



# **SPS School Reopening Plan**

**Fall 2020**

## OVERVIEW

Our return plan outlines procedures and policies for a safe return to school. The document has been created utilizing the latest information available and the focus has been on the health and well-being of our school community. This plan has been designed to be flexible enough to allow for modifications should new information be received or government mandates change. What will not change is our commitment to our students, the mission of our school, and the belief that student safety is paramount.

The COVID-19 virus stretched us all to the limit, however we learned how strong our school community is. While there were many challenges, we also found silver linings along the way. We will remember how we leaned on one another and how, together, we would not let our students' education and growth suffer. We will remember our flexibility, creativity, and resilience. We will know how the challenges we faced helped to build those characteristics in our children. What we learned is that together we can weather anything and come out stronger and more connected than ever. We will continue to build on our strengths, work together as a team, and meet the needs of our students and families, both at Saddlebrook, nationally, and internationally.

Respectfully,  
*Deanna Garrett*  
*Head of School*

## RETURN TO SCHOOL

### Student Procedures

- ❖ When **boarding** students return to Saddlebrook, they will be quarantined in a room at Saddlebrook Resort immediately, and an appointment at Florida Medical Clinic will be scheduled the following day for COVID-19 testing.
  - Students must remain in isolation without contact until negative test results are confirmed.
  - The test is a nasal swab. Results are revealed in 15 minutes; each student will receive a report with their results. Each test costs \$62.00 USD. Testing costs will be billed to a student's personal account.
- ❖ Students who are local residents will be required to test for COVID-19 as well.
  - Parents may contact Florida Medical Clinic to set up an appointment for the nasal swab testing at Dr. Foreman's office.
  - Please provide Ms. Nona Wagh with a copy of test results on or before Friday, August 28th, 2020.
- ❖ If students have been on campus for the summer, testing will not be required.
- ❖ If a student tests positive, they will remain in quarantine until they have tested negative TWICE.

## **SCHOOL CAMPUS OPERATIONS AND PROCEDURES**

### **Restricted Access**

- ❖ Access to the school will be restricted to the school Administration Office.
- ❖ No visitors or outside deliveries will be allowed into the other buildings.

### **Office Staff Protocols**

- ❖ All front office employees will be required to wear masks when students, parents, or staff are in the office.
- ❖ Hand sanitizer is available in the front entrance upon entry and exit.
- ❖ To avoid overcrowding the area, only three students will be permitted in the office at a time; there will be social distancing signage on the floor indicating proper spacing.
- ❖ In addition to the rigorous hygiene, sanitation, and disinfection licensing rules, special attention must be paid to the following:
  - Surfaces and objects that are frequently touched will be cleaned. This includes doorknobs, light switches, classroom sink handles, countertops, desks, chairs, cubbies, etc...
- ❖ Pens are sanitized after each use.

### **Usage of Face Coverings**

- ❖ All adults, including employees and parents with scheduled appointments, must wear a face covering while on campus. All individuals must check-in at the School Admin Office before going to any classroom or area on campus.
- ❖ All students must wear a face covering while on campus. Masks can be purchased as part of the school uniform. Students should wear only Saddlebrook masks or single-color (black or white only) masks with no distracting writing or graphics.
- ❖ Teachers will be provided with a face mask and face shield.

### **Drop-Off Procedures**

- ❖ Drop-off and pick-up will happen at the front of the school, not in classrooms or at the classroom door. There will be no access to the building for parents.
- ❖ Drop-off will happen for non-boarders in cars. All students will have their temperature taken. (We will continuously re-evaluate this as circumstances change.)
  - For the safety of our community, at present, non-boarding students will have temperatures taken before exiting their vehicles.
  - Students will need to stay in cars in the car line in front of the school Administration Office until school staff has completed daily temperature checks to ensure the student is in the normal body temperature range.
  - Car Line drop-off will begin at 7:15 am.
  - Each student will have their temperature checked before exiting vehicles.

### **Drop-Off Procedures continued...**

- Students who walk to school will wait in front of the office and will stand in a socially-distanced line.
- School staff will be required to wear P.P.E. (mask, shield, gloves) during daily temperature checks before school.
- ❖ If students arrive late they will need to check-in through the Administration Office.
  - They will have their temperature checked, and a school employee will issue a green tardy pass to the student before allowing them to proceed to their class.
- ❖ Boarding students will have their temperatures taken in the dormitory before leaving for campus each morning.
- ❖ Any students or teachers who have a temperature will be taken to an isolated room for fifteen minutes and have their temperatures checked again. If their temperature is still above **100.4 degrees Fahrenheit**, they will not be allowed to remain on campus.
- ❖ Students will go to classrooms immediately after.

### **Check-Out Procedures**

- ❖ Parent/Guardian will call the Admin Office to let the school know they are on their way to campus to pick-up a student. Once school staff has confirmed the parent/guardian has arrived and is parked outside the office, the student will be called out of class and report to the Admin Office to sign-out and note their name, departure time, and reason for leaving campus.
  - Pens should be placed in the “Used Pens” container and will be sanitized with a disinfectant wipe before another person uses the same pen.

### **After School Dismissal**

- ❖ All students who are picked up by their parent/guardian must exit following traffic pattern flow guidelines on all sidewalks.
- ❖ Students will exit classrooms using social distance protocols.

### **Packages and Mail**

- ❖ Students should not come to the office to check for their packages until they are notified.
- ❖ Students will be notified by Admin Office Staff when packages are available for pick-up.
- ❖ When packages are delivered, they are sprayed with disinfecting products and held in the records room for 24 hours.
- ❖ Gloves and a mask are worn when opening packages.

- ❖ All items are removed from the shipping box and placed in a plastic bag to carry to their rooms.

### **For Sick Students**

- ❖ If a student is feeling ill, the student should contact the boarding/office staff immediately and come into the office to be checked.
- ❖ Office staff wear gloves and masks to check the student's temperature and discuss medical concerns.
- ❖ Office staff will give students a mask to wear as well as over-the-counter medicine.
- ❖ Office staff will contact Florida Medical Urgent Care office to speak with a medical professional as well as the student's parents regarding any medical concerns and if a visit is needed.
- ❖ Students will stay in the office clinic to be monitored during the day and in a separate suite to isolate them from the rest of the students in the dorm rooms while they are not feeling and may be contagious.
- ❖ The boarding staff will monitor and give medicine to students in the evening and the office staff will monitor and give medicine students during the day.
- ❖ Meals will be contactless and students may follow along with live streamed lessons with their teachers, if they are feeling well enough.

### **Disinfection, Hygiene, and Sanitization**

- ❖ All buildings have undergone deep cleaning this summer.
- ❖ Handwashing and social distancing signs have been placed throughout campus.
- ❖ Cleaning supplies, including disinfecting supplies and gloves, have been placed in each classroom and throughout the campus.
- ❖ In addition to hand sanitizer and cleaning products in each room, the science classroom has a handwashing station available for student use.
- ❖ Students will be encouraged to bring bottles of water and water fountains will not be available for use.
- ❖ Desks, classroom furniture, and frequently touched surfaces will also be cleaned between classes and in the evening by the cleaning crew.

### **Learning Environment**

- ❖ Class sizes will be no bigger than ten people per room, including the teacher.
- ❖ Teachers will hold the doors open for students to enter each day and provide hand sanitizer upon entry.
- ❖ Desks, tables, and frequently touched surfaces will be cleaned at the end of each class by the students.
- ❖ Students will have barriers that they can place around their desks.
- ❖ The physical distance between desks will be maximized.

- ❖ Classrooms may not contain pillows, blankets, or any items that cannot be disinfected with cleaning products.

### **Learning Environment Continued...**

- ❖ Students will be taught how to socially distance during the day as well as proper handwashing techniques.
- ❖ Students and faculty will follow a designated traffic flow pattern to prevent congested sidewalks between buildings during passing periods.
- ❖ Teachers will hold the door open for students and squirt hand sanitizer into each student's hands upon entering the classroom.
- ❖ Students will enter classrooms through one door and exit through another to reduce congestion at entry points. Teachers will stand at the entrance door and place hand sanitizer in students' hands before entering the classroom during passing periods.
- ❖ Passing periods will be increased to 7 minutes between classes to allow for sanitization procedures to be completed thoroughly.

### **Live Streaming/Interactive Learning**

- ❖ A virtual learning option will be available only to international students who cannot enter the country at this time due to travel restrictions. Once travel restrictions are lifted, international students should return to the SPS campus as soon as possible.
- ❖ Classes will be live streamed each day. International students are encouraged to be present for live lessons. This method allows students to interact, ask questions, and participate in class activities with instructors.
- ❖ Due to time zone differences, they may also watch recorded lessons at an appropriate time in their home countries.
- ❖ Students will be required to turn in daily assignments for their attendance grade. Participation is required daily to maintain an active F1 Visa.
- ❖ An online learning management system (LMS) will be available to all students to use for each class. Recorded video lessons will be available for student use for a limited amount of time.

## **MEALS**

### **Breakfast**

- ❖ Breakfast will be provided daily for boarding students in dormitory room 1107 for boys and 3113 for girls.
- ❖ Breakfast items will be served in prepackaged containers. Monitored and distributed by Saddlebrook Prep Staff (RA's).
- ❖ Saddlebrook Prep Staff (RA's) will communicate with the Food and Beverage department when additional items are needed for the breakfast suites, giving the F&B dept. at least 24 hours' notice to procure additional items.

### **10:10 Break**

- ❖ At present time, the 10:10 break snacks will be suspended.
- ❖ Students may bring snacks/drinks and eat them in their 4th period classroom BEFORE the beginning of class.

### **Lunch & Dinner**

- ❖ Lunch and Dinner will be served buffet style with a server plating each meal and/or salad for the students on washable china.
- ❖ Students can ask for additional helpings if they would like more.
- ❖ Silverware will be pre-rolled and disposable.
- ❖ Cups for beverages will be handed to students individually with their meals.
- ❖ Social distancing protocols for designated seating and hand sanitizing procedures will be in place.
- ❖ A touchless hand sanitizing station has been placed at the entrance of the cafeteria for all students to use.
- ❖ Due to social distancing protocols, all meals for boarding students and staff will be served in the school cafeteria. This is to eliminate contact with outside guests in the restaurants.

### **Disinfection, Hygiene, and Sanitization**

- ❖ All Food and Beverage Team Members will be screened up entry to work.
- ❖ Masks will be worn at all times.
- ❖ Gloves will be worn when handling any Food and Beverage items.
- ❖ All plateware and cups will be washed and sanitized daily in a high temp dishwasher.
- ❖ Bus tubs will be provided for the students to place their dirty dishes in.
- ❖ Equipment and tables will be washed and sanitized after each meal function.
- ❖ Floors will be swept and mopped daily.

## **DORMITORY PROTOCOLS**

### **Dormitory Rooms**

- ❖ Students will be required to order grocery and personal items through grocery delivery services such as Shipt and Instacart.
  - All deliveries should be made on Saturday to Cluster 11 parking lot.
  - Deliveries should not be made to individual dorm rooms as a boarding staff member needs to be present when delivery is made.
  - The SSC - Lloyd Richardson must be contacted/emailed for deliveries.
- ❖ Weekend outings and entertainment trips will NOT be permitted at present time due to safety precautions.

- ❖ Boarding students may not be permitted to stay overnight with non-boarding students at present time. Non-boarding students are not permitted to enter dormitories at present time.

### **Disinfection, Hygiene, and Sanitization**

- ❖ Housekeeping staff removes trash and brings clean bathroom linens on a daily basis. Dorm suites are cleaned and sanitized on a weekly rotational basis.
- ❖ Housekeeping staff must wear masks and gloves at all times when cleaning dorms.
- ❖ Housekeeping staff will add extra sanitization steps to the following areas on a weekly basis:
  - Kitchen Appliances, including handles
  - Dishes run through dishwasher
  - All kitchen and bathroom faucets
  - Door knobs for bathroom and kitchen cabinets
  - Suite phone wiped down & remote controls wiped and placed in new bags.
  - Trash cans, towel racks, and closet handles
  - Door handles upon exit of Housekeeping Staff
- ❖ Boarding students will also be given disinfecting products to wipe down and clean surfaces in their own personal spaces (desks, nightstands, lamp bases, light switches, door handles) under the supervision of boarding staff.

### **Transportation**

- ❖ If there is a need to leave campus, no more than ten people can be in a vehicle, including the driver.
- ❖ Students are required to wear masks in all transportation vehicles for the entire drive.
- ❖ Boarding staff will sanitize all seats with disinfecting products before and after use of the school van, resort shuttles, and golf carts.

## **ATHLETICS**

### **Golf Academy Operations and Procedures**

- ❖ Procedures Before Training Begins
  - Golfer's temperature will be taken each day at the beginning of golf training by golf coaches.
  - Any golfers or coaches that have an abnormal temperature will be taken to an isolated room for fifteen minutes and have their temperatures checked again. If their temperature is still above **100.4 degrees Fahrenheit**, they will not be allowed to remain at golf training.
    - Golfers with abnormal temperatures will be taken to the school office and follow sick student protocols.

- Golfers whose temperatures are in the normal temperature range will begin training immediately after.
- All golfers will practice social distancing during golf training.
  
- ❖ Disinfection, Hygiene, and Sanitization
  - Golf coaches sanitize commonly used areas in the Golf Academy each day. This includes door knobs and door handles, counter tops, desks, and light switches.
  - A hand sanitizing station has been placed at the Golf Academy for golfers to use.
  - Golfers will be asked to wash their hands after re-entering the Golf Academy during training.
  
- ❖ Transportation
  - If there is a need to leave campus for tournaments, no more than ten golfers can be in a vehicle with coaching staff.
  - Coaching staff will sanitize all seats with disinfecting products before and after use of the school van, resort shuttles, and golf carts.
  - Students will be required to wear face masks during trips due to social distancing protocols.
  
- ❖ Program Management
  - Virtual Sports Studio - Live streaming lessons with a golf coach.

## **Tennis Academy Operations and Procedures**

- ❖ Procedures Before Training Begins
  - Students' temperature is taken each day at the beginning of tennis training in the Professional Gym by a tennis or fitness staff member.
  - Any students or coaches who have an abnormal temperature will be taken to an isolated room for fifteen minutes and have their temperatures checked again. If their temperature is still above **100.4 degrees Fahrenheit**, they will not be allowed to remain at tennis training.
  - A hand sanitizing station has been placed at the entrance of the Professional Gym for student use.
  
- ❖ Transportation
  - If there is a need to leave campus for tournaments, no more than ten people can be in a vehicle with coaching staff or RA.
  - Coaching staff or RA will sanitize all seats with disinfecting products before and after use of the school van, resort shuttles, and golf carts.
  - Students will be required to wear face masks during trips due to social distancing protocols.
  
- ❖ Program Management

- Virtual Sports Studio - Live streaming lessons with tennis instructor
- The tennis staff is enforcing social distancing rules of 6'-10' between all players, juniors and touring professionals, at all times and reminding players not to touch their faces, and to wash their hands often.
- Coaches are maintaining social distancing rules by not allowing adjacent courts to take breaks simultaneously to avoid larger groups.

### **Sports Performance Operations and Procedures**

- ❖ Program Management
  - Virtual Sports Studio - Live streaming training sessions
- ❖ Disinfection, Hygiene, and Sanitization
  - Fitness coaches sanitize commonly used areas in the Professional Gym each day. This includes door knobs and door handles, counter tops, desks, and light switches.
  - Majority of training sessions will be outdoors for social distancing purposes.
  - A hand sanitizing station has been placed at the entrance of the Professional Gym for student use.
  - Students are asked to wash hands after re-entering the Professional Gym during training.

### **RESOURCES USED IN PREPARING THIS DOCUMENT**

Our plan is based on research and recommendations from the following sources:

- ❖ Center for Disease Control (CDC)
- ❖ Governor Ron Desantis, State of Florida
- ❖ Florida Department of Education (FLDOE)
- ❖ Florida Department of Health
- ❖ Florida Council of Independent Schools (FCIS)
- ❖ National Association of Independent Schools (NAIS)
- ❖ The Department of Homeland Security--Student Exchange & Visitor Program (SEVP)

### **SPECIAL THANKS TO THE FOLLOWING INDIVIDUALS FOR ORGANIZING AND CREATING THE SPS SCHOOL REOPENING PLAN:**

- ❖ Mrs. Deanna Garrett, Head of School
- ❖ Ms. Sabrina Herrera, Director of Curriculum & Student Services
- ❖ Ms. Jenna Campbell, Middle School Teacher
- ❖ Mr. Mark Hirschey, Director of Golf
- ❖ Mr. Chris May, Director of Sports Performance
- ❖ Mr. Sean McQuillan, Director of Tennis
- ❖ Ms. Sarah Plummer, High School English Teacher
- ❖ Ms. Erin Robison, High School History and Law Studies Teacher
- ❖ Mrs. Katrina Keys, Academic Administrative Assistant
- ❖ Ms. Nona Wagh, Admissions, Medical, and Tournaments Administrative Manager