus to those with appointments, service providers, and vendors. All visitors must check in with Ms. Robinson in Massey Hall and complete a health screening.



DROP OFF AND PICK UP LOCATIONS



When to stay home from school with no known exposure to COVID-19

Experiencing COVID-like symptoms?



+

Call Your
Doctor

+

Call School
266.2494

NEGATIVE Test Result
(or not advised by Dr. to take test)

STAY HOME UNTIL
symptoms improve and you
remain fever-free without
medication for 24 hours.

POSITIVE Test Result
COVID-19

ISOLATE UNTIL
symptoms improve and you
remain fever-free without
medication for 24 hours and it
has been 10+ days since first
symptoms.

PREPARE TO RETURN TO SCHOOL

Feeling better before the Stay-at-Home or Isolate requirements are met?
Students may attend classes through the distance learning model. Contact
your Division Director.

Ready to return? Get a note from your doctor stating you have met the
requirements to return to school. Then, contact the school nurse for
school permission.

WELCOME BACK!

When to stay home from school with known exposure to COVID-19

Been exposed to COVID-19?



+

Call Your Doctor

+

Call School
266.2494

NEGATIVE Test Result
(or not advised by Dr. to take test)

QUARANTINE
for 14 days

POSITIVE Test Result
COVID-19

ISOLATE UNTIL
symptoms improve and you remain fever-free without medication for 24 hours and it has been 10+ days since first symptoms or since positive test.

PREPARE TO RETURN TO SCHOOL

Feeling better before the Stay-at-Home or Isolate requirements are met? Students may attend classes through the distance learning model. Contact your Division Director.

Ready to return? Get a note from your doctor stating you have met the requirements to return to school. Then, contact the school nurse for school permission.

WELCOME BACK!

TEACHING AND LEARNING

“Learning is a personal, lifelong process that leads to change, including the ability and willingness to adapt. It is driven by curiosity and motivation, occurring in supportive environments rich in engagement, social interaction, and feedback. Learning is constructed in authentic contexts and results in the development of new understandings and skills for all learners.”

- National Research Council

Given the highly communicable nature of COVID-19, stringent social and physical distancing measures are recommended during the early school reopening phases in order to limit disease transmission. Generally, social distancing has two components to it: keeping individuals a safe distance from one another (approximately 6 feet) and reducing the number of people with whom any individual interacts. Virginia’s School Reopening Phases provides guidance for each phase of reopening. Accordingly, TNCS has developed three different learning models. All three models align with the phased return to school guidance outlined and position us to reopen campus safely in August 2020.

THREE POTENTIAL MODELS FOR LEARNING

In anticipation of ongoing and evolving challenges associated with the COVID-19 pandemic, TNCS has developed three models for learning. The first model, our Face-to-Face Learning Model, describes a traditional school experience where all students attend school on campus five days a week. If conditions demand that we close our campuses, TNCS will implement our Distance Learning Model. Finally, we have identified an alternative to this open-or-closed dichotomy, which we call our Hybrid Learning Model. This model acknowledges the critical role face-to-face interactions play in a child’s learning while implementing physical distancing norms that reduce student density. More detail about each of these models follows below.

Face-to-Face Learning Model

This is a traditional school experience with students attending school in person five days a week. Students interact with peers and teachers on campus. The learning that happens off campus is mostly in the form of homework or projects. Preventative hygiene policies are implemented in combination with realistic physical distancing guidelines. The risk of exposure to the virus that causes COVID-19 is considered low enough that greater student density on campus is appropriate.

Distance Learning Model

This is a similar model to the one that our community experienced in the final months of the 2019-20 school year: our campus is closed and school remains open through remote learning experiences. Students attend school virtually through both synchronous and asynchronous lessons, activities, and projects. Students collaborate with peers and faculty online. The distance learning model is implemented when safety conditions dictate that TNCS’s physical campus must be closed. TNCS’s revised **Distance Learning Plan**, which reflects feedback and lessons learned from our experience in the spring of 2020, provides more information about the school’s approach to distance learning.

Hybrid Learning Model

This model combines face-to-face learning with coordinated online experiences. The hybrid model provides face-to-face learning 50% of the time while leveraging digital experiences the remaining 50%. This model introduces physical distancing and density reduction as key strategies to further reduce exposure within our community, while at the same time providing face-to-face interaction between students and teachers about half of the time. Under the hybrid model the Upper School will rotate with grades 7 and 8 following a “one week on-campus, one week distance learning” model.

CHOOSING TO STAY HOME

A family may choose to have their student participate in the learning experience from home. For students who wish or need to learn remotely, we ask that families communicate and coordinate with division directors. There will be no difference in tuition among the models. If a student is home, they will follow the school’s designated schedule.

SAFETY IMPLICATIONS OF EACH MODEL

As we navigate the uncertainties associated with COVID-19, TNCS will need to be agile in how it adjusts and responds to external health conditions and risks. The following table provides a review of safety implications of the three learning models described on the previous page.

MODEL	SAFETY IMPLICATIONS
Face-to-Face Learning Model	<p>When community risk level is LOW. External indicators support our confidence in opening campuses to full density.</p> <ul style="list-style-type: none"> • Government guidance encourages reopening. • Guidance from CDC, WHO, and trusted authorities indicate low risk. • Degree of medical certainty, including easy access to reliable testing. • Infection rates locally are declining and traceable. • TNCS is confident in its ability to mitigate risk when school is fully open.
Hybrid Learning Model	<p>When community risk level is MEDIUM. External indicators challenge our confidence in opening campuses at full density and usage.</p> <ul style="list-style-type: none"> • Guidance from CDC, WHO, and trusted authorities indicate risk. • Degree of medical uncertainty exists. • Infection rates locally are confined and/or traceable. • TNCS is confident in its ability to mitigate risk with enhanced measures. • Density reduction limits the number of students on campus. • Designated “zones” support distancing norms and enhanced hygiene protocols.
Distance Learning Model	<p>When community risk level is HIGH. External indicators support our confidence that physically closing our campuses is the best course of action. Indicators might include rising infection rates, a high degree of medical uncertainty, or infections within our own school community. There would be no on-campus experiences.</p> <ul style="list-style-type: none"> • Government requests schools to close. • Infection rates locally are rising and/or remaining at concerning levels. • Known infections are within the TNCS community. • TNCS is not confident it can effectively mitigate risk and ensure safety.

COMPARISON OF LEARNING MODELS

	FACE-TO-FACE LEARNING MODEL	HYBRID LEARNING MODEL	DISTANCE LEARNING MODEL
CAMPUS STATUS	Campus is entirely open	Campus is open. Not all students on campus at once to ensure physical distancing.	Campus is entirely closed.
LEARNING ENVIRONMENT	Classrooms on campus	Both on-campus and digital through Schoology	Digital through Schoology with synchronous and asynchronous activities
TEACHER COMMUNICATION	Face-to-face and digital communication	Face-to-face and digital communication	Digital through Schoology and platforms like Zoom
COLLABORATION AMONGST STUDENTS	Mostly face-to-face and some digital	A balance of face to face and digital	Entirely online, with both real-time and asynchronous activities
FEEDBACK	Combination of in-person feedback and digital feedback in multiple forms. Ongoing real-time and asynchronously.	Combination of in-person feedback and digital feedback in multiple forms. Ongoing real-time and asynchronously.	Almost entirely digital feedback in multiple forms. Some feedback is synchronous.
SUMMATIVE ASSESSMENT	Combination of in-class assessments and performance tasks with emphasis on students applying content, skills, and understandings.	Combination of in-class assessments and performance tasks with emphasis on students applying content, skills, and understandings.	Combination of traditional assessments and performance tasks with emphasis on students applying content, skills, and understandings.



SCHEDULES

TNCS is dedicated to supporting students’ access to education. To provide flexibility for instructional delivery and to allow students time for deeper learning, grades 7-12 will operate on a modified 4 x 4 schedule. Classes will be longer. The longer class time allows students to take fewer classes during the course of a semester.

Frequently Asked Questions About the 4x4 Schedule

We recognize that new schedules bring the need to prepare, plan, and remain flexible. As teachers reflect on how to best design or redesign their units, lessons, or courses, they are encouraged to consider the following questions:

- How can I leverage digital platforms to provide learning experiences rich in engagement, social interaction, and feedback?
- How can I help my students manage the worry, fear, or isolation they may be experiencing as a result of this emergency or crisis?
- What are the most important understandings and skills I can help my students develop at this time? How can I help my students construct their own understandings?
- How can I design learning experiences that address the needs of our TNCS learners who need different kinds of support and guidance?
- How will I assess student learning in meaningful ways?

Sample Student Schedules: Grades 5 and 6

ON-CAMPUS	
8:00 - 8:15	Advisory
8:25 - 9:10	Period 1
9:10 - 9:20	Class transition
9:20 - 10:05	Period 2
10:05 - 10:40	Physical Education
10:40 - 11:25	Period 3
11:25 - 11:55	Lunch and cleanup
11:55 - 12:40	Period 4
12:40 - 12:50	Class transition
12:50 - 1:35	Period 5
1:35 - 1:45	Class transition
1:45 - 2:30	Period 6
2:30 - 2:40	Class transition
2:40 - 3:15	Extra Help / Student Life

DISTANCE LEARNING	
8:00 - 8:20	Advisory
8:25 - 9:05	Period 1
9:05 - 9:15	Screen Break
9:15 - 9:55	Period 2
9:55 - 10:05	Screen Break
10:05 - 10:45	Period 3
10:45 - 10:55	Screen Break
10:55 - 11:25	Wellness - Health and PE
11:25 - 11:35	Screen Break
11:35 - 12:15	Period 4
12:15 - 12:45	Lunch
12:45 - 1:25	Period 6
1:30 - 1:45	Advisory Check-in
1:45 - 2:45	Synchronous Support: Extra Help/Student Life as Scheduled
2:45 - 3:30 (3:00 on Wed)	Period 5: Electives (optional)

Sample Student Schedules: Grades 7 and 8

ON-CAMPUS AND DISTANCE LEARNING		
FALL SEMESTER		SPRING SEMESTER
8:00 – 8:15	Advisory	Advisory
8:20 - 9:00	Period 1 (English)	Period 1 (English)
9:10 - 9:50	Period 2 (LF)	Period 2 (LF)
10:00 - 10:40	Period 3 (IMPACT Math)	Period 3 (IMPACT Math)
10:50 - 11:30	Period 4 (PE)	Period 4 (PE)
11:30 - 12:00	Lunch and cleanup	Lunch and cleanup
12:00 - 1:30	Periods 5 and 6 (Physical Science)	Periods 5 and 6 (World History)
1:40 - 2:45 (1:40 - 1:50 Advisory check-in when distance, then to electives)	Electives (Theater Q1) (Art Q2)	Electives (STEAM Q3) (Entrepreneurship Q4)
2:45 - 3:25	Extra Help Student Life as scheduled	Extra Help Student Life as scheduled

Sample Student Schedule: Upper School

ON-CAMPUS AND DISTANCE LEARNING		
FALL SEMESTER		SPRING SEMESTER
8:15-8:30	Advisory	Advisory
8:30 - 8:35	Class transition	Class transition
8:35 - 9:55	Health (Q1) Art (Q2)	Yearbook (Q3) Personal Finance (Q4)
9:55 - 10:05	Class transition	Class transition
10:05 - 11:30 (A block 10:05 - 10:45) (B block 10:50 - 11:30)	LF (40 minutes) Class transition Break/Study Appointment (40 min)	LF (40 minutes) Class transition Break/Study Appointment (40 min)
11:30 - 12:00	Lunch and cleanup	Lunch and cleanup
12:00 - 1:25 (A block 12:00 - 12:40) (B block 12:45 - 1:25)	Environmental Science	Algebra II
1:25 - 1:35	Class transition	Class transition
1:35 - 3:00 (A block 1:35 - 2:15) (B block 2:20 - 3:00)	English 10	American History
3:00 - 3:10	Class transition	Class transition
3:10 - 3:40	Extra Help & Student Life If off campus - check in	Extra Help & Student Life If off campus - check in

PROFESSIONAL DEVELOPMENT

- TNCS faculty and staff have been participating in professional development opportunities this summer to help them prepare for the new school year. These included sessions on Reading in the Digital World, the Neuroscience of Executive Skills, Engaging in Diversity, Inclusion and Equity, best practices in STEAM, and others. We are fortunate to work with many professional development partners including the Global Online Academy, Virginia Association of Independent Schools, The Dyslexia Foundation, and Learning and the Brain.
- Faculty and Staff will return to campus the week before school begins for a full week of in-person professional development, workshops, and trainings.
- In addition to professional development in academic areas, faculty will receive full training in our new Schoology learning management system, the Magnus health screening, as well as health and safety protocols.



ROLES AND RESPONSIBILITIES

SCHOOL PERSONNEL ROLES AND RESPONSIBILITIES	
COVID Response Team	<ul style="list-style-type: none"> • Implement and oversee the Roadmap to Reopen, including embedded protocols and procedures • Use data to determine appropriate learning model to implement • Source and maintain supplies of PPE, cleaning, sanitizing, and disinfecting materials • Implement training for faculty, staff, and students • Establish clear channels of communications between faculty, staff, families, and students
Leadership Team	<ul style="list-style-type: none"> • Distribute TNCS's Roadmap to Reopening • Support all teachers and teams in the implementation of TNCS's Roadmap to Reopening • Support faculty, students, and families shifting between learning models • Help teachers implement high-quality learning experiences for all students • Support teachers and teams as they design new methods to assess student learning
Teachers	<ul style="list-style-type: none"> • Collaborate with grade team and department members to design engaging learning experiences for students • Communicate frequently with students and their parents • Provide timely feedback to support your students' learning • Implement the Guidelines for TNCS Teachers • Focus on student-teacher relationships • Align instruction to fit the learning model and schedule • Keep Schoology page current and link assignments to the Schoology calendar • Communicate with advisors, directors, and parents as issues arise • Model health and safety measures including daily screening, physical distancing, and wearing a multi-layer mask
Wellness Team	<ul style="list-style-type: none"> • Design and implement a comprehensive Health and Wellness Plan to support students, employees, and their families • Provide resources, experiences, and guidance for students and employees to support their physical and emotional wellbeing
Advisors	<ul style="list-style-type: none"> • Serve as liaison for communication with students and families • Use face-to-face and virtual platforms to conduct advisory check-ins with students
College and Career Counselor	<ul style="list-style-type: none"> • Continue to host face-to-face and virtual office hours at set times for students and parents • Oversee Dual Enrollment • Liaison with the College Board
Tech Support	<ul style="list-style-type: none"> • Review and develop how-to tutorials for teachers, students, and parents • Continually monitor the needs of teachers, students, and parents and troubleshoot their challenges, as needed • Be available to provide on-demand tech support help

STUDENT ROLES AND RESPONSIBILITIES

- Establish daily routines.
- Identify a space in your home where you can work effectively and successfully.
- Complete assignments with integrity and academic honesty, doing your best work.
- Do your best to meet timelines, commitments, and due dates.
- Communicate proactively with your teachers if you cannot meet deadlines or require additional support.
- Collaborate and support your TNCS peers in their learning.
- Comply with TNCS's Handbook and Acceptable Use Policy, including expectations for health and safety and online etiquette.
- Proactively seek out and communicate with adults at TNCS as different needs arise (see below).
- When participating in class from home, show full face on Zoom calls.
- When on campus, abide by all health and safety measures including screening, physical distancing, and wearing a multi-layer mask.

PARENT / GUARDIAN ROLES AND RESPONSIBILITIES

Provide support for your student by adhering to the Guidelines for TNCS Parents as well as you can.

- Establish routines and expectations.
- Define the physical space for your child's study.
- Monitor communications from your children's teachers.
- Begin and end each day with a check-in.
- Take an active role in helping your children process and own their learning.
- Establish times for quiet and reflection.
- Encourage physical activity and/or exercise.
- Remain mindful of your child's stress or worry.
- Keep your children social, but set rules around their social media interactions.
- Help limit your child's exposure to COVID-19 while outside of school by practicing physical distancing and by wearing a mask in public.
- When your child is on campus, help assure they are screened before leaving for school.
- When your child is on campus, make sure they have a clean multi-layer mask and hand sanitizer.
- As a parent when coming to campus, abide by all health and safety measures including screening, physical distancing, and wearing a multi-layer mask.

CONTACTS

Divisional Questions	MS Division Director: Scott Kay, skay@tncs.org US Division Director: Adam Rothschild, arothschild@tncs.org
Academic Concern or Question	Course Teacher
Technology-Related Problem or Issue	Jessica DelMonte, jdelmonte@tncs.org
Social-Emotional Concerns	Kevin DiFazio, kdifazio@tncs.org
Health Concerns	Noel Raggio, nraggio@tncs.org

ATHLETICS AND ACTIVITIES

Extracurricular activities and athletic programs are an integral part of school life for many students, staff, and families. Ensuring the safety of all participants - students, coaches, sponsors, spectators, just to name a few - is paramount to any decision to begin these programs again. Social distancing guidelines impact practices, rehearsals, and crowd gatherings and consideration of equitable access to resources is critical.

The New Community School's gradual, leveled re-opening of its athletic center and facilities will occur with strict adherence to the guidelines provided by the CDC, the Commonwealth of Virginia, the NFHS, and VISAA.

PHASE 1	PHASE 2	PHASE 3
Prohibited	Limited athletics and extracurricular activities with physical distancing. No competition should occur unless physical distancing can be maintained at all times.	To Be Determined



LEVELED RE-OPENING OF TNCS ATHLETIC CENTER AND OUTDOOR FACILITIES

The “levels” referred to in this re-opening plan reflect the steps that will necessarily be taken as TNCS gradually returns to its full complement of interscholastic athletics. Each level is closer to full participation than the previous level. The levels in this plan are separate from the “phases” of the reopening of the state of Virginia. The numbered level and phase will not necessarily match moving forward.

Requirements For All Levels of Reopening TNCS Athletic Facilities

- Before any outdoor or indoor workout or practice may be scheduled to occur on campus, the coach in charge must read, sign, and abide by the policies and procedures for TNCS’s current level of athletic center and facilities re-opening, such as the Level One Policies and Procedures: Use of Outdoor Athletic Facilities below.
- Prior to their first participation in a workout or a practice, athletes and coaches must submit a signed acknowledgement of risk form.
- Prior to arriving on campus for each workout or practice, athletes and coaches must complete the school’s current daily health screening requirements.
- Athletes and coaches may not come on campus if they have come into contact with an individual who has tested positive for COVID-19, or if they are experiencing symptoms of COVID-19, or have any symptoms that do not result in a clear screening.
- Individuals with positive symptoms reported will not be allowed to participate in any workout or practice and should contact their medical provider or another appropriate health-care professional.
- Individuals who display or report symptoms during a workout will be isolated and parents/guardians notified as part of our COVID quarantine protocol.
- Athletes must be enrolled as TNCS students.
- Athletes may only use the school’s athletic facilities, indoor or outdoor, if a coach is present.
- Athletes must have an active physical form on file (dated May 1, 2020 or later).
- Only athletes and coaches are allowed to access campus facilities. Family members and guests must stay in their vehicles.

Level One Policies and Procedures: Use of Outdoor Athletic Facilities

- Use of indoor facilities to be accessed only in cases of emergency.
- Use of outdoor facilities is permitted under coach supervision.
- No gathering of more than 25 individuals may occur at a time.
- A minimum distance of 10 feet between individuals should be maintained at all times.
- Contact between coaches and athletes may occur when medically necessary.
- Athletes and coaches must supply their own water.
- Athletes may not share personal equipment.
- Shared equipment must be sanitized frequently.
- Coach must review all the above policies and procedures with athletes before workout begins.

Level Two Policies and Procedures: Use of Outdoor and Indoor Gymnasium Facilities

- Use of outdoor and indoor gymnasium facilities is permitted with some restrictions.
- Use of the weight room and the locker rooms is prohibited.
- Athletes may only use the designated restrooms one at a time. Restrooms will be sanitized before and after the practice or

- workout session.
- No gathering of more than 25 individuals may occur outside at a time. No gathering of more than 10 individuals may occur inside at a time.
- Prior to and following use, the hard surfaces within the indoor facilities will be sanitized.
- A minimum distance of 10 feet between individuals must be maintained at all times.
- No physical contact may occur between athletes, or between coaches and athletes unless medically warranted.
- Athletes and coaches must supply their own water.
- Athletes may not share personal equipment.

Level Three Policies and Procedures: Use of Outdoor and Indoor Facilities with Restrictions

- Use of outdoor facilities and all indoor facilities is permitted with some restrictions
- Use of locker rooms is prohibited.
- Athletes may only use the designated restrooms one at a time. Restrooms will be sanitized before and after the practice or workout session.
- Use of the weight room is permitted following the classroom guidelines.
- No gathering of more than 50 individuals may occur outside at a time. No gathering of more than 10 individuals may occur inside the gymnasium at a time. No gathering of more than six individuals may occur inside the weight room at a time.
- A minimum distance of 10 feet between individuals must be maintained at all times.
- No physical contact may occur between athletes or between coaches and athletes unless medically necessary.
- Hydration stations will be available for filling water bottles. Athletes and coaches must supply their own water bottles. Hydration stations will be sanitized before and after a group’s use.
- Athletes may not share personal equipment.
- Athletes may not share game equipment unless gloves are worn and equipment must be sanitized frequently.

A RETURN TO SABER SPORTS

At TNCS, we believe it is essential to the physical, mental, and social-emotional well-being of students to return to physical activity and athletic competition. We understand that there will be variation from traditional athletic activity from years past. There will also likely be variation in what sports and activities are allowed over the next several months. Permitted activities may fluctuate based on which phase the school is in. Permitted activities could include skill-building drills at home or on campus, team practice, within-team competition, competition with teams from a specific area, or full competition from different areas.

POINTS OF EMPHASIS

Limited testing availability, lack of resources for contact tracing, and expanding knowledge of COVID-19 transmission could all result in significant changes to education-based athletics in Virginia. TNCS will continue to stay abreast of all new information and will inform our families of changes and plans as they are made.

Daily screening and temperature checks will be necessary before coming to campus for any reason, workouts and practices included.

Current students’ 2019-20 Athletic Participation & Physical Form expired on June 30, 2020. Therefore, any student-athlete must

obtain a physical prior to any athletic participation moving forward. The new physical must be dated on or after May 1, 2020. These pre-participation exams do not take the place of annual pediatric exams but are an important way to screen student-athletes for conditions that may expose them to risk of injury, illness, or death due to athletic activity. TNCS requires current athletic physicals prior to any athletic activity.

Due to the possibility of recurrent outbreaks in the coming months, TNCS will be prepared for periodic school closures and the possibility of some teams having to isolate for two or more weeks while in-season. TNCS will implement policies regarding practice and/or competition during temporary school closures, the cancellation of contests during the regular season, and parameters for the cancellation or premature ending to athletic seasons.

Our athletic “stages” are in accordance with guidelines published by the Commonwealth of Virginia and are subject to change. Criteria must be met to advance from one stage to the next. These criteria will be determined by the phases announced by the Governor’s Office and/or VDH/VDOE and will be strictly followed.

POTENTIAL LEVELS OF PARTICIPATION

Depending on the risk level and the guidance of governing bodies, TNCS sports could take four different forms – interscholastic, intramural, extracurricular, curricular.

INTERSCHOLASTIC ATHLETICS

TNCS would practice sports “as usual,” with afterschool practices combined with competitions against other schools.

INTRAMURAL ATHLETICS

TNCS would practice sports “as usual,” with afterschool practices combined with intra-squad competitions on campus.

EXTRACURRICULAR ATHLETICS

TNCS would offer students an afterschool strength and conditioning program that maintains distance, mitigates risk, and prepares students for an eventual resumption of sport-specific activities.

CURRICULAR ATHLETICS

TNCS would incorporate specific health-enhancing fitness and wellness activities into the physical education curriculum delivered in the course of the academic school day. For example, the *Girls on The Run* program will be incorporated into the middle school PE curriculum for the fall semester.

RESOURCES FOR ATHLETICS/EXTRACURRICULAR ACTIVITIES

[National Federation for High Schools Guidance for Opening Up High School Athletics and Activities](#)

[VISAA - Return to Play](#)

See You Soon!

We are excited to begin a new year of learning with our bright, talented students. Please continue to monitor school communications and our website for updated and detailed information about our back-to-school plans.

If you have any questions, please send them to info@tncs.org.

Stay Safe, Sabers!

