

# Getting Back Together

SAINT STEPHEN'S EPISCOPAL SCHOOL



Updated July 1, 2020





## OUR MISSION

Saint Stephen's Episcopal School will:

- Provide a superior academic program which prepares each student for a college or university compatible with the individual's academic ability, interest, and needs
- Instill in each student a love of learning, an active respect for all members of the school community, and a fundamental sense of integrity
- Provide a nurturing environment which values independence and self-worth, physical health, spiritual awareness, and responsible global citizenship

## OUR VISION

Saint Stephen's Episcopal School strives to be one of the premier independent college preparatory schools in the nation, educating tomorrow's leaders to make a positive contribution to the world.

## OUR PROMISE

We promise that every child will be known and every child will be valued.

## CONTENTS

- 3 Getting Back Together
- 5 The Process
- 7 Risk Reduction on Campus and in the Classroom
- 9 Lower School, Intermediate School, Middle School,  
and Upper School
- 11 Facilities
- 11 Transportation
- 13 Athletics
- 15 Students
- 17 Parents
- 19 Faculty, Admissions & Visitors

Praise

because I  
learn from my  
mistakes

You  
Someone  
Smile today!

You make  
the difference  
Kind w  
me

i  
CAN

Way  
to GO!

You can  
learn a lot  
by listening.

Wisdom

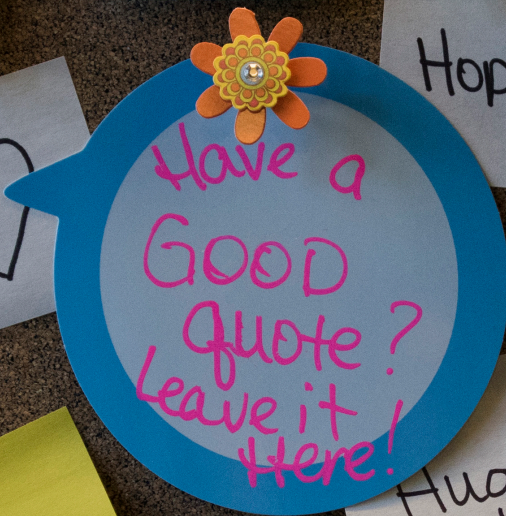
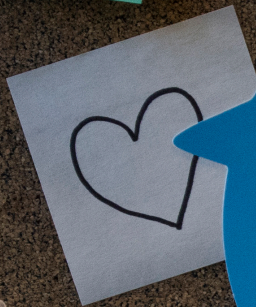
I  
can a  
4

Faith

... I am  
Good...  
enough

Rockstar  
😊

I take  
pride in  
who I am.



Hope

Courage

2

I have  
a GREAT  
future

I am  
a Good  
friend!

i am  
Smart

Smile

Hug

NO  
Stress  
😊

Hello  
😊

I  
can ask  
4 help 😊

I matter

It's okay  
love  
yourself!

You  
Did It!

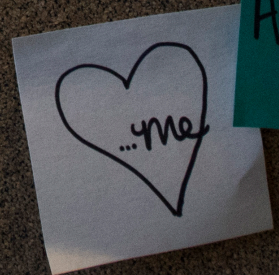
U

It's  
OKAY!

😊  
Awesome

Courage

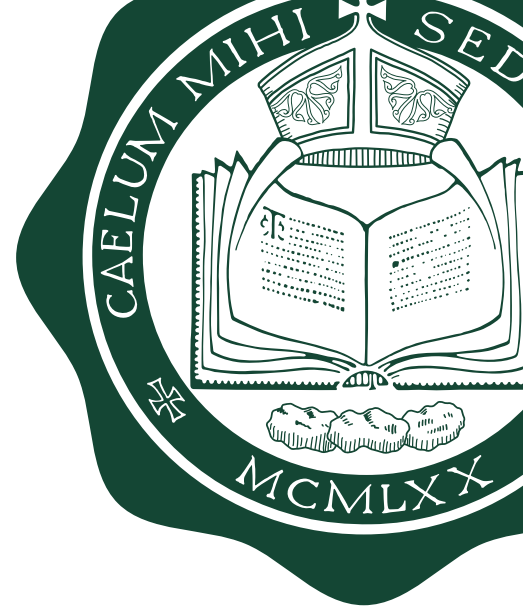
Awesome



i  
CAN

ling

N/A



## Getting Back Together

Getting everyone back together on campus is important to all of us at Saint Stephen's Episcopal School. Together in classrooms, inside Hoagland Arena, at the Moore Athletic Complex at Turner Fields, and throughout our beautiful campus, we know that a shared educational experience is what makes the school special. The positive relationships that our faculty and staff members develop with students help set the foundation for their intellectual and emotional growth.

As we open the 2020-21 school year, we are excited to return to campus on **Wednesday, August 19**, and we hope to be here all year - safe and healthy. In the event that there is a change in the progression of the virus and the Governor issues an emergency mandate prohibiting schools from opening, we will be ready to shift immediately to remote learning in order to meet the safety needs of all in our school community.

Manatee County is currently in Phase 2 of implementing the *Plan for Florida's Recovery*. Considering where we are now and the information available, including data from the American Academy of Pediatrics ([aap.org](https://www.aap.org)), the following plan has been designed so that all of us can safely return to campus.

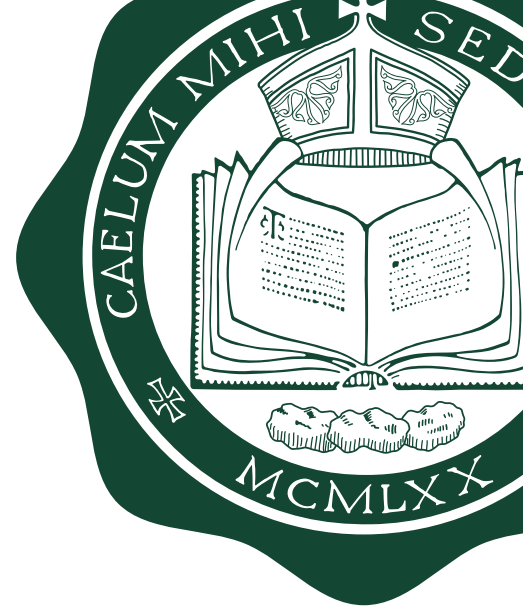
Every member of the SSES community has a personal responsibility to keep us safe.

- Teachers will create a culture of care for their students and themselves in each classroom.
- Parents will keep themselves and their families healthy, avoid risky situations, and keep children home when necessary
- Students will help us monitor their health and actions, both on and off campus, in order to keep themselves and their friends safe and well

By accepting these responsibilities, we will work together to be safe and healthy as we celebrate the school's 50th anniversary.



STEPHEN  
the '09  
SCOTT'S  
DANA  
12



## THE PROCESS

The Saint Stephen's mission, vision, and promise remain as strong as ever during these challenging times. When we left campus on March 15, we shifted quickly to an emergency remote learning plan in response to the global COVID-19 pandemic and the Governor's mandate. That model allowed us to effectively complete the 2019-20 school year. Since then, Saint Stephen's leadership has been planning for a thoughtful, effective, and safe return to campus in August. The SSES Board of Trustees and the school's administrators have worked with experts in the community to develop a comprehensive plan designed to provide both safety and learning continuity for all students. While it will look different in some regards in order to ensure the health of everyone in our community, we are focused on creating an engaging learning environment that is also sensitive to the social and emotional well-being of our students.





# Risk Reduction on Campus and in the Classroom

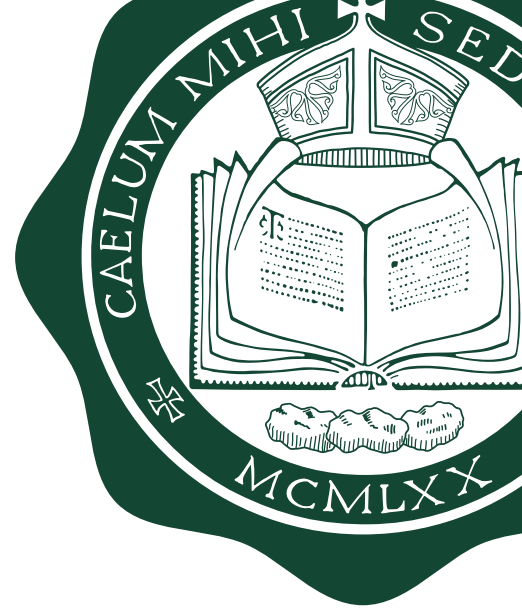
Through intensive research in consultation with local/state authorities and physicians, we have developed a thorough risk-reduction strategy. Guidelines for returning to campus are on the following pages and will remain flexible and nimble as more information becomes available and as situations change. The steps Saint Stephen's will take include:

## ALL SCHOOL

- Face coverings are strongly encouraged and may be required indoors when physical distancing is not possible
- Expectation of responsible physical distancing
- Teaching and consistent reinforcement of the **'Saint Stephen's 6'** (wash hands, cough in elbows, don't touch your face, wear face covering when necessary, stay responsibly apart, stay home if you're sick).
- Use of spot temperature checks to monitor health
- Specified traffic patterns to encourage safe travel throughout campus
- Installation of additional hand-washing stations
- Placement of hand sanitizer in all classrooms and common areas with the expectation of frequent use
- Use of physical dividers as necessary when distancing is not possible
- Use of individual supplies in classrooms and offices
- Water bottles are encouraged along with the use of touchless refill stations
- Desk/tabletops wiped following use
- Increased use of outdoor spaces and large areas for gatherings
- Traditional group events will be re-imagined in innovative ways

Note: Anyone in the campus community who contracts the virus will be subject to quarantine and contact tracing in order to allow the school to make further decisions regarding campus operations. The school will partner with the Department of Health in determining the next steps. Each potential exposure scenario will be evaluated independently.





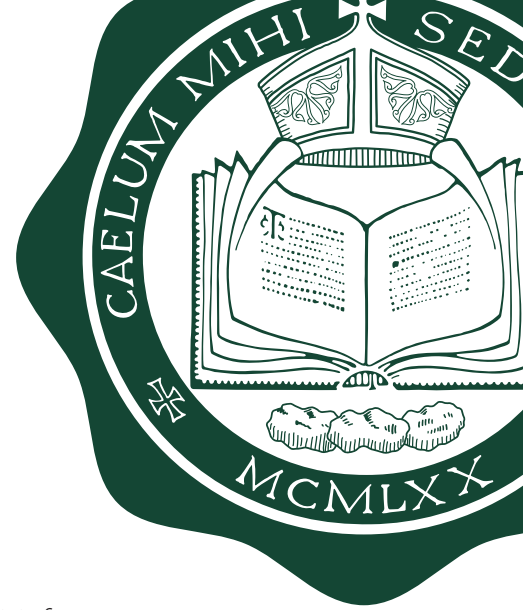
### **LOWER SCHOOL, INTERMEDIATE SCHOOL, MIDDLE SCHOOL, & UPPER SCHOOL**

Additional adjustments may be implemented as we continue to determine best practices based on emerging science and public health recommendations for risk reduction.

- Responsible physical distancing at drop-off and pick-up
- Assigned seating when possible and desks/tables cleaned between use
- Classrooms will be arranged to support physical distancing
- One student at a time in cubby/bathroom areas and other confined spaces
- Students will bring their own lunch and eat outside or in classroom
- Recess in small groups with responsible physical distancing
- Limiting of shared materials and cleaning between use
- Students in Grades 5-12 are encouraged to bring their own iPad/computer
- Students in Pre-K through Grade 4 will be assigned a device and/or devices will be cleaned between use
- Schedule adjustments to reduce the traffic in hallways at any given time

Note: Students with documented health situations due to the virus will be allowed to receive remote learning with a doctor's note





## FACILITIES

### CLEANING

- All janitors have been trained in the safe and correct application of disinfectants.
- Additional janitorial staff will be available for cleaning during the school day.
- Cleaning and disinfecting of frequently touched surfaces will happen routinely throughout the day.
- All campus restrooms and common areas will be cleaned throughout the day.
- Hand-washing instructions/reminders will be posted in all restrooms.
- All surfaces will be routinely disinfected, utilizing EPA-approved cleaners.
- Classrooms will be stocked with dispensers of EPA-approved disinfecting wipes.

### VENTILATION

- HVAC systems have been designed and constructed to codes and standards specifically for school environments. HVAC systems are maintained and operate properly, providing the appropriate circulation of outdoor air as designed.
- Filters are changed and coils are cleaned regularly.

## TRANSPORTATION

- Parents will be responsible for checking the temperature of their student before boarding any SSES vehicle. Students will be required to wear a face covering.
- If they are not members of the same family, students will be limited to one per seat on buses and two per seat in vans in order to maintain social distancing requirements.





## ATHLETICS

The Florida High School Athletic Association (FHSAA) plans to commence athletics as usual, with official fall practices beginning July 27, 2020. Assuming this holds, Saint Stephen's will:

- Monitor recommendations from the FHSAA
- Parents will sign a letter affirming that their student athlete(s) will not participate in practices or games with symptoms of the virus
- Follow all local and CDC recommendations relative to physical distancing, shared equipment, and contact sports
- Commence varsity practices first, followed by a phased approach for other levels of play
- Disinfect facilities and equipment, before and after practices, games, and workouts
- Evaluate bus travel relative to physical distancing and bus capacity, and ensure both our vehicles and chartered transportation have been properly disinfected
- Verify that opponents have properly disinfected all areas our teams may use during away contests
- Require trainers treating athletes to wear masks/gloves and to disinfect the treatment area between athletes being served
- Limit roster sizes, if necessary, in accordance with any facility occupancy recommendations (gyms, weight room, etc.)
- Locker rooms will remain closed. Fitness Center will follow CDC guidelines for cleaning and disinfecting.
- Limit spectators, if necessary, in accordance with CDC recommendations as to facility occupancy requirements



US 2 Holmes Building 3822



## STUDENTS

### ***DO THE SAINT STEPHEN'S 6!***



1. HANDS: Wash them often and use hand sanitizer.



2. ELBOW: Cough and sneeze into it.



3. FACE: Don't touch it.



4. MASKS: Wearing a mask is strongly encouraged when not physically distancing.

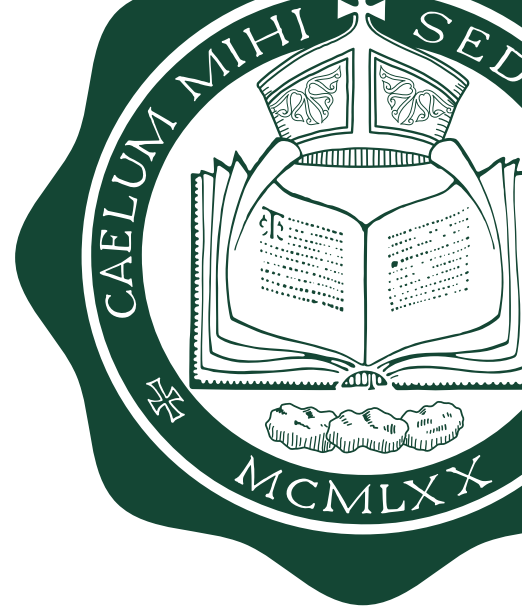


5. STAY responsibly apart. Don't share food, drinks, cell phones, or supplies.



6. HOME: Feel sick? Report your symptoms. Stay home.





## PARENTS

Saint Stephen's is a very close-knit community where we depend on one another. During these unprecedented times, we appreciate your cooperation as we ask you to honor the following requests:

- Monitor your child's/children's health daily, including a daily temperature check and use of screening procedures
- Sign a letter of affirmation that you will not send your child/children to school with symptoms
- Keep your child/children home if they are sick
- Follow our school health protocols found in the health information section of the Family Guide
- Contact the school and your health care provider immediately if you believe your child is infected with COVID-19
- Report to the division director/school nurse confirmed household cases or close contact to someone with confirmed COVID-19
- Avoid travel to areas with community spread and report travel out of the state or country
- Self-isolate upon return from travel, per CDC guidelines

***Note: Parents and other visitors are allowed on campus ONLY with advanced notice or during an emergency and will be subject to health screening.***



## FACULTY/STAFF

Our teachers and staff will continue to work hard to ensure our students are academically challenged, while they also remain healthy on campus. We commit to:

- Do the 'Saint Stephen's 6' and encourage and remind students to do the same
- Follow training guidelines to reduce the risk of virus spread
- Follow guidelines for when and how to send students to the nurse
- Be ready and willing to support students as they keep up with their work at home because of absence due to the virus

## VISITORS

- Guests will be permitted on campus by appointment only or if there is an emergency
- Visitors will be health screened upon arrival
- The school will work to limit the number of visitors on campus during the day

## ADMISSIONS

Each year, we strive to attract outstanding new students to Saint Stephen's. In order to welcome prospective families safely to our campus, we will:

- Send scheduled visitors our expectations for pre-visit self-screening
- Temperature check all admissions visitors
- Temperature check prospective students at the start of a shadow day
- Stagger arrival times to prevent overcrowding
- Schedule additional testing sessions and limit testing capacity
- Adjust the shadow process to align with classroom design
- Enhance the virtual tour capability via the Saint Stephen's website