



## SANDY SPRING FRIENDS SCHOOL

*Let Your Lives Speak*

January 25, 2021

Dear SSFS Families,

With the re-opening of our campus in hybrid learning mode beginning tomorrow, January 26, we recognize that there is a palpable mixture of excitement at the prospect of being able to return to our beautiful campus for school, along with some possible anxieties about what that might look like. This communication aims to provide further clarity and details around all-school logistics for our campus re-opening, in addition to the information provide in the [parent-guardian Zoom meetings during the week of Jan. 11-15](#). For updated division-specific information, please see links to the FAQ documents and other information shared on our “Second Semester Plans” web pages:

- [Lower School Return to Campus Info, FAQs, Schedules, and Plans](#)
- [Middle School Return to Campus Info, FAQs, Schedules, and Plans](#)
- [Upper School Return to Campus Info, FAQs, Schedules, and Plans](#)

Specifically, this email will cover:

- **A checklist of student/family requirements** and tasks that must be completed before your student is allowed to return to campus
- **From the Health Center:**
  - Policies and procedures for responding to potential or confirmed Covid exposure
- **From Facilities:**
  - Morning and afternoon pick-up and drop-off procedures
  - Lunch
  - Campus visitors and access to campus buildings & facilities
  - Inclement weather plans
- Reminder of **School Safety Procedures and the Home-School Partnership**

## Checklist of Student/Family Requirements BEFORE Coming to Campus

- **Confirmation of Negative Covid Test:** Please see the [letter from the SSFS Health Center](#) detailing these requirements. Students will not be allowed to return to campus without verification of a negative test result.
- **Registration with Capital Diagnostics:** If you are unable to make it to these scheduled clinic times on campus, you will need to make an appointment for the test at the Potomac Pediatric community clinic. You should not test at any other location, as we will not be able to track and confirm those results. All students and employees will be tested each week. Note that families must complete both steps before their initial return to campus:
  - 1. Schedule an appointment for their student's initial Covid test with Potomac Pediatrics, and
  - 2. Register with Capital Diagnostics.
- **Download the Magnus Health App on a mobile device:** Parents/guardians will need to complete a daily COVID-19 screening assessment and temperature check of their student(s) each morning prior to departure for school. All parents/guardians must show the results screen to staff or their bus driver each morning at drop off.
  - [See Instructions/Screenshots for Downloading the Magnus Health App](#)
- **Magnus Electronic Health Record Complete** - Please ensure that all requirements have been completed and/or updated before your student comes to campus.
- **Review and Update your Family Profile Info in Veracross:** In the event of emergency notifications (campus closure, early dismissal, etc.), SSFS uses a text notification service, and will also send out an email. Please ensure that you have a mobile number listed in our profile in order to receive text messages, and that your email address is listed correctly. Instructions for updating your profile can be found [here](#).
- **All in-person learners will need to wear a suitable face mask while at school, and bring a spare.** See the FAQ documents for each division for a checklist of additional items your student will need to bring to campus each day.

## Policies/Procedures for Responding to a Potential or Confirmed Covid Exposure on Campus

- As soon as the Health Center is notified that a person has COVID-like symptoms and are awaiting test results, or that a person received a positive test result, we will immediately notify by telephone any person who is identified as being a close contact (less than 6 feet for a cumulative time of 15 minutes in a 24 hour period).
- If the symptomatic person's test results are negative, the Health Center will again reach out to the close contact group to end quarantine.
- The Health Center will also report any confirmed positive COVID test result with Montgomery Department of Health and follow their guidelines for possible campus closure.
- Based on circumstances surrounding a positive test result, SSFS administrators will evaluate the need to close specific areas, buildings, or the entire campus while contact tracing and deep cleaning take place. SSFS expects that the County will instruct us to shut down a class or division based on their criteria: two unrelated cases in the class or grade. In this event, this will be communicated to SSFS community members as soon as possible via email and emergency text message notification.
- The School's planning and response protocols for potential or confirmed exposures will be guided by the Maryland Department of Health as outlined in their publication "[Response to a Laboratory Confirmed Case of COVID-19 and Persons with COVID-19-like Illness in Schools.](#)"
- A [COVID-19 dashboard](#) is maintained online by the School, and displays the number of COVID-19 cases in the SSFS community among employees and students who are or may be coming to campus on a regular basis. Because of confidentiality requirements, names of individuals with possible or confirmed COVID-19 will not be released publicly, but, as noted above, anyone who has been identified to have been in close contact with the individual will be contacted before the information is posted online.

## Morning & Afternoon Drop-Off/Pick-Up Procedures

Below are links to two maps, outlining the designated routes for Morning Drop-Off and Afternoon Pick-Up locations for each division.

### [Morning Drop-Off Map](#)

Morning arrivals are scheduled as follows:

- Pre-K: 7:45 am - 8:00 am
- MS and US: 7:45 am - 8:00 am
- LS Grades K-5: 8:00 am-8:15 am

*Please be patient with the drop-off process, as faculty-staff will need to confirm health information with families before the student is able to exit the car.*

### [Afternoon Pick-Up Map](#)

- Pre-K: 3:00 - 3:15 pm (includes LS siblings)
- LS Grades K-5: 3:15 pm - 3:30 pm
- MS: 3:30pm
- US: 3:30pm \*\*

\*\* For US afternoon pick-up, parents will park in the large parking lot (across the street from the new US), and students will meet them at their car; exit the parking lot at the drive nearest to the AC. FYI, the SSFS buses will be parked in front of the US, and will restrict all road traffic until they depart.

## Lunch

The School has continued to evaluate and update our lunch planning. At this time we do not feel we can proceed with plans to use the (indoor) Westview dining hall to serve hot lunches, and so **all meals will be served through a distribution around campus to each of the divisions. Students in grades 1-12 will be expected to eat their meal outside, except in the most extreme weather conditions** (actively raining or temperatures well below freezing).

Parents should make sure that students are dressed appropriately for the outdoor conditions expected each day, including cold temperatures. We will have a backup plan for eating meals in small, dispersed groups indoors if necessary, and if the weather forecast is extreme (more than

just cold temperatures) where any outside dining is untenable, we may declare a virtual school day for all students.

## Campus Visitors, Access to Campus Buildings & Facilities

Access to campus facilities and grounds will be limited to SSFS faculty/staff and students only; parents may not meet or congregate in any of the buildings or grounds. All meetings with SSFS should be conducted virtually. If parent(s) must visit SSFS during the school day, they should make an appointment. Before arrival, parent(s) must complete the [SSFS Covid-19 Visitor Screening Form](#). Upon arrival, parent(s) and all campus visitors must check in with reception at Scott House, and will be escorted to their meeting location.

Directional signage for traffic flow in hallways, stairwells, and building entrances/exits has been posted in each of the School's buildings to help maintain social distancing.

## Inclement Weather Plans

Winter weather may cause unsafe travel conditions and/or prevent students from maintaining our safety protocols for hybrid learning (such as eating lunch outdoors). In the event that school needs to pivot to virtual learning for the day due to extreme weather conditions, we will notify families via text and email, and post the announcement on the School's website, by 6:30 AM.

## School Safety Procedures & the Home-School Partnership

As has been noted, the home-school partnership is especially critical to the success of our hybrid learning mode. With this in mind, we want to reiterate the importance of these safety procedures and policies:

- **Face Mask Usage:** Multi-layer cloth face masks will be required of all students and all employees at all times, indoors and outdoors. Each student should bring a mask and a spare. Each division may designate an outdoor "mask break" location where an individual student may go for a brief time, away from other students, when necessary. Disposable surgical masks are an acceptable substitute but do create a waste stream issue.

- **Social Distancing:** Students and employees are required to maintain social distancing at all times on campus, inside and outside.
  - **Travel and Off-Campus Gathering Restrictions:** For the health and safety of all members of our community, if your family plans to travel and/or participate in large group gatherings (including travel/club sports team participation), your student should remain off campus and self-quarantine for 14 days after the event/travel.
  - **Student, Employee, and Family Compliance:** All students, faculty, staff, and families are expected to adhere to the SSFS health and safety protocols. Repeated infractions may result in the student or employee being sent home. Your commitment to safe health practices will help prevent the spread of COVID-19 in our community and protect the well-being of all.
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As always, we seek to be as transparent and communicative as possible with our families. We appreciate your patience as we finalize plans for the safe return of students, faculty, and staff to our campus, and we will continue to let you know of updates as they arise. If you have any questions or concerns, please feel free to reach out to your department head, or to one of the members of the COVID Response Team, below.

## Contact Information

### COVID Response Team

- [Rodney Glasgow](#), Head of School
- [David Hickson](#), Assistant Head of School
- [Lisa Dyer](#), Director of the Health Center
- [Carylton Ganong](#), Chief Financial Officer
- [Carolyn Miller](#), Director of Human Resources
- [Laura Miyoshi](#), Chief Operating Officer

### Division Heads and Administrative Assistants:

- [Courtney Benson](#), Interim Lower School Head
- [Pam Gilmer](#), LS Admin Assistant
- [David Blake](#), Middle School Head
- [Erin Ryan](#), MS Admin Assistant
- [Jonathan Oglesbee](#), Upper School Head
- [Mary Carpenter](#), US Admin Assistant