

Pandemic Response Plan

Implemented: July 1, 2020

Updated: August 25, 2020

Seabury School is committed to providing a safe and healthy environment for all its students, parents, employees, and guests. We have developed the following Pandemic Response Plan (PRP) for the 2020–21 school year that will guide our decisions regarding the reopening of our campus to students and employees as well as our overall program. We recognize that through the implementation of the following coordinated efforts, we can greatly reduce, not eliminate, the risk of COVID-19 transmission in our community. We strive to balance our mitigation policies with the known benefits of children experiencing in-person learning at school.

Seabury School will update this PRP as federal, state, and local guidelines and regulations change. It will also be included as a temporary addendum to Seabury’s Parent/Family Handbook and Employee Handbook. Until communicated otherwise, the rules and guidance of this PRP control to the extent that there is any inconsistency between it and the existing Parent or Employee Handbook. If you have any questions regarding current policies or procedures, parents and employees should contact the Head of School.

In addition to the comprehensive Pandemic Response Plan, we have linked a reference guide on this page that includes highlights of the PRP in an easy-to-read format.

Reference Guide

- **Resources and Guiding Entities**

Seabury School’s Pandemic Response Plan is based on recommendations from the [Centers for Disease Control and Prevention](#) (CDC), [Washington State Department of Health](#), the [Tacoma-Pierce County Department of Health](#), the [American Academy of Pediatrics](#), federal [Occupational Safety and Health Administration](#) (OSHA) standards related to COVID-19, [OSPI](#), [DCYF](#), [Washington State Coronavirus Response](#), and Washington governor Jay Inslee’s [executive orders](#) as they pertain to COVID-19. In addition, members of Seabury School’s staff completed Joffe Emergency Services Pandemic Coordinator Training and Johns Hopkins University contact tracing training and collaborated with NWAIS and WFIS. Seabury staff and community members with varied expertise worked together to develop this plan.

Pandemic Response Plan

- **Implementation**

To be effective, Seabury School’s PRP requires the full cooperation of all our community members, and everyone is responsible for implementing and complying with Seabury’s PRP. This plan includes steps—such as signage placement, face coverings, physical distancing, screening procedures, contact tracing, enhanced cleaning, and frequent HVAC filter changes—that Seabury is taking to mitigate COVID-19 contagion.

This PRP addresses the health and safety procedures that Seabury has implemented and the responsibilities of Seabury and its community members, including:

- prevention procedures, including hygiene and respiratory etiquette;
 - procedures for safe physical distancing and limiting visitors, including parents, to campus;
 - cleaning, sanitizing, and ventilation
 - screening procedures and policies for anyone exhibiting COVID-19 symptoms;
 - prompt identification and isolation of sick individuals and protocols for contact tracing;
 - protection and controls for student pick-up and drop-off; and
 - employee training and ongoing communications.
- **School Program: On-Campus Learning and Distance Learning**

Our current plan is to be prepared to start the 2020-21 school year with distance learning for K-8 as required by the Tacoma-Pierce County Health Department. PreK will open in person as it is regulated by the Department of Children, Youth and Families (DCYF) as a childcare. Once it becomes possible to begin to open more classes for in-person learning, we will start with the youngest grades. Seabury will not fully open for in-person learning until guidance from the local health department along with state and OSPI guidelines recommend doing so.

Safeguarding the health of our community members is our top priority, and we are prepared for toggle rapidly between distance learning and in-person learning throughout the school year as needed based on public health guidelines and on the health of staff and students.

On-Campus Learning

We will be excited to welcome students back to Seabury for on-campus learning at both campuses when transmission rates in the community make it safe to do so. Seabury's physical and human resources enable us to provide daily at-school, in-person education under COVID health and safety guidelines at both campuses. Seabury is fortunate in that our facility configurations and small classes at both campuses make it easy for us to follow guidance to limit contacts during the day and physically distance. Our large classroom spaces each have a separate entrance and their own bathroom. And we will be equipping students and teachers with tools to do school outside as much as possible.

We will offer a full-day schedule that includes specialist classes. Some program modifications that you may see will include: the use of additional classroom spaces to allow for social distancing; cohort grouping of students during the day to limit exposure; morning meetings in every class to connect students at home with students at school and prepare for the day; the use of distance learning tools while on campus so students are prepared to pivot to distance learning quickly if necessary; increased use of outdoor spaces for student learning and socialization; the use of digital tools to provide opportunities for socializing and collaborating between cohort groups; individual sets of supplies for each student to reduce sharing of materials; a delivery system for library check out; and enhanced technology tools and resources.

Distance Learning if Campus is Closed

We learned a lot through our distance learning experience in the spring, and when we open with distance learning as well as for those students who prefer to work from home when in person learning is allowed, distance learning will provide meaningful and joyful learning specifically designed for Seabury's gifted students. Students will have developmentally appropriate schedules that are a balance of live teaching and digital tools and provide as much consistency from day to day as possible. Live teaching will include whole group morning meetings to review the schedule and to help students create their plan for the day, small group direct instruction in math, and a combination of large group, small group and individual sessions with teachers in various subjects throughout the day and week. Seabury will continue to utilize a number of digital tools including Google Educational Tools, EduFlow, FlipGrid, NearPod, Loom and more for learning, engagement, and assessment.

Distance learning will provide a balance between on-screen instruction with teachers and off-screen time to create, explore, discover and dive deep. Hands on projects and

investigations will be at the core of the program. Families will receive supply boxes from school on a regular basis to ensure students have all they need for their work at home. Specialists and classroom instructional aides will work with teachers to create opportunities for students to socialize together in virtual recesses, interest groups and clubs, and cross age activities. We want students connecting with other students and teachers online, but we also know that school needs to be much more than passively staring at a screen.

Seabury knows that gifted students often struggle with executive function skills like planning their time and breaking down tasks into manageable parts. Students can also struggle with perfectionism, sometimes putting way more time and energy into a project or activity than is necessary for that activity. Teachers are developing developmentally appropriate distance learning tools and strategies that will help students work as independently as developmentally possible during distance learning. Seabury will also provide coaching and support for families in how to best support and encourage their child when working at home. Teachers will be standardizing the ways in which they use virtual classroom platforms to make it easy for kids and families to plan their days and manage work. Morning meetings will allow kids to check out posted lessons and ask questions. Opportunities for extensions and enrichments will give kids the chance to dive deeper when they get excited about something they are learning. And the combination of synchronous classes and independent projects using distance learning tools such as video instruction will allow students to connect with teachers while also creating a distance learning schedule that works for everyone at home.

- **Social-Emotional Support**

Supporting our students' social-emotional development is more important than ever during these trying and uncertain times.

Both at school and at home, students will have opportunities to socialize with their classmates in person when we are at school, as well as with other students and teachers virtually. Teachers are planning for a range of interest-based, fun activities that will provide opportunities for kids to connect in both small and large groups. In addition, distance learning plans include individual and small group check-ins with kids when they can share feelings, share and ask questions. Middle school advisories also serve as small groups where kids can form relationships and build bonds of trust.

Classroom teachers, specialists and support staff are all prepared to work with students, and teachers will provide additional support and resources where needed as well.

- **Considerations for Families**

Children are looking to their families to let them know how they should be feeling about things. As much as possible, families are encouraged to provide opportunities for their children to express the wide range of feelings they may be experiencing.

Communicating confidence in their children's ability to cope with stressful situations, including going back to school, will also help to ease stress and build trust.

Families are encouraged to help children reestablish routines at home that will help prepare them for coming back to school. This [article](#) published by the National Association for Gifted Children has practical tips for parents of gifted students about supporting distance learning, but that also apply to going back to school in general.

Families are encouraged to communicate clearly with their children about the return to school to begin to prepare them for how things are going to look different this school year. Frequent brief conversations, e.g., "Our whole family is working from home so we can help our whole community fight COVID," or "See how the mailman has a mask on? You and your teachers will wear masks at school, too!" are recommended instead of one or two long conversations that hash out all of the changes.

When it is time to return to school in person, we have been assured by other schools who have had summer programs with masks and social distancing that students of all ages have adapted quickly to the changes. We have also seen changes in students' success with distance learning as structures and systems are developed to address challenges. Families and teachers projecting a sense of, "You can do this," related to being at school, being at home and being adaptable this year will help students gain confidence in themselves.

Families are encouraged to reinforce the idea that children have agency in keeping themselves safe and healthy rather than emphasizing the many unknowns. Although no one knows exactly what this year will bring, it is important that children feel a sense of comfort knowing that there are specific things they can do (e.g., hand washing and maintaining a safe distance) to help keep themselves and others healthy.



Ample evidence shows that maintaining balanced nutrition, getting moderate exercise, practicing mindfulness, establishing good sleep habits, and having adequate social support are the best ways to counteract the effects of stress on children (and adults). Little things can help to make big improvements in the reduction of stress! Seabury has long used these tools in the classroom, and will place special emphasis on them during the pandemic.

Families can help Seabury by communicating with their children that although every family has dealt with COVID-19 differently, the Seabury community supports each other. There will be a particular set of expectations at school that may be different from what is expected at home. It is important that everyone respect differences in how families have approached dealing with the virus. In the case of an outbreak, it will also be important that families work with their children to destigmatize the illness. Staff will be especially tuned in to make sure that a child or family that becomes ill is treated with compassion and care.

- **Mitigation Strategies**

We recognize that through the implementation of coordinated efforts, we can greatly reduce, not eliminate, the risk of COVID-19 transmission in our community. Seabury strives to balance our mitigation policies with the known benefits of children experiencing in-person learning at school.

When on campus, we have implemented basic infection prevention measures, including the promotion of handwashing and respiratory etiquette, the use of cohort grouping, and the use of face coverings and physical distancing, as well as health screenings on arrival. Continual on-campus learning will only be possible with all of us working together to follow these health and safety guidelines, on and off-campus.

Mitigation efforts apply to all staff, students, guests and visitors on campus at Seabury.

Compliance with Guidelines and Protocols

All members of the Seabury community are required to comply with all pandemic related guidelines, protocols and procedures, and make every reasonable effort to protect the health and safety of themselves and others when on campus.

In the event that an adult is unwilling or unable to comply, that adult will be asked to leave the campus and may be prohibited by the head of school from returning until able or willing to comply.

In the event that a student is unable or unwilling to comply, staff will work with the student to remedy the situation through further training and appropriate accommodations (such as additional mask breaks). If the student is still not able to comply and the student's non-compliance is deemed to be a threat to the safety of others, that student, at the direction of the head of school or her designee, may be required to shift to distance learning.

As determined by the head of school, willful non-compliance with pandemic protocols can constitute cause for termination of a student or staff member's contract and dismissal from Seabury.

Note about Seabury community connections outside of school:

Seabury is committed to following the State of Washington's "[Stay Home, Stay Safe](#)" guidelines during the pandemic so that we can all be part of helping stop the spread of the virus. While campuses are closed, Seabury will typically not be setting up in-person gatherings/events of students and families. When it is necessary to have people in-person on campus, will follow all health and safety protocols outlined by Seabury's pandemic operations plan.

It is important that all Seabury families commit to following these guidelines at home as well so that we all contribute to stopping the spread of the virus in our community. Families choosing to set up their own socially distanced playdates or other get-togethers are urged to do so within state and health department guidelines. When inviting Seabury community members, families must make it clear to invitees that these gatherings are not organized or sponsored by Seabury School. Seabury cannot support or endorse in-person gatherings that are not organized and supervised by trained Seabury staff following Seabury's pandemic operations plan.

Handwashing

Frequent handwashing is critical in preventing the spread of COVID-19 and other infectious diseases. Hand sanitizer dispensers (that use sanitizers of greater than 60 percent alcohol) are at entrances and other locations throughout Seabury. Students, employees, parents, and visitors will be required to wash or sanitize their hands after entering the building. Everyone will be instructed to frequently wash their hands throughout the day for at least 20 seconds with soap and water, but especially at the beginning and end of their time on campus, before and after mealtimes, and after using

the restroom. Teachers at all grade levels will teach proper hand hygiene and will monitor to make sure students are washing hands correctly.

Respiratory etiquette

Everyone on campus will be expected to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and avoid touching their face, in particular their mouth, nose, and eyes, with their hands. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette signage will be displayed throughout Seabury.

Face coverings

Everyone is expected to wear a face covering while on campus—including during drop-off and pickup. Families will provide their own face coverings for students to ensure fit and comfort. Students should have a minimum of two clean face coverings available each day at school, as well as a spare to be left in a plastic bag at school. Students will also need a plastic bag for transporting dirty masks home each day. Seabury will have disposable masks on hand for emergencies.

According to public health officials, individuals can spread COVID-19 to others even if they do not feel sick. While not a substitute for physical distancing, the use of face coverings is an important way that we, as a community, can protect each other by mitigating the spread of COVID-19.

Students and staff will be instructed in the proper ways to put masks on and take them off, as well as how to safely wear masks. It is important to only touch the ear loops or ties when putting a mask on and taking it off, and to avoid touching the mask while wearing it.

Teachers will build in time for physically distanced mask breaks during the day and will ensure that students are distanced when removing masks for eating and drinking. Handwashing or the use of hand sanitizer will be required for anyone after touching or handling their mask.

CDC guidelines provide [general considerations for wearing and maintaining a face covering](#), including the following:

- the mouth and nose are fully covered
- the covering fits snugly against the sides of the face so there are no gaps



- the wearer does not have any difficulty breathing while wearing the covering
- The face covering can be tied or otherwise secured to prevent slipping

Seabury will provide disposable face coverings for those who need them including if a student or staff member runs out during the day. If a face covering is determined not to be sufficient for protection (too loose, won't stay on, etc.) the person will be given a disposable mask and asked to replace the face covering that was not protective. Faculty or staff will work with the head of school and assistant head if there is a question about whether a mask is sufficient for school. Face coverings do not have to be worn by employees when they are alone in their classroom or office.

Cleaning, Disinfecting, and Ventilation

Seabury uses CDC-approved, medical-grade disinfectants and has implemented updated cleaning, disinfecting, and ventilation practices. This includes routine cleaning and disinfecting throughout the campus. Seabury will administer frequent cleaning and disinfecting of high-touch areas and items, such as toys, manipulatives, door handles, railings, and copy machines.

All students and employees will practice healthy hygiene, including frequent handwashing, throughout the day. Teachers will teach proper handwashing and will monitor students to ensure handwashing is done effectively.

If someone within the community contracts COVID-19, contact tracing will be used to identify and notify people who may have been exposed at school and also to determine the exposed areas and equipment within the building. These areas and equipment will be disinfected per CDC guidelines.

Seabury's HVAC system allows for the maximum amount of incoming fresh air, air recirculation is being limited, and ventilation systems are being properly used and maintained. Seabury will continue to maintain an aggressive filter replacement schedule to support the best air quality.

Limiting Campus Access

As virus spread may be more likely between adults, we are restricting parent and visitor access to our campuses.

- All parents and visitors must call ahead to the school office and schedule and appointment before arriving on campus.



- Parents and visitors must enter through the main office at the lower school and the Broadway space at the middle school campus. Anyone entering the building will be required to wear face coverings and will be screened upon arrival.
- There may be occasions when parents are invited onto campus for one-on-one meetings and events – these will be scheduled by the school and depend upon current safety protocols.

Physical Distancing, Student Cohorts, and Group Gatherings

All individuals at Seabury will maintain a safe physical distance of six feet as feasible. Signage throughout Seabury will reinforce physical distancing.

Seabury will maintain cohorts of students and teachers to minimize crossover among children and adults within Seabury. Students will not travel between classes, and specialist teachers will either provide virtual instruction or travel to classrooms to facilitate learning. In addition, teachers will take advantage of Seabury's outdoor learning spaces when possible.

We are reimagining how we come together as a community, including the opportunity for students to perform and speak in public through virtual settings. We will not gather in larger groups for the foreseeable future.

Shared Items and Drinking Fountains

Each student will have a personal supply bin next to their desk with everything needed for school, including a stadium seat, personal whiteboard and clipboard for outdoor classes. Teachers will limit the sharing of classroom materials and workspaces between students and will sanitize items after shared use. Only items that can be easily disinfected will be shared.

No personal toys will be allowed on campus.

Students and employees should bring and use a refillable water bottle. Please label water bottles. Drinking fountains will not be available.

Travel and Field Trips

Employee's non-essential business travel is restricted, and we ask that all community members limit non-essential travel.



Any travel outside of Washington (staff and/or families) will require readmittance approval from the head of school in order to be back on a Seabury campus. Please contact the school office to arrange for that approval process.

Off-campus field trips will not take place at this time.

Student Drop-off and Pickup

No student or employee may be on campus when they are ill. Health screenings rely on the honesty and vigilance of the entire school community to work.

Seabury appreciates everyone's patience as new health and safety protocols may add to morning drop off time. Watch for notices regarding drop off times as they may vary from our usual drop off times.

- Families will be expected to do an initial health screening at home before leaving for school. A daily health checklist form will be provided to each family. No student with symptoms of illness may be brought to school without approval from their physician and consultation with the school.
- Everyone should wear face coverings when they arrive on campus.
- During student drop-off and pickup, employees will wear face coverings, maintain six feet of physical distance whenever possible, and avoid physical contact with other individuals.
- At drop off, an employee will take each child's temperature and ask health screening questions before the child will be admitted into the building. Late arrivers will need to call the office when they arrive so someone can come outside to screen the child.

Employee Arrival

- Employees will self-screen at home before leaving for school.
- Upon arrival, employees will log their arrival, complete an additional self-screen for symptoms and take their temperature.

Deliveries

Parents will not be allowed beyond the front desk to deliver items to students. Staff will receive all deliveries outside the office door. Ring the doorbell for service.

- **Health Screenings and Symptom Assessment and Reporting**

We will continue to inform and encourage families and employees to self-monitor for [signs and symptoms of COVID-19](#). As defined by the CDC, individuals with COVID-19 may have any of the following symptoms, which may appear two to 14 days after exposure to the virus: cough, shortness of breath or difficulty breathing, fever, chills, muscle or body aches, congestion or runny nose, new loss of taste or smell, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face, nausea or vomiting, and diarrhea. Also, according to the CDC, this list of symptoms does not include all possible symptoms. Please contact your healthcare provider for any other symptoms that are severe or concerning to you.

Seabury has implemented the following policies and procedures to assess a person's health status prior to entering Seabury; to provide guidelines for screening individuals before they are allowed to enter the building; and to provide a process for families to report when they are sick, experiencing symptoms, or if they or anyone in their household have come into close contact with someone who has COVID-19.

Before arriving on campus

Anyone who is experiencing symptoms of COVID-19 or knows that they have COVID-19 should isolate at home. In addition, parents should communicate with Seabury using the methods listed below if any member of their household tests positive for COVID-19, experiences symptoms of COVID-19, or has close contact* with someone who is positive or symptomatic of COVID-19.

*[CDC currently defines](#) "close contact" as "someone who was within six feet of an infected person for at least 15 minutes starting from 48 hours before illness onset until the time the patient is isolated."

Parents should take their child's temperature before arriving on campus and keep their child home if they have a temperature of 100.4° Fahrenheit or above. Parents will also be given a set of health screening questions to ask their child before leaving for school.

Both lower and middle school parents must report student absences, COVID-19 symptoms, close contacts, and COVID-19 diagnoses to the lower school office by calling 253-952-3111 or emailing office@seabury.org.



Screening Procedure for Students

- A face covering is meant to protect others; therefore, all employees, parents, visitors, and students are required to wear a mask on campus.
- Students will have their temperatures checked and answer health screening questions on campus each day at arrival. Any student with a temperature of 100.4° Fahrenheit or above or with symptoms that could indicate COVID-19 will be not be allowed on campus.
- In the event that a student develops symptoms during the day, the student will report to a designated isolation room where a Seabury staff member will evaluate their condition and determine the appropriate next steps. In the event of any COVID-19 like symptoms that are not previously identified as another illness or allergy, parents will be called to pick up the child.
- Families will be required to maintain up-to-date lists of those authorized to pick up their child and to ensure that their child can be picked up within an hour of notification that the child is ill.
- Students at school with symptoms such as a cough due to allergies may be required to have authorization from a physician to be at school.
- Students sent home from school will be asked to contact their doctor and work with Seabury staff to determine next steps.
- No student who was sent home ill may return to campus without the authorization of the head of school or assistant head of school.

Screening Procedures for Employees, Parents, and Visitors

- Employees, parents, and visitors must enter through the main office at each campus.
- Non-essential visitors will be limited and all visitors must have an appointment prior to being screened and admitted.
- Parents will not be allowed past the office unless they have an appointment or have received a communication from Seabury that states otherwise.
- A face covering is meant to protect others; therefore, all employees, parents, visitors, and students are required to wear a mask on campus, especially when physical distancing is not feasible.
- Upon arrival, employees, parents, and visitors will form one line, maintaining at least six feet of distance from others.
- All adults entering the building will have their temperature checked.



- Anyone with a temperature of 100.4° Fahrenheit or above must immediately leave the campus.
- All individuals should wash or sanitize their hands after entering the building.
- No staff member, parent or visitor who was sent home ill may return to campus without the authorization of the head of school or assistant head of school.

- **Policies for Individuals Exhibiting Symptoms at School**

If a student is sick or experiencing symptoms at school, the teacher or other designated adult will immediately contact the Seabury office. A staff member will be sent to escort the child to the isolation space. Both escort and student will wear face coverings.

Any adult who becomes sick or experience symptoms while at Seabury will notify the Seabury office and leave the building immediately or report to the designated isolation room until able to leave Seabury.

Seabury has implemented a specific COVID-19 health support policy that promotes everyone staying at home when they are sick or displaying symptoms of COVID-19, when household members are sick or displaying symptoms of COVID-19, or when required by a healthcare provider to isolate or quarantine themselves or a member of their household.

- **Contact Tracing and Returning to School**

Contact tracing is part of the process of mitigating the spread of infection. Seabury has a plan to work with public health officials if a community member tests positive for COVID-19. The Seabury contact tracing team and/or local public health officials will work with the infected person to identify close contacts and will notify community members who may be close contacts. Patient confidentiality will be maintained. Instructions that follow current CDC and Washington state guidance will be provided to the infected person and all close contacts regarding isolation and quarantine. Please contact office@seabury.org with questions about the plan or protocols.

Returning to school

Anyone who is absent or sent home due to illness shall not be permitted back in school again until they have:

- been fever and fever medication free for at least 72 hours
- other symptoms have improved
- received clearance from the head or assistant head of school



Please consult your family's healthcare provider if you have specific concerns about your or your child's health or would like further medical evaluation.

Anyone who is absent due to a positive COVID-19 test shall not be permitted back in school until at least 10 days after the positive test result and clearance from the head or assistant head of school.

Anyone who is absent due to close contact with a person who has COVID-19 shall not be permitted back in school until 14 days after last exposure and clearance from the head or assistant head of school. This person should check temperature twice daily and be observant for any onset of symptoms. They should also stay away from anyone who is at higher risk for getting sick.

In addition to the aforementioned requirements, anyone who is required to be off-campus due to a COVID-19-related concern must consult and receive clearance from the Seabury office before being allowed back on campus.

- **Training and Preparedness**

This document will serve as the Seabury response plan for COVID-19. Seabury will provide employees with pandemic preparedness training and additional resources will be available on the [Seabury website](#).

Additional communications and training will be ongoing as COVID-19 guidelines and requirements change. If you have any questions, please contact Sandi Wollum, Head of School, at sandiw@seabury.org for additional support.