

Millwood School Reopening Plan 2020/2021



Dear Parents and Families,

As the leaders of the schools in the Richmond region accredited by the Virginia Association of Independent Schools (VAIS), we have been working this spring and summer to understand the policies and procedures needed to welcome our students safely back to campus and to ensure a rewarding and uplifting school year. Mutual support and cooperation among all 95 VAIS schools has been especially helpful during this challenging and unprecedented time. Across the Commonwealth, VAIS's diverse members--day schools, boarding schools, schools focused on learning differences, and tuition-free schools serving students in grades PreKindergarten through Post Graduate--have been working together for the best interests of families and the 30,000 children VAIS collectively serves.

The COVID pandemic will affect our school communities for some time. Following Phase Guidance for Virginia Schools, each of our schools is implementing protocols to provide safe campuses for students and employees. Our schools are striving to mitigate risk with modified class sizes, reappropriated spaces, and creative scheduling, among other strategies.

As we work together to limit the spread of the virus, families who choose to join our school communities should understand that there still is inherent risk. Taking precautionary steps to welcome our students back to campus this fall, we also take precautionary steps to welcome the faculty and staff who serve them. Of course, our professional educators are simultaneously apprehensive and eager to return to their crafts in person. As school leaders, we ask for your help. As parents and families, please partner with our schools.

All members of our school communities must lead by example, embrace accountability, and implement best practices for the welfare of our students, employees, their families, as well as our regional community. This commitment requires institutional and personal sacrifice for the good of all. Both on and off campus, wearing face masks and/or shields, conscientious physical distanc-

ing, and the limiting of group interactions are necessary steps to control the spread of COVID-19 and to increase the chances that we may continue to offer the meaningful, in-person educational experiences for which our VAIS schools are known. Your understanding and cooperation are most appreciated.

We will continue to serve our communities, care for our families, and help our students grow and thrive. We are grateful for your trust and support and look forward to collaborating to ensure a positive and productive academic year.

Thank you!

Christopher Ryan, Millwood School
Penny Evins, Collegiate School
Crystal Trent, Northstar Academy
Gráinne Murray, Richmond Montessori School
Rabbi Yosef Bart, Rudlin Torah Academy
Tom Bendel, Sabot at Stony Point
Dagan Rowe, Seven Hills School
Cyndy Weldon-Lassiter, St. Andrew's School
Mason Lecky, St. Christopher's School
Nancy Foy, The New Community School
Rob Short, Trinity Episcopal School
Bob Gregg, St. Michael's Episcopal School
Ken Seward, Good Shepherd Episcopal School
Dan Frank, The Steward School



Christopher T. Ryan

Christopher Ryan
Head of School

CONNECT. COLLABORATE. LEAD.



Dear Millwood Families,

This time of the year, Millwood School is always in preparation mode for the start of a new school year in the fall. This year, Millwood School faculty and staff are also planning to handle the unprecedented challenge of educating students and supporting their families amidst a global pandemic. While there is no definitive playbook on the matter, we are not alone. Our Head of School, Mr. Chris Ryan, has been working closely with the Virginia Association of Independent Schools (VAIS) and other Richmond-area heads of private schools to collaborate and share information, policies, and practices that we are using to inform our approach to this next school year.

At Millwood School, we are making changes to prioritize the health and safety of all students, faculty, staff, and families. This includes installing UV filters in our HVAC system, changing furnishings to facilitate effective classroom experiences while social distancing, and implementing new procedures for many aspects of the school day. These have been reviewed by and have the full support of the Board of Directors of Millwood School. While some of the changes may be unfamiliar, we ask for your full support, cooperation, and flexibility as we strive to offer the optimal learning environment in this unprecedented time. Thank you to Mr. Ryan and the entire Millwood School faculty and staff for their tireless efforts to prepare to welcome our children onto campus in September!

As we open our doors again, one thing that remains consistent is that Millwood School is a place where students and families of all race, ethnicity, gender, sexual orientation, disability, religion, culture, and background are welcome. We continue to offer an unprecedented educational experience where each student is known for who they are as an individual, inclusive of each group that they may identify with. Please join me in committing to contribute to the Millwood School community by connecting with other individuals and families you have not met yet.

Sincerely,

Maria Collins

Maria K. Collins
President, Board of Trustees

MILLWOOD
SCHOOL

What to expect?

Millwood School plans to open its doors for in-person instruction on Tuesday, September 8, 2020. The school will conform to the Virginia Department of Health's current health and safety guidelines as requested by our Governor. Procedures for hand hygiene, respiratory etiquette, use of face masks or face shields, and physical distancing as set forth from the Centers for Disease Control and Prevention (CDC) will be in place.



Hand washing guidelines

Wash hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. It's especially important to wash:

- Before eating
- Before touching your face
- After using the restroom
- After leaving a public place
- After blowing your nose, coughing, or sneezing
- After handling your face mask or face shield

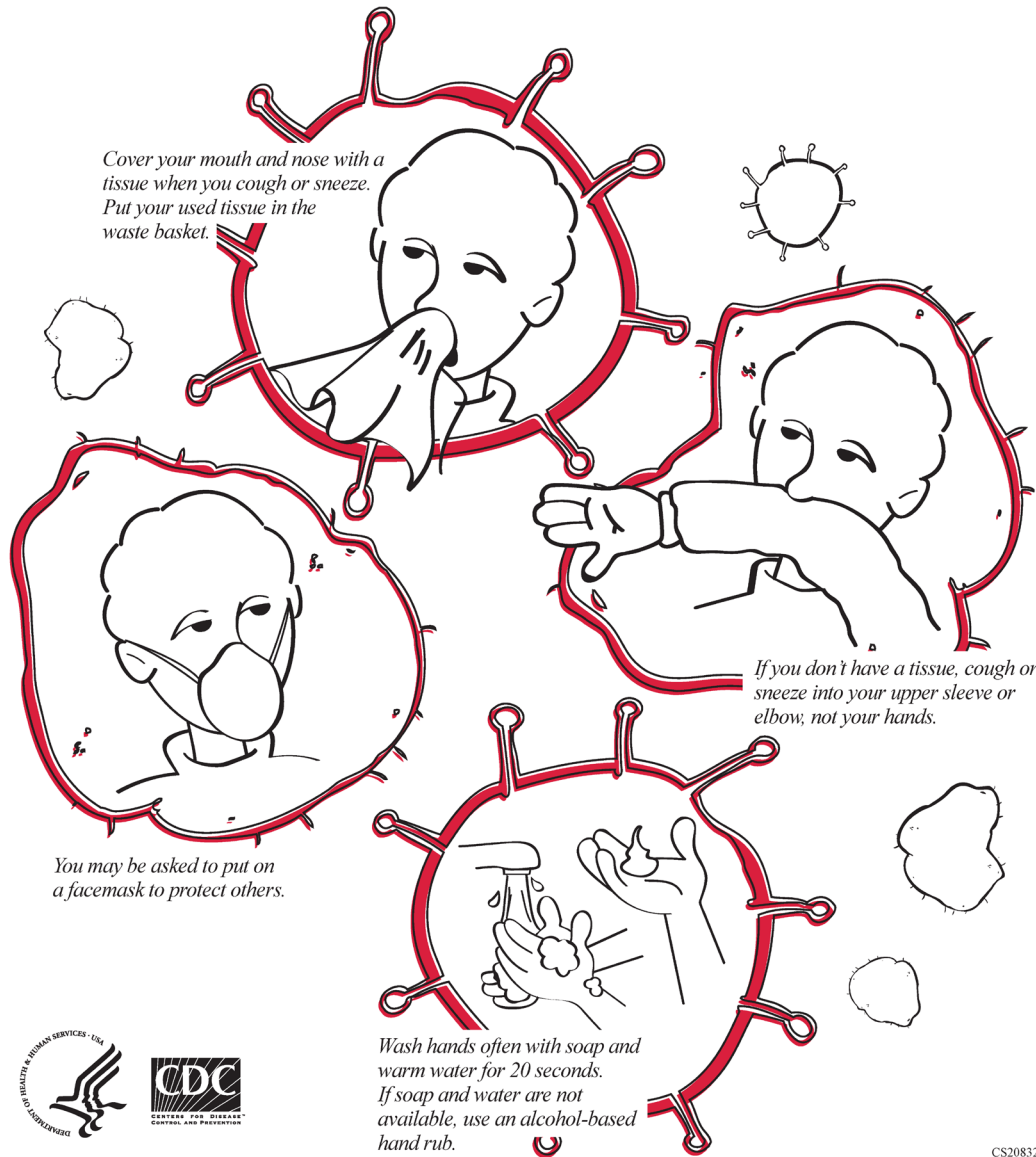
If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth with unwashed hands.

Procedures for Suspected COVID-19 Infection

If a student displays symptoms of COVID-19, they will be isolated and parents will be called to pick up their child. Students must be tested and the school should receive notification of the outcome of that test. If the student tests positive, we must notify the local health department. The health department will give us guidelines to follow at that point. If the recommendation is for all students in that class to isolate for two weeks we would inform our families. A student may not return to school until a negative COVID test is received and shared with the school.

Cover Cough

— Stop the spread of germs that can make you and others sick! —



Cover your mouth and nose with a tissue when you cough or sneeze. Put your used tissue in the waste basket.

If you don't have a tissue, cough or sneeze into your upper sleeve or elbow, not your hands.

You may be asked to put on a facemask to protect others.

Wash hands often with soap and warm water for 20 seconds. If soap and water are not available, use an alcohol-based hand rub.

Cover coughs and sneezes

- Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Cover your mouth and nose with a face mask or face shield when around others

- You could spread COVID-19 to others even if you do not feel sick.
- The face mask or face shield is meant to protect other people in case you are infected.
- Everyone should wear a face mask or face shield in public settings and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain.
- Continue to keep 6 feet between yourself and others. The face mask or face shield is not a substitute for social distancing

Social distancing also called “physical distancing”

- Keep a safe space between yourself and other people who are not from your household.
- To practice social or physical distancing, stay at least 6 feet (about 2 arms' length) from other people who are not from your household in both indoor and outdoor spaces.
- Social distancing should be practiced in combination with other everyday preventive actions to reduce the spread of COVID-19, including wearing a face mask or face shield, avoiding touching your face with unwashed hands, and frequently washing your hands with soap and water for at least 20 seconds.

All students and faculty/staff members must wear a face mask or face shield on campus. The exception would be during snack and lunch.

GERMS

are all around you.



Stay healthy.
Wash your hands.



CS316683-C 04/24/2020

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

When?

- After using the bathroom
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage

How?



Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.



Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.



Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.



Rinse hands well under clean, running water.



Dry hands using a clean towel or air dry them.

Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.

LIFE IS BETTER WITH

CLEAN HANDS



www.cdc.gov/handwashing

This material was developed by CDC. The Life is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.



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Arrival Procedures

As teachers arrive in the morning, they will check-in on the kiosk at the front desk. At this time, they will be temperature checked. Any teacher with a temperature of 100.4 degrees Fahrenheit or higher will need to return home.

For students arriving for extended day, **parents must come into Founders Hall to sign in their child.** Before entering the lobby, parents and students must sanitize their hands at the sanitation station in the vestibule. Press the button to be let in by the extended day staff. The student will be temperature checked before entering the computer lab. A temperature of 100.4 degrees Fahrenheit or higher indicates the student will return home. The student will not be admitted back into school until we receive a negative COVID test from the physician or medical testing facility.



For students arriving at 8:15 or later, there will be faculty/staff members to receive the students at the appropriate point of entry for their level. Students will be temperature checked before entering the school building. Parents are asked to remain in the drop-off area until that has been done.

A temperature of 100.4 degrees Fahrenheit or higher indicates the student will return home. The student will not be admitted back into school until we receive a negative COVID test from the physician or medical testing facility. If an upper school student driver's temperature is 100.4 degrees Fahrenheit or higher, the student will be asked to return to their car and return home. The student's parent will be notified.



Those students proceeding into the buildings will stop at the appropriate entrance and sanitize their hands at the sanitizing station. From there, students will proceed to their classroom. Lower school students will be distanced at their cubbies and teachers will monitor the number of students outside of the classroom at one time. Middle/upper school students will go directly to their first period class. **No lockers** will be utilized.

Faculty members will be in the hallways to move the students along and ensure social distancing. Doors will remain propped open for classroom and restroom entry so students and faculty can avoid high touch areas.



DON'T FEEL WELL? STAY HOME WHEN YOU ARE SICK

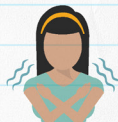
Tell your mom, dad, or caregiver before you come to school. Tell your teacher or an adult if you become sick at school



cough



Shortness of breath
or problem breathing



chills



sore throat



loss of taste
or smell



muscle pain

OTHER SYMPTOMS INCLUDE:

*fever, runny nose, diarrhea, feeling nauseous
or vomiting, feeling tired, headache,
and poor appetite*



cdc.gov/coronavirus

In the Classroom

Students will be distanced within the classroom to meet guidelines set forth by the Virginia Department of Health and the CDC. They will use their own supplies and materials. Masks will remain on.

Changing Classes

The hallways and sidewalks will be marked for social distancing to assist students as they move from class to class or building to building.

In order to minimize movement in the hallways for lower school students, some specials teachers will come to the classroom for instruction. When moving through the hallways, lower school students will utilize a rope distancing each student as they go. Staggered release times will be utilized for middle and upper school students to limit the amount of foot traffic at one time. Students will sanitize their hands as they leave the classroom.

Breaks

Weather permitting, the students will have their mid-morning break outdoors. Each class will have a designated area for their break and these locations will be rotated throughout the week. Mixing of classes will not take place during break time. Lower school students will not have break at the same time as middle and upper school students. Students should bring their own water bottle filled each day from home to keep in the classroom. **Water fountains will be turned off.**

Upon completion of their snack break, students will enter the building at the sanitizing station, sanitize their hands, and proceed to the classroom. Should snack need to be consumed in the classroom because of the weather, desks will be sanitized as well as students' hands at the conclusion of their snack break.

Lunch

Students will have lunch in their classroom. Families may participate in Yay Lunch and those will be delivered to the student's classroom. If a student brings their own lunch, they will not have access to a refrigerator or microwave. Please pack non-perishables or use a thermos. Students will also need to have their own utensils and napkins included in their lunch boxes. Students should bring their own water bottle filled each day from home to keep in the classroom. Desks will be sanitized after lunch. Temperature checks for all students and faculty/staff will also be conducted after lunch has concluded.

Dismissal

A staggered release will be used for students. Classes will be kept together in a designated area. Kindergarten-second grade students will still dismiss from the lot beside the playground under the shelter. Third-fifth graders will dismiss in the front of the school along the curb. Middle and upper school students will dismiss from the middle school lot. **It is important that parents remain in their vehicles.**

Parents on Campus

We appreciate the volunteers and parents who enjoy having lunch with their child, however with the restraints of COVID-19, unfortunately parents will not be able to visit our campus freely. If there is a need to enter our front lobby, parents must wear a mask and be willing to have their temperature checked. If you are dropping something off for your child, it may be left in the front vestibule of Founders Hall and we will gladly deliver it to your child.

Student Use of Devices

Millwood School provides iPads, Chromebooks, and access to the computer lab for all students. If you prefer that your child not use a shared device, your child may bring their own device to school. Your child's teacher will determine when that device may be used in the classroom.

Lower school students may bring a tablet or laptop to school. Middle and upper school students may bring a tablet or laptop, and a cell phone to school. Please familiarize yourself with Millwood's Technology Responsible Use Policy in the Student and Family Handbook.

Sports and Clubs

Students will not be participating in sports for the first semester. We will share plans for the second semester at a later date. Clubs will commence the second week of school. All guidelines will be in place for those after-school meetings. Masks must be worn and social distancing will be practiced. Club size will be limited to 16 students. Junior Kindergarten students do not participate in after-school clubs.

Travel

If your family travels internationally, Millwood School asks that you quarantine for two weeks before entering or returning to school. Before returning to school, Millwood asks that you provide a negative COVID test result. This is in accordance with the recommendations from the CDC and Virginia's Department of Health. For more information [click here](#).

Air Purification

Veteran LED has installed air purifiers throughout the campus that utilizes germicidal ultraviolet light, air ionization, and HEPA filtration to increase ventilation and provide proven disinfection measures. [Here is how it works](#).



The advertisement features the Veteran LED logo at the top, which includes a stylized lightbulb icon. Below the logo, the text reads "VETERAN LED GERMICIDAL LIGHTING". A purple banner with white text says "8.5W WALL MOUNT AIR PURIFIER". The main image shows a white, rectangular wall-mounted air purifier with a black control panel on top. To the right of the image, there is a descriptive paragraph and a list of specifications.

This smart tech air purifier is designed to fit into the aesthetics of your home or office. Wall Mountable UVC Air Purifier and HEPA Filter

Specifications:

- Dimensions: 13" x 5" x 11.7"
- Weight: 5.5lb, the lightweight design makes this product versatile and easily mountable.
- Air flow: 36cfm/60m³/h
- Power: 8.5W, plug and play hub 120V, 60Hz
- Amps: 0.07083
- HEPA Filter: 1500 hours

Virtual Learning Option

If your family is uncomfortable with the face-to-face instructional option, you may choose to have your child(ren) work virtually from home. Teachers' lessons will be recorded so that the students can view those when it is most convenient. Students will be expected to complete all assignments as if they were in the classroom.