

July 21, 2020

Dear Parents,

As we prepare for our students to return to campus on August 17, we are taking many layers of precaution to mitigate the transmission of COVID-19 on our campus. Below you will find a list of the many measures we are taking to provide the safest possible learning environment for our students and staff:

- Daily Student Wellness Checks will be completed by parents prior to arriving to campus each day. We will utilize the web-based SchoolPass platform to screen and track the wellness of our students (more information about this will be released during the week of August 3).
- Daily Staff Wellness Checks will be completed by all staff members prior to arriving to campus each day.
- Daily temperature screenings for all students and staff members will be completed before exiting vehicles at arrival.
- Students in kindergarten-12th grades will wear masks. LS students will be allowed to remove masks (with parent permission) once students are in class and stationary in desks which are six feet apart. Masks will be worn in the hallway.
- Staff members will wear masks.
- Directional hallways will be used in all divisions to minimize proximity. Student traffic in the US hallways will be one-way. LS and MS hallways will have floor markings to indicate traffic flow, which will be in a one-way, single file fashion on the right side of the hallway.
- LS hallway floors will be marked with symbols placed six feet apart to help with social distancing when students are walking in a line to HL and recess.
- Student seating within classrooms will be placed six feet apart to ensure social distancing during classes.
- An A Day/B Day rotation will be implemented in US to facilitate social distancing within the classrooms.
- Appropriate class sizes in LS and MS will be maintained to allow for social distancing within the classroom.
- A cohort model will be used in MS (students remain in a single cohort throughout the day and teachers will rotate to each classroom).
- LS specials teachers will travel to individual classrooms rather than students leaving their classrooms to attend a specials class.
- LS and MS classroom desks will be cleaned with disinfectant multiple times each day.
- US classrooms will be sprayed with disinfectant between each class change.
- Multi-stall bathrooms will become single-person bathrooms. Signs will be placed on the doors to indicate when a bathroom is occupied.
- All divisions will increase hand washing and use of hand sanitizer. LS and MS students will be reminded to wash hands and use sanitizer multiple times each day. US students will sanitize hands upon entering and exiting each classroom.
- Bi-weekly deep cleaning of classrooms using CDC-approved disinfectant delivered with a fogger.
- Cleaning throughout the day using CDC-approved disinfectant.

- Day porter cleaning and disinfecting of frequently touched surfaces, such as door knobs and water faucets, will be increased.
- Safety data (labels) for all cleaning chemicals is posted on our website on the Return 2020 page.
- The gym floor will be sanitized daily with special equipment.
- Fans and open windows (when possible) will be used to enhance air flow within classrooms.
- In LS, HVAC systems will be outfitted with HEPA filters with UV light. MS and US classrooms will utilize a stand-alone HEPA filtration system.
- Outdoor learning spaces will be used whenever possible. In addition to existing outdoor learning spaces, three marquee (large) tents will be added in several locations on campus.
- Outside visitors, including parents, will not be allowed in the building.
- Parents delivering lunch to school will be required to leave lunches outside of the school building in a designated area. My Hot Lunchbox vendor delivery drivers will be required to wear gloves, a mask, and complete a temperature screening before entering the building. Lunches delivered by parents or My Hot Lunchbox will be delivered by TBS staff to each classroom/cohort.
- MS/US lunch will take place outside as much as possible with social distancing enforced.
- All divisions will offer a remote option for students whose families choose to remain off campus.
- Protocols for students who fall ill at school will be implemented quickly. Any student feeling ill will be removed from the classroom and their parent or guardian will be notified immediately.

While we recognize that some of the precautions may be inconvenient for many families, we ask that you please remember the precautions are in place to protect our students and staff members. We appreciate your help and understanding as our school rises to meet the many challenges COVID-19 presents to us.

Thank you,
Ronnie Wall and TBS Academic Team