

FREDERICA ACADEMY

2020-2021 COVID-19 REOPENING PLAN

JULY 2020



TABLE OF CONTENTS

INTRODUCTION | 4

TASK FORCE OVERVIEW | 5

Process
Task Force Members

CAMPUS + OPERATIONS PREPAREDNESS | 6

Enhanced Sanitation Measures
Ongoing Cleaning Protocols
Classroom Configurations
Hygiene Stations
Social-Distancing Signage
Indoor Air Ventilation Improvements
Outdoor Investments
Faculty + Coach + Staff Training
Volunteers + Tutors + Substitutes + Community Coach Training

HEALTH + WELLNESS | 7-9

COVID-19 Face Masks

- General Information + Policies
- Mask Requirements
- Booster Club Mask Merchandise
- Visitor Expectations + Procedures

Social-Distancing Protocols
Face Mask + Social Distancing Compliance
FA Campus Healthcare Contacts

- School Nurse (Nikki Pope)
- Athletic Trainer (Adam Norman)

Mental Health + Counseling
Personal Responsibility

- Off-Campus Social-Distancing
- Travel

School + Home Hygiene
School Restrooms

STUDENT ARRIVAL / DISMISSAL + CAMPUS VISITORS | 10-12

Symptom Screening + Temperature Checks / Re-Checks
Daily Division Drop-Off Procedures
Daily Division Dismissal + Pick-Up Procedures
Parent Campus Visits
General Campus Visitor Policies
Security

TABLE OF CONTENTS

SCHOOL / DIVISION SCHEDULES + PROCEDURES | 13-15

First Day of School - New Start Date
2020-2021 School Calendar
Attendance
Division Daily Schedules + Student Transitions
Transition Times + Flow + Breaks
Division/Class Size + Capacity

FOOD SERVICE | 16-17

Lunch Service

- Pre-K + Kindergarten + First Grade
- Grades 2-5
- Middle School
- Upper School

Morning Break
Hamilton Hall
Outdoor + Indoor (inclement weather) Dining Locations
Bringing Lunch from Home
Parent Lunch Deliveries
Birthday + Special Occasion Deliveries
Parent Association Faculty + Staff Lunches

KNIGHTS IN EXTENDED DAY (KiX) | 18-19

STUDENT LIFE | 20-21

Academics and Performing Arts Instruction
Physical Education Classes
Middle School + Upper School Clubs
Extracurricular Performing Arts
Field Trips
Middle School Carpe Vitam
School Transportation
College Counseling

ATHLETIC DEPARTMENT + INTERSCHOLASTIC ATHLETICS | 22-24

Cleaning Procedures
FA Locker Rooms
Inclement Weather
Game Day Participation + Attendance
Tailgating
FA Spirit Days
Booster Club Spirit Wear
Football + Cheerleader Picture Day
Travel
Heath + Wellness

TABLE OF CONTENTS

LARGE GROUP GATHERINGS | 25-26

Division + School-Wide Definitions
Lower School Friday Morning Meeting
Division + School Wide Assemblies (e.g. Convocations, Pep Rallies, etc.)
Large Parent Gatherings (e.g. Division Parent Nights, College Nights, etc.)
Communal Spaces
Livestreaming

COVID-19 CONTACT TRACING | 27

Purpose + Approach
Definition + Scope
Positive Test Results
Return-to-School Policies

DISTANCE LEARNING | 28-29

Online + Technology Enhancements

- Pre-Planning Training
- Classroom Applications
- Remote Readiness + Technology Integration

Division Models
Activation Triggers
Faculty Quarantines
Campus vs. Online Learning

COMMUNITY CONNECTIONS | 30

Virtual Head of School Town Hall Meetings
Parent Association Meetings (Limited Attendance via Sign-Up Genius)
Event and Program Live-streaming
Electronic Community Notifications
Digital Updates and Communications
Ongoing Open Line of Communication

AUGUST PRE-OPENING EVENTS + ACTIVITIES | 31-32

New Student + New Parent Events
Back-to-School Barbeque
Lower School Events

- Classroom Visits

Middle School Events

- Locker Set-up

Upper School Events
Lower School + Middle School Uniform Sales

INTRODUCTION

We are reopening Frederica Academy this fall because we believe that it is invaluable that school-aged children attend on-campus schooling whenever reasonable. Especially after a spring hiatus from on-campus learning, we believe that resuming teaching, learning, and generally interacting in-person both inside and outside the classroom with adults and classmates is vital to the full and healthy development of young children and adolescents.

We accept remote learning in certain circumstances for a finite period of time as a valid alternative to live, in-class learning with peers and teachers. To that end, we will spend significant time and resources during our 2020-2021 Pre-Planning week upgrading our knowledge and delivery of online learning. However, we launch our reopening efforts with the fervent belief that if we can sufficiently address the associated COVID-19-related challenges while an effective vaccine is being developed and distributed, we will be able to operate our school continuously and deliver quality classroom experiences and a full student life on campus the entire school year.

From the outset, Scott Hutchinson has been candid and clear in his COVID-19 communications that there are risks associated with the execution of a reopening plan. It is unrealistic to think that unsupervised adolescents are going to maintain unflinching social distancing when they are not in school. Research continues to support the notion that many of the carriers of the virus are pre-symptomatic or asymptomatic. Policing social distancing and mask wearing will be strongly enforced at school; but that enforcement, especially the social distancing aspect, all day every day, especially in the Middle School and Upper School, is going to present a challenge. Generating a list of quality substitutes if multiple teachers contract the virus and need to be quarantined will be difficult. These highlight just a handful of the potential barriers to the plan, and they do not include any of the new and sometimes contradictory data that emerges daily or simply all that remains unknown.

Given the health-related realities of the world that we live in right now, parents need to decide for themselves whether they want their children to attend Frederica Academy this year. The school has spent considerable time studying, discussing, formulating, and financing our plan for reopening; and we are sharing this plan with you now via this document. From the outset, our goal was to design a plan that is effective, easy to understand, and manageable to execute. We expect our plan to evolve and adapt over time as the various situations either require or permit adjustments. What is required in August may not be needed in October or November.

Our practical, actionable plan now rests on two sets of pillars: those designed to limit the virus from entering the campus and those designed to limit the transmission and mitigate the impact of the virus once it is on campus. These pillars draw on the best and most current available science and public health guidance and the expertise of educators and health practitioners. Beyond that, we pledge, on behalf of the faculty and staff, to execute our plan with the commitment that we would all expect with your child's and our colleagues' safety and health in the balance.

Respectfully,

FA Reopening Task Force
FA Leadership Team

TASK FORCE OVERVIEW

PROCESS

The process for ultimately arriving at our plan began this spring when we convened a panel of FA parent physicians who volunteered to help us develop our Summer Programs protocols. The group included a cross-section of healthcare physicians representing students in all three divisions. Dr. Michael Hamm, Dr. Steve Hoover, Dr. Maisara Kobaisy, Dr. Steve Squire, and Dr. Misty Leigh Williams.

In June, we divided our effort into seven working groups charged to: 1) research COVID-19-related studies (government agencies and non-government organizations); 2) review best practices for SAIS schools and national reopening of schools literature; and 3) come together to discuss the best action plans for our specific Frederica Academy needs for each of their respective groups. The recommendations of the Task Force were shared with the Leadership Team and the Board of Trustees for review.

The timeline was designed to complete the process of creating a plan by mid-July in order to secure as much timely information as possible before needing to share the plan with our families. We quickly realized that new information was being revealed every week or even every day and are grateful that we didn't publish and republish amended plans throughout the summer. There is still so much being revealed and still unknown about the virus and how to effectively limit its transmission that we have waited to formalize and publish our plan to be as up-to-date as possible, still leaving a few weeks for families to read and digest our proposal before the start of school.

TASK FORCE MEMBERS

HEALTH + WELLNESS	LOGISTICS + OPERATIONS	STUDENT EXPERIENCE + ACADEMICS	FACULTY SUPPORT	ATHLETICS	STAKEHOLDER CONNECTIVITY	BUSINESS + FINANCE
Heather Day	Scott Hutchinson	Heather Day	Helen Adams	Gabe Gabriel	Brad Hutcherson	Sandi Channell
Ashley Lavallee	Sunny Saltzman	Laura Edenfield	Julie Boatright	Sarah Helder	Tess Nielsen	Mitzi Gregg
Rachael Lee	Jason Snyder	Laura Nevins	Sandi Channell	Carl Nash	John Pope	Scott Hutchinson
Adam Norman	Mike Temple	Tess Nielsen	Heather Day	Adam Norman	Helen Rentz	
Nikki Pope		Becky Pruitt	Lindsay Hill		Leigh Toomey	
Sunny Saltzman		Leigh Toomey	Claudia Schneider			

CAMPUS + OPERATIONS PREPAREDNESS

Readying the campus for the opening of school has proven a critical part of preparing to host every child, pre-teen, and teen enrolled at Frederica Academy as well as employees, parents, and campus visitors.

We now know with great confidence that the COVID-19 virus is transmitted both by contact with contaminated surfaces and via person-to-person; therefore, our preparedness efforts are focused intently on addressing both challenges. We also believe that moving classes, lunch, activities, and any other group gatherings outdoors when possible and practical will dramatically reduce the risk of transmitting the virus.

To that end, we have:

- Outfitted every classroom with a hand-sanitizing station.
- Added hand-sanitizing stations in strategic, well-trafficked, convenient positions in all buildings.
- Deactivated all drinking fountains while still providing stations for refilling personal water bottles.
- Increased the thoroughness of the cleaning/disinfecting routine every day after school.
- Provided each teacher with materials to disinfect surfaces in classrooms.
- Encouraged teachers to establish a regular routine of disinfecting each classroom.
- Created and strategically placed signage throughout the campus that reinforces the key elements of our campus safety plan.
- Secured for the entire school year five tents to provide additional outdoor spaces sheltered from sun and rain on campus for gatherings such as lunch, classes, both large and small group meetings, after-school activities, etc. The two largest of the five tents, located on Sea Island Green in front of Corn Hall and at the entrance of the Athletic Complex, have capacities of 30+ students. Two of the smaller tents are positioned to support the daily drop-off and pick-up routines of the Middle and Upper Schools, and the final tent provides a covered area by the garden as a station for those students who require a secondary temperature check and visual screening of symptoms in the morning by Nurse Pope. An awning is also being installed on the Kayce Russell Terrace.
- Installed new air handling units in Benefield Hall to improve air circulation in the Middle School.
- Used a grant from the Terry Thomas Foundation to revitalize the Terry Thomas Lower School playground knowing how important recess, recreational play, and a “mask break” will be for younger students. The new sun shades will create new spaces for outdoor lessons as well.
- Established training programs for all faculty, staff, and coaches on COVID-19 symptom recognition and all protocols for COVID-19-related conditions.
- Established training programs for all tutors, substitutes, and community coaches on COVID-19-related protocols while on campus.

HEALTH + WELLNESS

The health and wellness of students, faculty, staff, and parents are all connected and vital in this delicate, fragile equation of interdependence during this intersection of COVID-19 and the operation of the school.

For our plan to work well, the school must focus particularly on two matters: our students, faculty, and staff and the primary risk reducers – mask wearing and six-foot separation from others – universally recommended by the medical community. Those two behaviors function as two core strategies of this entire plan.

Additionally, the health of our students and the safe operation of the school are contingent on:

FACE MASKS

As we open the school year in August and until circumstances merit revisiting this policy, all students and **all teachers will wear masks indoors, including inside classrooms**. Teachers may wear face shields either as a substitute for the mask or in addition to the mask only while teaching. Students are NOT permitted to wear face shields as a substitute for a mask. It is the responsibility of the family to provide masks for their children every day. The school has a limited supply of masks for emergency situations. Other FA employees will also be expected to wear masks while on campus.

The wearing of masks, while inconvenient and uncomfortable, dramatically reduces the chances of a “high-risk exposure” as defined by the CDC in its 6-15-48 rule. High-risk exposure is defined as anyone who has been less than six feet apart for upwards of 15 minutes with someone with COVID-19, including up to 48 hours prior to symptoms presenting themselves. Student desks will be stationed six feet apart in every classroom, but invariably over the course of a period, a day, a month, or a semester, students will unknowingly or unintentionally violate the six-foot standard. Wearing cloth masks more safely allows for brief incidents of closer contact and decreases the need for extensive contact tracing within any given classroom.

Our plan is designed to support uninterrupted education for healthy students and timely recovery for ill students. Simply put, mask wearing increases the likelihood of continuously operating our on-campus schooling option.

Mask wearing in all classrooms by all students also better protects teachers from contracting the virus. Decreasing the health risks of faculty is incredibly important because some teachers are in a high-risk category and/or have family members in a high-risk category. Their level of exposure is significantly higher teaching as many students as they teach. The pool of quality substitutes is shallow, so if multiple teachers contract the virus at the same time, the school will be challenged. Keeping our teachers virus-free is a pursuit definitely worth the inconvenience.

All students and all teachers are required to wear masks to every indoor gathering with the exception of lunch, even if the six-foot separation standard can be enacted.

All students and teachers need to wear masks in transitional moments between classes, especially in the hallways of buildings, but even outdoors unless a six foot separation is guaranteed.

When outside, students do not need to wear masks when interacting more than six feet apart. This includes lunchtime, recess, physical education classes, and any designated “mask free” opportunities allocated for students to responsibly unmask.

The large tented areas are ideal for events or activities that would be enhanced in a sheltered space from either sun or rain; but again, “mask breaks” under the tents require six feet of separation as well. Teachers are encouraged to conduct classes outside either under the tent or anywhere else on campus that is conducive to imparting their lessons. Masks do not have to be worn in outside classes if students remain six feet apart during the class.

Lower School students will need to keep a plastic baggie in which to store their masks when not in use. Middle and Upper School students will be trained on how to properly clean and store masks.

Students are responsible for providing their own masks and should arrive on campus each morning wearing them. Mask guidelines for students and adults are as follows:

1. Disposable and cloth reusable masks are acceptable. Cloth masks should be frequently washed.
2. Face coverings attached behind the ears and head as well as tubular masks (e.g. neck gaiters) are permitted.
3. Solid color masks are permitted. Masks with print, stripe, or geometric patterns are permitted. Examples of print patterns are floral, plaid, paisley, polka dot, etc.
4. Masks with the FA logo are permitted and are being sold by the FA Booster Club. Click [here](#) to view images of the masks and click [here](#) to order the masks online.
5. Masks with collegiate logos are permitted.
6. Masks with other branding, graphics, text, or logos are NOT permitted.
7. When appropriate, teachers may wear face shields while teaching so that students who have auditory issues may better process a teacher’s lesson. Students are NOT permitted to wear face shields as a substitute for a mask. The CDC does not recommend use of face shields for normal everyday activities or as a substitute for cloth face coverings. Click [here](#) for more information.

For children who have not regularly worn masks this summer, it is recommended that they transition to gradually wearing masks between now and the start of school. Again, no student may exit a vehicle in the morning without a mask.

All visitors to campus must check in with Catherine Holt in the Administration Building or Ashley Lavallee in Corn Hall, have their temperature taken, and must wear a mask. The mask must remain on until they return to their car to leave campus. This includes visiting parents, parent volunteers, tutors, community coaches, and vendors.

SOCIAL DISTANCING (SEPARATION) GUIDELINES

- All students and teachers are expected to preserve the six feet of separation from others when on campus even when one is wearing a mask. This means that students and teachers should attempt to remain six feet apart when they are outside in classes, transitioning between classes or activities, and at larger communal gatherings, as well as at lunch and break times.
- All desks in all classrooms will be positioned at least six feet apart and should remain in those arrangements throughout the year unless otherwise directed.
- Any potential seating within Hamilton Hall and other communal seating areas must be guided by the designated seating marks positioned six feet apart.

MASK + SOCIAL DISTANCING COMPLIANCE

Non-compliant students will be addressed through classroom teachers. Non-compliant adults will be addressed through the school’s administration.

CAMPUS HEALTHCARE PROVIDER KEY CONTACTS – (912) 638-9981

- **NIKKI POPE**, the School Nurse, is the designated contact person for all three divisions. Her school extension is 492, and her email address is schoolnurse@fredericaacademy.org.
- **ADAM NORMAN**, the FA Athletic Trainer, is an additional contact for Middle School and Upper School athletic-related COVID-19 questions or information. His school extension in the Murray Field House is 520. His email address is adamnorman@fredericaacademy.org.

MENTAL HEALTH + COUNSELING

- Parents are certainly invited to check in with teachers, the school counselors, or Nurse Pope prior to the start of school to discuss concerns about a child and anticipated school protocols.
- A school counselor will offer guidance programs/curriculum specific to mental health issues related to pandemics. A mindfulness curriculum (best practices for treating anxiety) will be implemented in both Lower and Middle School. For more information, please contact [Rachael Lee](#) (Lower and Middle School Counselor) or [Laura Nevins](#) (Upper School Counselor).
- Signage will be placed strategically throughout the campus educating/reminding students about emotional self-regulation and where to go for support/help.
- Both school counselors will provide 1:1 and group support for students identified by teachers or parents particularly anxious about COVID-19.
- A best-practice intervention will be available to address grief/loss individually and school-wide, if applicable.
- Faculty will receive ongoing training regarding mental health implications and care, signs of emotional distress, common language to use with students, and how to make referrals.

RESPONSIBLE SOCIAL DISTANCING OFF-CAMPUS AND OUT-OF-AREA TRAVEL

All school personnel, students, and parents depend on each other during this pandemic to live within safe and healthy guidelines generally endorsed by the medical community. Not wearing a mask in public spaces shared with others and not maintaining a six-foot buffer around oneself with others simply puts our school community members at higher risk of transmission when one in turn directly or indirectly interacts with them.

Families and faculty members travelling out of state or outside of the Golden Isles, and especially air travel, in the fall is discouraged but not prohibited. Identified hot spots appear daily and travelling to such places increases the risk of one contracting the virus and bringing it back to our school community. Quarantining for 14 days is not always tenable or enforceable nor even necessary for some travel, but common courtesy and respect for our community requires travelers to rethink and amend their level of interaction with others upon returning from a trip.

SCHOOL + HOME HYGIENE / SCHOOL RESTROOMS

- Teachers and signage will remind students about the importance of proper hand washing throughout the day and to use hand sanitizer when soap and water are not available. Effective hand washing and hand sanitizing are critical to this plan. Hand sanitizer stations are available in every classroom and in common areas on campus. Students will be required to use hand sanitizer or soap when leaving and entering classrooms (“gel in and gel out”). Students are also encouraged to wash their hands when returning home.
- Cloth masks should be cleaned daily.
- Lower School students should not share cubbies and should utilize a desk tray to help keep supplies separated when transitioning between classes. Teachers will sanitize and clean these items and areas daily.
- Middle School and Upper School students should use their lockers to store personal items.
- School Restrooms: Students, employees, and campus visitors should use the Hand Sanitizer Stations or wash their hands when entering and leaving the campus restrooms (“gel in and gel out”). Communal bathrooms will be restricted to two people at a time. Lower School will implement a bathroom break plan to help mitigate congestion during class transitions.

STUDENT ARRIVAL/DISMISSAL + CAMPUS VISITORS

SYMPTOM SCREENING + TEMPERATURE CHECKS / RE-CHECKS

The daily routines of arrival and dismissal are being impacted by our COVID-19 plan - arrival much more so than dismissal. The emphasis on temperature taking and symptom screening (fever, coughing, shortness of breath, sore throat, and loss of taste/smell) is a critical foundation of one of our efforts to restrict the virus from entering our buildings and is well worth the minor inconvenience of a slightly slower drop-off line.

The primary drop off for all students begins at 7:40 a.m. No faculty will be on duty prior to 7:40 a.m., and no student may leave their car until their temperature has been verified and recorded by one of the faculty members on duty. If anyone from any division needs to be dropped off between 7:30 a.m. and 7:40 a.m., please pull in front of the Administration Building and school personnel will assist you.

Parents need to wear masks in the drop-off line each morning as a window will need to be rolled down to take temperatures and respond to screening questions. Masks will need to be available at pick up if the parent rolls his or her window down to speak with someone outside the vehicle.

Lower, Middle, and Upper School students (except student drivers) will continue to be dropped off in the morning at their normal places. At each drop-off destination there will be multiple faculty members to conduct the temperature-taking protocol (e.g. take the temperature inside the car, screen for symptoms, require that a mask be put on). Lower School will utilize the carpool area in front of the main Administration Building. The Middle and Upper School drop-off sites are designated by tents.

The acceptable temperature for attending school, as measured on our infrared thermometers, is 100.0 degrees. If a student records a temperature of 100.0 degrees or less, they are permitted to exit the car wearing a mask and enter their respective building. Lower School students need to wait for a “runner” to escort them to their classrooms.

If a student’s recorded temperature exceeds 100.0, the driver has two options. They can simply take the child home and care for them or visit a doctor OR they can drive to an area adjacent to the Lower School garden (designated by a small tent) where the school nurse will offer a second temperature taking and second symptom screening. At that point, the nurse is fully authorized to decide if a child stays on campus or leaves campus that morning. There is no appeal beyond her if she refuses to allow the child onto the campus. That child may return to campus once he or she has been cleared by a doctor or has received a negative COVID-19 test result.

DIVISIONAL ARRIVAL INFORMATION

LOWER SCHOOL	MIDDLE SCHOOL	UPPER SCHOOL
<p>Once a student has successfully completed his/her screening by one of the four staff members in carline, there will be two “runners” who will walk the students in small groups to Happy Hall to verify their screening was completed.</p> <p>Students will report directly to their classroom upon entrance to Happy Hall or the Fifth Grade Hall and should not linger or wait in the hallway.</p>	<p>If a student does not have a mask, the parent will take the student home to get one. They will then have to follow the protocol upon return arrival to campus to check in at the Reception area in Corn Hall.</p> <p>Once cleared by a staff member, the students will then follow the one-way-traffic protocol to go to their locker. They will then go directly to their 1st period class. The 1st period class will be monitored by their 1st period teacher. First period attendance will be taken at this time.</p> <p>First period teachers will monitor students at their lockers where students will put away their items and retrieve morning class period items. Students will use their backpacks to carry their items between classes and will not be allowed to go to their lockers until lunch.</p> <p>Late students will follow Upper School check in procedures.</p>	<p>All students must get checked in before entering Corn Hall.</p> <p>Students who drive themselves to school go through the screening process in the Sea Island Tent.</p> <p>Students who are dropped off by a parent should go through the screening process while in their car behind Corn Hall (at the designated drop-off area anchored by a small tent).</p> <p>There will be two faculty members at the front of Corn Hall, two faculty members at the designated drop off area behind Corn Hall, and one faculty member on the side of Corn Hall to allow students who have been screened to enter.</p> <p>Students should go to their lockers and then directly to their 1st period class.</p>

DIVISIONAL DISMISSAL INFORMATION

LOWER SCHOOL	MIDDLE SCHOOL	UPPER SCHOOL
<p>Students will not be permitted to linger or wait in the hallways at dismissal.</p> <p>Students will line up in a quiet line in their designated homerooms to follow a staggered dismissal. To implement the staggered dismissal, teachers will be called to exit their rooms and proceed to the main carline. Once at the main carline, teachers will have their class sit down in a designated grade-level area. Students will be called by last name and report to a color-coded cone for loading.</p> <p>All parents must have a mask available to wear in the carline. Cars will be instructed to move forward once all students are loaded.</p>	<p>Students should not linger in the halls or the Academic Center after the school day is over. If they are not attending tutorial, they should leave the building. Students should leave the building promptly after tutorial is over.</p> <p>Tutorials will be separated by grade designations on a weekly rotation (e.g. History 6 - Monday, History 8 - Tuesday etc.).</p> <p>Students will be required to exit the building immediately after tutorial for parent pickup. Students will NOT be allowed to gather in groups to wait for parents and will be monitored outside for social distancing.</p> <p>Students not picked up by 4:15 p.m. will be required to go to Extended Day to wait for their parents and a fee will be charged.</p> <p>Students will NOT be allowed to be on campus unsupervised at any time.</p>	<p>Students should not linger in any hallway, the Ralston Fine Arts Center, Gym, Locker Rooms, or the Nash Academic Center after the school day is over. If they are not attending tutorial, they should leave the building. Students should leave the building after tutorial is over.</p>

PARENT CAMPUS VISITS

Although parents are welcome to visit campus, they are:

1. Encouraged to limit visits as much as possible in order to minimize interaction.
2. Encouraged to make appointments whenever possible and are required if meeting with a teacher or Division Director.
3. Required to check in at the two reception areas (Administration Building or Corn Hall) and follow the same screening procedures as students and employees.
4. Required to wear a mask and follow social-distancing procedures at all times.
5. Required to gel in and gel out upon their arrival and departure. Hand sanitizer stations are located in both reception areas.

GENERAL CAMPUS VISITORS

We will be deliberate in our efforts to limit visitor traffic while students are on campus, but the campus will remain open for essential activity.

SECURITY

We will continue our protocol of having two armed security officers on campus each school day. Security officers will not be required to wear masks while patrolling the campus but will wear masks when interacting with students, families, employees, and campus visitors.

SCHOOL / DIVISION SCHEDULES + PROCEDURES

FIRST DAY OF SCHOOL – NEW START DATE

The first day of school has been moved to Friday, August 14, in order to give administrators and teachers sufficient time during Pre-Planning for COVID-19 preparations and training.

Click [here](#) to access the 2020-2021 school calendar

STUDENT ATTENDANCE

Frederica Academy will continue to record attendance and expects students to be in class when they are healthy. However, under no circumstance should students come to campus if they are sick or demonstrate COVID-19 symptoms. Every effort will be made for students to continue their learning at home.

DIVISION DAILY SCHEDULES – OVERVIEW

The guidelines for the daily schedules of all three divisions follow, and they each reflect both the uniqueness of the divisional structure and the age and developmental readiness of the students within that division. The Lower School spans seven grades, and most of the guidelines and suggestions for daily schedules are set by classroom teachers once the classes are formed and a culture is established. The Upper School students are mature enough and run more independent school lives here on campus, and the need to articulate and impose outside structure is a bit less for them. The Middle School students, by the very nature of adolescence, benefit from very clear guidelines and expectations, and that belief is reflected in this section.

DIVISION DAILY SCHEDULES – LOWER SCHOOL

Lower School will follow a schedule that incorporates team-teaching to minimize transitions within the hallways. To ensure that an appropriate traffic flow is followed in the building, Lower School will utilize directional arrows. Additionally, students will wear masks when transitioning through the hallways, as well as maintaining an arms-length distance from their peers. Lower School will also use grade-level groups to ensure that students do not commingle outside of their grade levels.

Following the morning check-in, students will be walked into Happy Hall and will report directly to their homeroom. Exterior doors will remain locked during this time to decrease excess traffic. A staff member will be stationed at the door to allow entrance. Students will be required to “gel in, gel out” when entering and exiting each classroom.

Teachers will be encouraged to use outdoor spaces when conducting whole-group sessions or when breaks are needed.

Lower School faculty will be required to complete a secondary temperature check at lunchtime. If a fever is present, Nurse Pope will be notified and the student will be relocated to a secure location.

DIVISION DAILY SCHEDULES – MIDDLE SCHOOL

Every Middle School classroom will be limited to no more than 16 desks, each desk separated by six feet. Middle School students will continue to maintain a traditional seven-period schedule. The goal is to keep students separated by grade whenever possible. Following check-in in the morning, students will follow procedures as previously outlined. Students may NOT gather in the halls prior to their first period class or prior to any class during the school day.

To minimize the number of students in the hallways, students will only be allowed at their lockers three times throughout the day: before school, lunch, and dismissal. Students will use their backpacks to carry items needed for their morning classes and then switch items at lunch to carry items needed for their afternoon classes. Students will need to adhere to the following protocol:

DIVISION DAILY SCHEDULES – MIDDLE SCHOOL (CONTINUED)

- Teachers will begin a five-minute wrap up at the end of each class to prepare students for transition.
- Teachers will pass out wipes for students to wipe their desks and seats, then use it to wipe hands. If wipes are not available, the teacher will spray each desk and the student will wipe their desk with a paper towel. Students will throw their wipe and or paper towel away upon exiting the classroom.
- Faculty members will open their door and use a door stopper to keep it open during the entire transition time.
- Students will wear a mask in the hallway at all times.
- Faculty members will hold the doors open during this time.
- Students will follow the assigned ONE WAY traffic pattern at all times. Doors will be clearly marked with entrance and exit signs, and the hallways will be marked with directional arrows. Upper School students will be required to follow the same traffic pattern. Students will walk around the buildings using the outside spaces to use the appropriate doors. Students will need to carry appropriate outdoor clothing for inclement weather.

Entrance Doors:

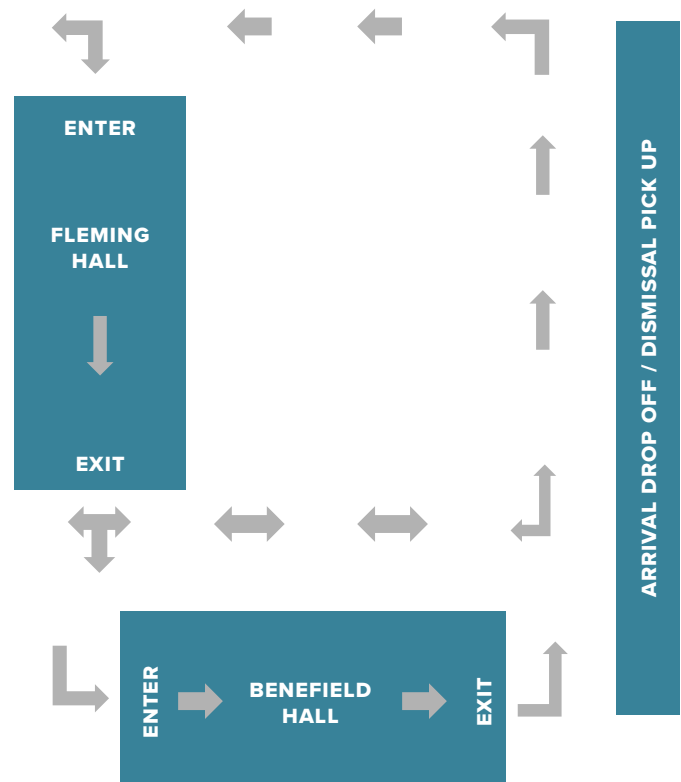
- Fleming Hall - Hamilton Hall end
- Benefield Hall - Courtyard end

Exit Doors:

- Fleming Hall - Courtyard end
- Benefield Hall - Carline end

- Students will maintain an arm-length width apart from other students while walking in the hallways and when going through the doors.
- Classroom doors will be opened by faculty members and remain open until the start of class.
- Students will sanitize their hands upon entering and exiting the classroom. (gel in, gel out)
- Students will need to use the designated key cards (housed in every classroom) when traveling the hallways during class time to go between buildings, the nurse, and the bathroom. Only one student will be allowed to leave the classroom at a time and will be required to be masked at all times.
- Students should use designated outdoor spaces during break.
- Students will stay together by grade six feet apart.
- Advisory will be grade specific and held in the Advisor's classroom.
- Group meetings larger than 16 students should meet OUTSIDE in a tented area or move their meeting to a livestream/ Zoom/ Google Hangout platform.

MIDDLE SCHOOL PEDESTRIAN TRAFFIC PATTERN



DIVISIONAL DAILY SCHEDULES – UPPER SCHOOL

- Upper School students will continue to maintain a traditional seven-period schedule.
- Class dismissal modifications will be developed during the first few days of school to help minimize the number of students in the hallways at one time.
- Students may go to their locker before traveling to their next period class.
- Following check-in each morning, students may go to their lockers to gather their belongings and should then immediately proceed to their first-period class. Students may NOT gather in the halls prior to their first-period class or prior to any class during the school day.
- Students should use outdoor spaces during break.
- As with the Middle School buildings, certain Corn Hall exit doors are designated for entering and exiting, respectively. Hallways will be clearly marked as “one-way,” directional hallways. These guidelines are designed to limit closer than six-foot interactions.
- Group meetings larger than 16 should meet OUTSIDE in a tented area or move their meeting to a livestream/ Zoom/ Google Hangout platform.
- Students will wear a mask in the hallways at all times.
- Students will sanitize their hands upon entering and exiting the classroom.

DIVISION MAXIMUM CLASS SIZES

LOWER SCHOOL	MIDDLE SCHOOL	UPPER SCHOOL
15 per class; 30 per grade	16 students per classroom	16 students per classroom

FOOD SERVICE

LUNCH SERVICE

For the convenience of parents and because we are confident that we can safely provide lunch and break foods to students, the school has decided to continue to offer food services throughout the year.

The key elements of the Lunch Service program are as follows:

- Pre-K, Kindergarten, and First Grade students will be served lunches in their respective classrooms. Parents will need to pre-order these lunches on a weekly basis.
- Second and Third Grade students will be served lunch in Hamilton Hall. Their entry into the cafeteria will be staggered, their lines spaced out, and the children will remain masked while getting their food. They will also eat their lunch by class pods in their own respective spaces - indoor or covered outdoor depending on the weather. Once they sit down to eat they will be allowed to unmask, still six feet apart.
- Fourth and Fifth Grade students will follow the same protocols as Second and Third Grade during their lunch period.
- Middle School students will go to lunch with their advisory groups and will be served from a single, staggered line six feet apart as well. Each grade will have a dedicated time to enter the Hamilton Hall serving line and a separate outside, covered area in which to eat and socialize. Once students are seated six feet apart, they are welcome to remove their masks. Once they finish and are exiting the space, masks need to be put back on. Staying with one's grade at all times during lunch is important in case we need to initiate contact tracing.
- Seniors purchasing lunch may proceed directly to Hamilton Hall, while the remaining grades follow the schedule below for lunch release times.
 - 11th Grade will be released at 1:10 P.M.
 - 10th Grade will be dismissed 1:15 P.M.
 - 9th Grade will be dismissed 1:15 P.M.
- Mask and social distancing protocols are the same as for Middle School. Upper School students will eat with their grade-level classmates.
- Between each grouping of students, class or division, all surface areas where students had been sitting and eating will be thoroughly sanitized.

By moving the majority of lunch periods to outdoor venues and spreading out the classes into smaller groups, we will reduce the risk of additional exposure and limit in scope the challenge of contact tracing.

MORNING BREAK

Frederica Academy will continue to provide morning break food service. The schedule for Morning Break time is the same for Middle and Upper School. Prepackaged items and drinks will be sold at various locations. Students will be able to pay cash or charge to their family account. Upper School Students will either go through the Hamilton Hall line for hot food or to the gym lobby for prepackaged items and drinks. They will use in the same areas that they are assigned for lunch except for the Athletic Complex Tent. Middle School Students will assemble in the Athletic Complex Tent and access the prepackaged items from the Booster Club Concession Stand outdoor area. The two divisions will not commingle together.

HAMILTON HALL

Hamilton Hall will be marked to identify appropriate social distancing spacing while students are in the cafeteria line, and seating will also be appropriately marked. School faculty will monitor students as they enter the cafeteria and throughout the lunchtime period.

DINING LOCATIONS

There are multiple locations for dining outdoors and whenever possible, especially for Middle and Upper School, outdoor dining will be encouraged. There is a tent on the Sea Island Green, an expanded picnic area immediately outside of Hamilton Hall, dining outside of the Booster Club concession stand covered area and an Athletic Complex tent between the gym and the bleachers.

In the event of inclement weather, Hamilton Hall seating and the covered areas may still be used and the gym lobby and the gym bleachers will be employed. The school reserves the right to have students eat lunch in their classrooms in the event that these venues are not accessible on any given day.

BRINGING LUNCH FROM HOME

For students who wish to bring their own lunch, drinks and additional food items can be purchased in Hamilton Hall or through the school vending machine in the gym lobby. Students bringing their own lunch may go directly to the assigned seating area for their class, grade, or advisory.

The microwaves will be available to warm food except that students will not be allowed to operate them, and there will be assigned individuals to help provide that service for students.

PARENT LUNCH DELIVERIES

Parents will not be allowed to drop off lunch for their child(ren) after the school day begins. This restriction includes fast food deliveries before or during lunch periods. Students not eating cafeteria food should bring their lunch with them when they arrive on campus each morning.

BIRTHDAY AND SPECIAL OCCASION DELIVERIES

The school will continue to encourage the celebration of special occasions but asks that parents notify teachers in advance of their plans to provide a snack. Snacks should be provided in individual servings in order to minimize handling and should be brought to the Front Office or Corn Hall office after morning drop-off. Parents will not be allowed to attend special occasion celebrations in the classroom or lunch period.

PARENT ASSOCIATION FACULTY AND STAFF LUNCHESS

School faculty and staff greatly appreciate the kindness of the Parent Association in bringing lunch each month for the faculty and staff to enjoy. For the 2020-2021 year, the optimal solution would be for all lunches to be prepackaged for faculty and staff to collect in a designated location. School administrators will work with Parent Association leadership on a workable plan should they decide they want to continue this FA tradition.

KNIGHTS IN EXTENDED DAY (KiX)

Frederica Academy offers after-school care for a fee for all Lower School grades (PK-5). The school is also offering after-school care for 6th grade Middle School Students this year, so please review the registration form, if you are interested. After school programs are being developed for Lower and Middle School that will be launched after Labor Day, so please stay tuned if this is an activity that you would be interested in for your student.

The purpose of this document is to delineate what the practices will be for the KiX program. The Registration form for KiX provides the detail of rates for our after-school care.

KiX is committed to offering a program that puts the safety of students first while providing fun, enriching activities.

Ideally, families will sign their child up for KiX in advance as this provides the school with helpful information for appropriate planning. Because of additional requirements of small group size and social distancing implemented in KiX, the school reserves the right to limit space for students who have not registered in advance. Frederica does permit drop-ins, space permitting; but parents should attempt to inform the school no later than 12:00 noon that day if at all possible. Students without a reservation will be charged a higher fee.

The school is excited to announce that KiX will take place in The Knights Castle - the former Georgia Power building that was acquired by Frederica Academy last year. The quality of the different rooms and covered outdoor space allows KiX to separate students into smaller groups and provide an outdoor environment even in the event of inclement weather so we believe that this will enhance the KiX experience for all ages.

All KiX participants will be required to purchase a personalized kit that includes age-appropriate supplies they will use in KiX throughout the year that is designated for that student only. These will be available for purchase and outlined on the registration form. Students will not take these home as they will be sanitized and retained in KiX so they will be available for daily use. Examples of items in these kits would be crayons, markers, paintbrushes or other supplies. More details and fees are outlined in the KiX Registration Form.

Generally speaking, the rules for mask wearing and social distancing will be enforced in KiX the same as for classroom time.

TIMELINE FOR KiX

1:00 PM – 2:00 PM
PRE-KINDERGARTEN

This program will continue to include rest time from 1:00 – 2:00 in the Pre-K room. Temperatures will be checked once the other students have left Pre-K. Upon waking up from nap, students will be required to replace their masks and wear them throughout time in KiX unless playing outside.

2:00 PM – 2:55 PM
PK + KINDERGARTEN

Kindergarten students will have a temperature check upon dismissal from class at 2:00 p.m. Students will transition to the new KiX Center where they will have a snack and engage in designated activities until 3:00 pm.

TIMELINE FOR KiX (CONTINUED)

3:00 PM – 3:20 PM PK + K SIBLING PICK-UP	Students who will be picked up with their Lower School and Middle School siblings will be collected first from the KiX Center. Parents should collect their Pre-K or Kindergarten child first and then continue on to the regular Lower School and Middle School pick-up line.
3:00 PM GRADES 1-5	Students in Grades 1-5 participating in KiX will go to the Terry Thomas Playground where they will have their temperature checked before transitioning to the KiX Center. Social Distancing will be enforced and masks will be required until seated to have snack. Students participating in KiX will also have the ability to participate in After-School Clubs if interested.
3:00 PM – 5:30 PM PK – GRADE 5	All students will be picked up at the KiX Center. Signage will direct parents on how to communicate when they are ready to pick up their students up.
3:20 PM – 5:30 PM GRADE 6	Middle School Students going directly to KiX should report to the Terry Thomas Playground and will transition to the KiX Center. Students who would like to attend Tutorial will join KiX at 3:50 and will be picked up from the Knights Castle. Because there is no tutorial on Fridays, 6th graders will go directly to the Terry Thomas Playground at 3:20 dismissal.

Grades will be separated into three distinct groups that will not commingle.

- Pre-K + Kindergarten
- Grades 1-3
- Grades 4-6

There will be three KiX leaders who will work together to insure small groups and the enforcement of social distancing and mask wearing. Different age groups will participate in different activities, and all surfaces and equipment will be sanitized between uses.

Daily pick-up for all groups will be at The Knights Castle. If a sibling is in KiX and other siblings are being picked up from school, parents should pick up the KiX student first before continuing on to the carline. The Knights Castle is accessed through the right turn immediately before the entry gates to Frederica Academy.

STUDENT LIFE

ACADEMICS AND PERFORMING ARTS INSTRUCTION

Classes engaging in interactive group speaking or singing will occur in outdoor areas, or in areas that can safely accommodate social distancing. Dr. Nielsen has worked with the Facilities Department to have an awning installed on the Kayce Russell Terrace to help accommodate outdoor vocal and instrumental music instruction in the Ralston Fine Arts Center.

PHYSICAL EDUCATION (PE) CLASSES

Weather permitting, PE classes will take place outside whenever possible. Indoor activities will be social-distant compliant.

MIDDLE SCHOOL + UPPER SCHOOL CLUBS

Middle School and Upper School Clubs are permitted to meet in classrooms, as long as the meeting has 16 students or less. However, they are encouraged to meet outside when possible. Meeting times may be during lunch, break, and after school.

EXTRACURRICULAR PERFORMING ARTS

- In accordance with school guidelines, there are no conventionally-staged, large-group, audience-based, after-school performance-oriented events planned for Middle School and Upper School Fine Arts this fall.
- Middle School and Upper School will not participate in GISA One-Act play competition this year; however, we hope to stage all spring performance events, including the MS/US Spring Musical.

FIELD TRIPS

Field trips will be decided on an individual basis and will follow bus travel protocol. Teachers are encouraged to invite guest speakers on campus and have onsite field trips outside, when possible. All individuals invited to campus should be screened for COVID-19. In Lower School, parents are invited to transport their child to/from class field trips.

MIDDLE SCHOOL CARPE VITAM

We have cancelled the Middle School Carpe Vitam trips originally scheduled for the last week of October. We are exploring the possibility of a Carpe Vitam experience for Middle School students in the spring, possibly the first week of March.

SCHOOL TRANSPORTATION

Coaches, teachers, and administrators will carefully evaluate the use of school and charter busses and will activate a social-distancing plan when using them.

COLLEGE COUNSELING

Every effort will be made to ensure that students continue to receive the utmost guidance and support related to college counseling, in fulfillment of Frederica Academy's mission to aid students in finding their college of best fit. Student and parent meetings will continue to be scheduled by the college counselor and will take place in the College Counseling Center. Evening programs, including Sophomore Class College Night, Junior Class College Night, Senior Class College Night, and College Financial Aid Night will move to a virtual platform.

ATHLETIC DEPARTMENT + INTERSCHOLASTIC ATHLETICS

Click [here](#) to access the complete FA Athletics Infectious Disease Plan for COVID-19.

The positive role that athletics plays in the life of our students is unmistakable and inarguable. Trying to reconcile best practices for a school deeply committed to combatting COVID-19 and interscholastic athletics is taking some thought, time, and creativity on a lot of people's parts. The details around FA athletes competing interscholastically are still largely unresolved as, unlike all of the other issues related to COVID-19 on our campus and in our plan, competition with other schools is contingent on GISA guidelines and the willingness and ability of the other schools to field teams. Over the next few weeks we expect clearer guidelines and standards, and we will share those as they become available.

CLEANING PROCEDURES

Locker rooms, Weight Room, Athletic Training Room, Concession Areas, and Gym will be fumigated once a month.

Frederica Academy Athletic Training Room + Weight Room:

- Every table and whirlpool will be sanitized at the beginning of each day, after each patient, and at the end of each day.
- FA Athletic Trainer will wash his hands or use hand sanitizer before and after contact with every student-athlete/patient.
- All reusable equipment is to be cleaned prior to and after each use by student-athlete, coach, or other medical staff.
- PPE is to be worn during evaluation and treatments.
- All disposable goods and PPE are to be disposed of properly.

Frederica Academy Weight Room:

- Frederica Academy Weight Room will be disinfected prior to workouts, after each student-athlete utilizes the equipment, and at the end of the participation time.

Other Equipment:

- Any equipment used during the COVID-19 pandemic will be cleaned prior to workout/conditioning/practice beginning and immediately after the conclusion of all participation time.
- Any equipment used by the student-athletes during the workout/conditioning/practice will be cleaned prior to use by any other student-athlete.

FA LOCKER ROOMS

All Frederica Academy athletic programs will be placed on a staggering schedule for locker room admittance to ensure the safety of all of our student-athletes, coaches, and athletics staff. Student-athletes will be divided into groups of no more than 12 players at a time to report to the locker room to change and prepare for practice. Designation of groups will be determined by the Head Coaches with assistance from the FA Athletic Trainer, if needed. Each group will be allowed 10 minutes in the locker room to dress and prepare for practice. Those who are awaiting their group time to report to the locker room will be allowed to wait on the home stadium bleachers.

INCLEMENT WEATHER

Murray Field House:

- 1 group may wait in the weight room
- 1 group may wait under the breeze way in front of the main entrance of the gym
- 1 group may wait in the gym lobby (if not already occupied by the gym groups)
- 1 group may wait in Hamilton Hall

Gymnasium:

- 1 group may wait in the gym lobby
- 1 group may wait on the home gym bleachers
- 1 group may wait on the visitor gym bleachers
- 1 group may wait in the Athletic Conference Room (if needed)

Visiting Teams:

- Any groups larger than 50 on the roster will be required to change in the gymnasium with social distancing.
- Any groups under 50 on the roster will be required to change in the two visiting locker rooms located in the gymnasium.

GAME DAY PARTICIPATION + ATTENDANCE

- All student-athletes will be allowed to report to the locker room(s) during game days to dress and prepare for the game competition, but NO LINGERING will be allowed. All community coaches will be MANDATED to be screened prior to all conditioning, practice, and competitions.
- Frederica Academy Athletics will follow the guidelines set forth by the CDC and the state of Georgia for admittance to all athletic events. Please be advised that this is subject to change as the CDC and state of Georgia regulations are continuously changing at this time.

TAILGATING

There will be no tailgating at any competitions on the Frederica Academy campus this fall.

FA SPIRIT DAYS

School-wide Spirit Days will take place throughout the school year. In the fall, there are Spirit Days planned for all six home Varsity football games.

BOOSTER CLUB SPIRIT WEAR

In addition to hosting Spirit Wear sales on campus during the school day and at sporting events, the Booster Club is launching a new online Spirit Store, which should be operational by the start of school or soon thereafter. The online store will make spirit wear items available for stakeholders who do not feel comfortable shopping on campus or at public events.

FOOTBALL + CHEERLEADER PICTURE DAY

Social-distancing guidelines will be in place at the August 8 Picture Day for Varsity Football, Middle School Football, Senior Cheerleaders and Middle School Cheerleading. Freshmen – Junior Cheerleaders will have their photos scheduled for a later date.

ATHLETIC TRAVEL

- If Frederica Academy Athletics teams are travelling via the Frederica Academy small buses, all student-athletes, coaches, and athletics staff will be **REQUIRED TO WEAR A MASK**. Each bench will be limited to one student.
- If traveling via Kelly Tours Charter buses or anything similar, student-athletes, coaches, and athletics staff will be **REQUIRED TO WEAR A MASK** since all individuals will be sitting two to a row.

ADDITIONAL INFORMATION + RECOMMENDATIONS

- At this time, due to safety concerns, no water will be provided during workouts. Student-athletes will be required to bring their own water bottle as previously stated. It is recommended to have a minimum of 1 gallon. Student-athletes will not be allowed to participate in workouts, conditioning, and practice activities if they do not bring their own water bottle.
- It is highly recommended to maintain appropriate distancing between student-athlete/coaches/FA staff during activities, rest breaks, etc.
- All student-athletes are encouraged to change clothes and immediately shower as soon as possible after workout/conditioning/practice activities. All clothing worn during workout/conditioning/practice participation should be washed immediately following each session.
- Bathrooms will be designated for use at each workout/conditioning/practice location on the FA campus and only one student-athlete, coach, and/or staff will be allowed to use the bathroom at a time.

LARGE GROUP GATHERINGS

DEFINITIONS

In Lower School, a large group gathering is any gathering where more than one grade level is present. For Middle and Upper School, it is a group larger than 16 students.

LOWER SCHOOL	MIDDLE SCHOOL	UPPER SCHOOL
<p>A large group gathering will be classified as any gathering where more than one grade level is present. An example of these gatherings would be Morning Meeting. Morning Meeting will be prerecorded and streamed through each individual classroom's projector.</p> <p>Gatherings that are larger than one grade level, or include parents such as Parent Night or Pre-K or Kindergarten programs, will be held outside in a tented area or modified to a digital platform for live streaming.</p>	<p>Group meetings larger than 16 should meet OUTSIDE in a tent or other area (e.g. football bleachers) or moved to a livestream/ Zoom / Google Hangout platform. This includes class meetings, assemblies, and parent nights.</p> <p>Student assemblies will be held outside on the football bleachers. In inclement weather situations, the assembly will be live streamed and the students will report to their Advisor's classroom for viewing.</p> <p>Gold Ribbon Week (Spirit Week) will be revised to maintain social distancing. Student Council will set the protocol for the week.</p>	<p>Group meetings larger than 16 should meet OUTSIDE in a tent area or moved to a livestream/ Zoom/ Google Hangout platform. This includes college nights, class meetings, assemblies, and parent nights.</p> <p>Upper School "assembly" will now be hosted by Student Council. Student Council leaders will be responsible for live streaming announcements on Wednesdays each week. Advisory will move to Mondays. Advisors will read announcements to students on Mondays.</p> <p>Homecoming Week activities will be done during advisory time, as these groups will be small in size. Grades may still compete/ dress up/engage in activities within their advisory.</p>

COMMUNAL + LARGE GATHERING SPACES

Indoor: Gym, Athletic Locker Rooms (Gym and Murray Field House), Hamilton Hall, Academic Centers (Nash Academic Center and Middle School Academic Center), Terry Thomas Room (Ralston Fine Arts Center), Shuman Conference Room, and Been Library.

Outdoor: Terry Thomas Playground, Charlotte Floyd Amphitheater, Sea Island Green Tent, Athletic Complex Tent, Booster Club Concession Plaza, Hamilton Hall Outdoor Patio, Kayce Russell Terrace (Ralston Fine Arts Center), and Football/Soccer Bleachers.

LOWER SCHOOL**HAMILTON HALL**

- While Lower School will follow the lunch schedule set forth by the Logistics Task Force, students will allow the teacher to open the door when entering and exiting, stay in their grade level groupings during lunch, and clean tables before and after eating.

CLASSROOMS

- Students will gel in and gel out when entering and exiting rooms.
- Student desks or tables will be cleaned before and after the student utilizes the area.
- All cubbies will be cleaned at the end of the day.

GYM

- All PE classes will be held outside (unless weather doesn't permit) and social distancing will be followed.

BEEN LIBRARY

- Students will gel in and gel out when entering and exiting.
- Students will practice social distancing.

TERRY THOMAS PLAYGROUND

- Students will gel in and gel out when entering and exiting.

LIVESTREAMING

Frederica Academy has invested in new equipment and staff training to make livestreaming more widely available for division and school-wide programs. This will be used to share these experiences in classrooms on campus and, when appropriate, with families and other stakeholders.

MIDDLE SCHOOL**ACADEMIC CENTER**

- Only Middle School students will be allowed to use the MS Academic Center space. US students must transition to the US to use the US academic center when needed.
- This space will be monitored by faculty to ensure social distancing guidelines.
- Quiet rooms will be sprayed and wiped by students upon entering and exiting the room.

BREAK AREAS

- Break areas will be limited to the designated outside break areas.
- Social distancing guidelines will be enforced.

LOCKER ROOMS

- Students will be allowed to enter the locker rooms in groups of five students or fewer.
- These areas will be monitored by the PE teachers.

GYM

- All PE classes will be held outside (unless weather doesn't permit) and social distancing will be followed.

UPPER SCHOOL**NASH ACADEMIC CENTER**

- Students are encouraged to use outdoor space during study periods.
- No more than ten students should be gathered on the second floor of the Nash Academic Center.
- Two students may use a quiet room at a time. However, the door must remain open and masks must be worn.
- Masks must be worn at all times in the Nash Center.
- Surfaces should be cleaned after use.

BREAK AREAS

- Break areas will be limited to the designated outside break areas.
- Social distancing guidelines will be enforced.

LOCKER ROOMS

- Students will be allowed to enter the locker rooms in groups of five students or fewer.

COVID-19 CONTACT TRACING

Contact tracing is employed to prevent the future spread of an infectious disease. For our purposes, it identifies people in our student or faculty body who have contracted COVID-19 and people who they may have come in contact with. Identification and communication of these exposures has proven to be helpful to interrupt the disease from spreading. Our policy is based on, and where needed exceeds, CDC recommendations and local public health protocols.

Frederica Academy will do primary contact tracing for students and employees who test positive or are presumed positive as it relates to contact at school. Primary contact is defined as someone who is within six feet of a positive/presumed positive person for 15 minutes or longer. As our students will be socially distanced the requisite amount at all times and wearing masks except when outdoors and distanced, interactions in our classrooms do not qualify for “high-risk exposure.” Still, in common courtesy for the community that we have built and in complete transparency, if a student/staff tests positive or is presumed positive, Nurse Pope will contact all parents of students in classes with that student and/or all parents of students who take a class with the teacher that is positive. These people will not be required to quarantine or test. They will simply be notified to watch for signs or symptoms.

For our return-to-school policy for anyone who has tested positive or is presumed positive, that person must present a negative test result or have quarantined for 14 days. When that person has met one of the above qualifications, they must have also been symptom-free for 72 hours.

If someone has not been tested but reports that they are symptomatic, the school is requiring a negative test or quarantine for 14 days. That person must also be symptom-free for 72 hours before returning to school.

DISTANCE LEARNING

The bulk of this year's faculty Pre-Planning itinerary will be spent on two topics: organizing for the successful execution of our COVID-19 protocols and enhanced technology training. Although the FA faculty deserve credit for their work ethic, creativity, ability to learn massive amounts of new materials on a moment's notice and adapt and be flexible, as a school we were not as ready to handle the avalanche of challenges of pivoting to online learning as we would have liked this spring. That will not happen again. We are spending considerable time in early August reviewing and testing every facet of Google Suite and its array of apps and practicing how to harness this valuable technology to provide higher levels of engagement and instruction in our classes... virtual or otherwise.

Our commitment is to operate on-campus school for the entire year so that healthy children can enjoy and benefit from the full school experience and enjoy the development and growth that comes from that experience.

If a student contracts the virus, as outlined earlier in this document, they will simply remain out of school until they test negatively or have been quarantined for 14 days and exhibit no symptoms. Then, they may return to on-campus classes. School, for those who remain healthy, will continue uninterrupted.

During that period of recovery time, students who are out of school will have an avenue for remaining connected to their studies/teachers.

Lower School:

- Students quarantining for COVID-19 and feeling up to connecting with school will have the opportunity to meet virtually every afternoon at 3:15 p.m. with their classroom teacher. At that time, mini-lessons in reading/literature and math from the day will be taught and reviewed. That will also be the time that Specialists can "stop by" to check in. Homework can be assigned and turned in and any questions can be addressed.

Middle and Upper School:

- Middle and Upper School students who are quarantining for COVID-19 and feel up to connecting with school may access the class instruction that they have missed via a live camera and microphone or a recorded video shared by their teacher. Those classes can be viewed in real time via the teacher's Chromebook or they can be viewed as a recording at a later time. Students need to make arrangements with individual teachers regarding those connections. Additionally, all students quarantining will be allotted ample time for make-up work and tests.

Even multiple students within a division contracting the virus will not prohibit healthy students from attending on-campus classes. There may be a one-day moratorium for campus-wide deep cleaning if deemed prudent; but other than that, classes will meet in an uninterrupted fashion. At this time, there is no specific percentage of sick students that will trigger a 14-day closure of a particular division, but that is possible if the spike within a division is very high. If our summer program experience is even remotely germane, when we followed similar protocols that we are instituting during the school year, in seven weeks of camp with hundreds of campers, we did not experience a COVID-19 infected camper as of this writing.

The school reserves the option to move to a temporary distance-learning program at a classroom, grade, or division level should circumstances require it. Our goal is to avoid a school-wide, distance-learning program if at all possible.

Our efforts to enhance distance learning at our school are designed:

- To improve the engagement and effectiveness of our on-campus classes;
- To improve the individual experience for those who cannot attend on-campus classes while quarantining; and
- To improve the remote-learning experience if a division needs to temporarily shut down for a quarantine period.

It is also possible that a teacher might contract the virus and be required to quarantine. If that teacher feels up to it, he or she might still be available to teach the class remotely from their home, and learning would continue uninterrupted for that two-week period or until the teacher receives a negative COVID test result. If that is the case, another faculty member would supervise the in-class experience. Otherwise, a substitute would cover the teacher's classes.

Frederica Academy is not offering a tandem online, distance-learning alternative this year because of the inordinate drain it would place on our teachers, both in terms of energy and time and the fragmenting of resources. We learned last spring that offering both alternatives at a school of our size almost guarantees complete exhaustion on the part of the teachers and mediocrity in both programs. We are choosing to focus our resources and efforts on performing and delivering one format well and educating our students to a high standard with on-campus schooling.

COMMUNITY CONNECTIONS

Frederica Academy's administrative leaders fully recognize the impact our reopening plan and ongoing COVID-19 mitigation efforts will have on the school's ability to stay connected with its stakeholders. Therefore, we plan to activate the following initiatives:

- Virtual Head of School Town Hall Meetings
- Parent Association Meetings (Limited Attendance via Sign-Up Genius)
- Event and Program Livestreaming
- Electronic Community Notifications
- Digital Updates and Communications
- Ongoing Open Line of Communication

AUGUST PRE-OPENING EVENTS + ACTIVITIES

Frederica Academy looks forward to welcoming our new and returning families to campus for a variety of back-to-school events intended to familiarize our students with their new classroom environment and school home but within the COVID-19 spirit of safe and healthy social interactions.

NEW STUDENT + NEW PARENT EVENTS

The Office of Admission will host a variety of events aimed at orienting new students and their families to Frederica Academy, its campus, and its culture. Event dates, times, and safety measures will be shared by the Office of Admission by July 24. New parents should contact Helen Rentz, Director of Admission, in the meantime should they have questions. She can be reached at 912.638.9981 ext. 106 or via email at helenrentz@fredericaacademy.org.

BACK-TO-SCHOOL BARBEQUE

For many years, the Parent Association has graciously hosted a school-wide Back-to-School Barbeque for all Frederica students and their families the night before the first day of school. Due to the current healthcare climate, large scale gatherings of this nature are not permissible at this time. We regret that the eve of the first day of school will not be spent together as a school community.

LOWER SCHOOL EVENTS + CLASSROOM VISITS

In tandem with the Back-to-School Barbeque decision, the Lower School Sneak Preview event as previously held will be cancelled. Classroom visits before the first day of school will be limited to new students (and one parent) or by appointment only.

MIDDLE SCHOOL LOCKER SET-UP

Middle School students will have an opportunity to adorn and outfit their assigned locker during the week of August 10. Mrs. Toomey will provide Middle School families with details as part of the Middle School Back-to-School communication. Students and parents will be expected to maintain strict social distancing during locker-set up visits and masks will be required.

UPPER SCHOOL 101

All students new to the Upper School (including all incoming freshmen) are invited to attend this informative and interactive orientation designed to inform students of the ins and outs of Corn Hall. Students will learn more about their schedule, study period, locker assignment, college counseling and other Upper School highlights. Classroom tours, teacher introductions, FACTS access and email orientation are also explored. Sessions will be held the week of August 10 and invitations will be sent on or before July 24. Students will have the opportunity to register via Sign-Up Genius; however, each session will have limited capacity. Students will be expected to maintain strict social distancing during these times and masks are required.

LOWER SCHOOL + MIDDLE SCHOOL UNIFORM SALES

The Parent Association hosts frequent sales of our gently used uniform collection prior to the start of and throughout the school year. This is a great alternative to ordering uniforms from Lands' End. Available offerings include gently used uniform tops, bottoms, pants, shorts, skirts, outerwear, and spirit wear. All items range from \$5-\$10. Uniform sale dates will be consistent with the dates and times of other back-to-school campus events. Other scheduled opportunities will be available for shopping. Please stay tuned for additional information with dates and times.