



GENEVA SCHOOL *of* BOERNE

FALL 2020 REOPENING PLAN

PHASE I





FROM THE OFFICE OF THE HEAD OF SCHOOL

Dear Geneva Community,

Thank you so much for taking the time to complete the survey, watch the Town Hall webinar and read and listen to updates from each headmaster. We hope this information and interaction has been helpful. It has been insightful to see many of the questions that are on your hearts and minds as you prepare to make a decision about what route you will choose for your student(s) for the first quarter of this school year.

As you know, our plan is to start school on Tuesday, September 8 with On-Campus Instruction for Grammar School and Logic School and an On-Campus/Remote Instruction Blend for Rhetoric School. Fully Remote Instruction will begin on Tuesday, September 8 as well for those who choose that option.

Our Reopening Task Force and I have been prayerful and diligent to prepare campus for the return of students, faculty and staff. The Board of Trustees has approved the plan that we are calling Phase I and this document was created to help you process what reopening our campus will look like with all the information we have to date. Our plan is to reevaluate during Week 4 of the school year. More specific information about that process will come out in a few weeks.

We need every family to complete the form sent in the ParentSquare post on July 17 titled “Campus Re-Opening Task Force Update #4” indicating your official choice of On-Campus Instruction or Remote Instruction for the first quarter. The deadline to complete this form is Tuesday, August 4.

We know that you will continue to have questions now and in the weeks ahead, and we appreciate your understanding and flexibility as we continue to make difficult decisions in these uncertain times. Thank you for your calls and encouragement and for all of you who have been praying over this school. It is a great privilege to be a part of the kingdom work at Geneva. We continue to trust Him with each of you and our school.

Amy Metzger
Interim Head of School



LEARNING OPTIONS

We strongly believe that a Geneva School of Boerne classical and Christian education on campus and in person is best for our families and is the preferred mode of instruction for our teachers and students. The American Academy of Pediatrics and the Texas Education Agency agree that resuming school in person is in the best educational and developmental interests of our children.

A Geneva education also focuses on character development, spiritual instruction and mentorship, along with providing an accountability network for students. These components of the Geneva School experience are only fully realized with children on campus.

That being said, Geneva was founded on the biblical truth that God has entrusted specifically to parents the responsibility to educate their children. The school operates in loco parentis, coming alongside the parents to cooperatively assist them in this God-given task. In keeping with our in loco parentis partnership with parents, we recognize the ultimate decision for a child’s education lies with the parents. We understand that some members of our community may not be able to return to campus at this time due to personal and family health situations. To that end, the school leadership is offering two options for instruction for the 2020-21 school year:

1. On-Campus Instruction—Families may choose On-Campus Instruction with Remote Instruction offered for students who are sick and/or quarantining; or
2. Remote Instruction—Families may choose 100% learning from home due to personal or family health situations.

If families choose the Remote Instruction option:

- Students may participate in athletics.
- The Remote Instruction choice will be for the first quarter. A student cannot change to On-Campus until the second quarter in order to avoid disruption for teachers and classmates.
- If a student starts On-Campus, he/she may choose to move to Remote Instruction at any point in the quarter but may not return to On-Campus until the next quarter begins. This is different from an On-Campus student who is absent due to illness/quarantine.
- There will be no tuition discount for the Remote Instruction option. Please see the Tuition section for more information.

The school headmasters have spent the summer preparing classrooms with technology and training teachers beyond what the school was able to offer on short notice in Spring 2020.



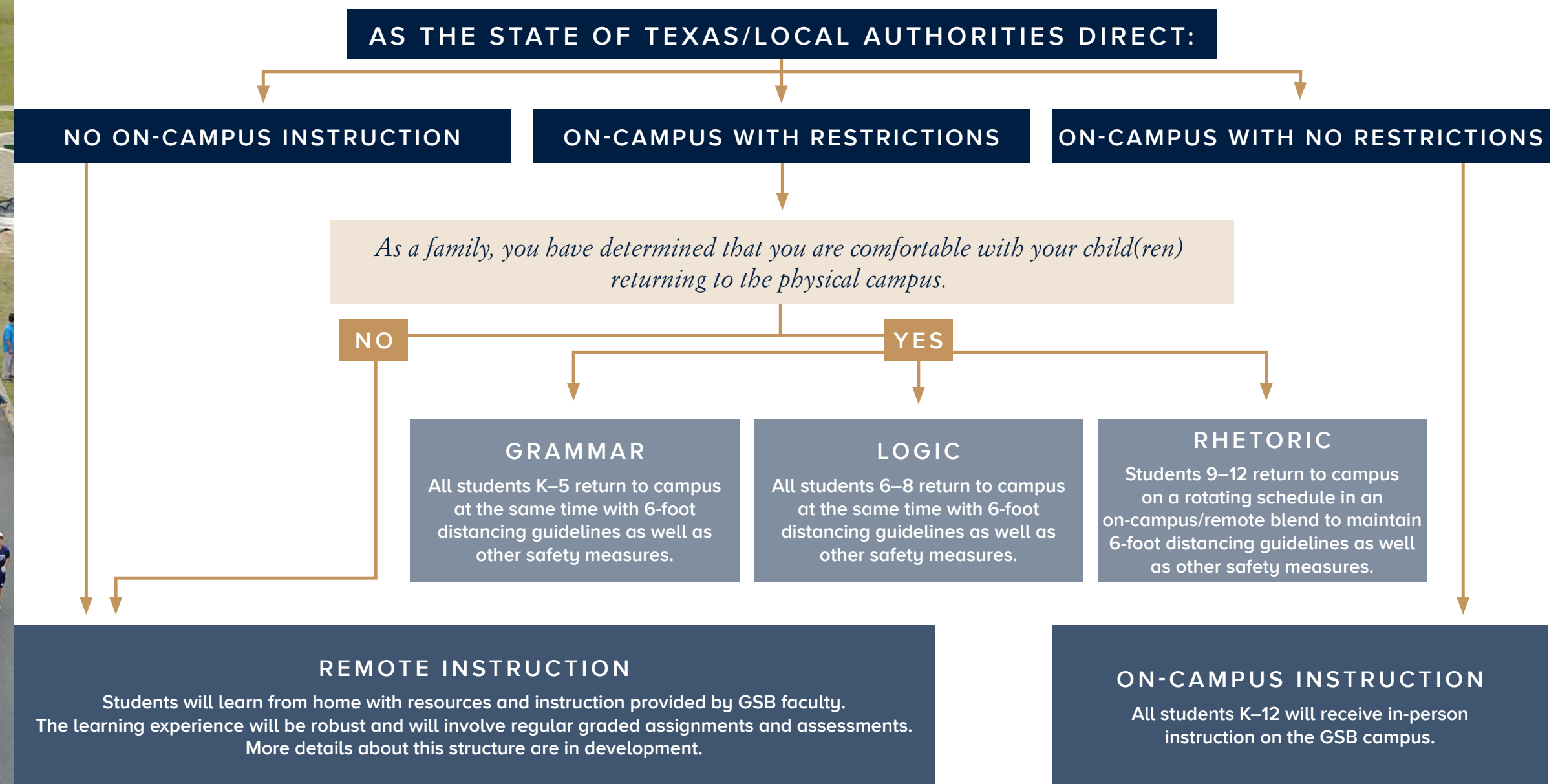
2020–2021 ROADMAP TO REOPENING

GENEVA SCHOOL *of* BOERNE

Geneva School of Boerne has established a Reopening Task Force that is working diligently to develop a reopening strategy that allows flexibility while prioritizing the health and safety of our community. Geneva is currently preparing the physical campus to support students in the fall of 2020 using the guidelines given by the Centers for Disease Control and Prevention, the Texas Education Agency, the Texas Private Schools Association as well as local health authorities. However, the GSB administration recognizes that some families may not be comfortable with their child(ren) returning at that time and we have developed several re-entry options for our families to navigate.

This is the Reopening Plan as of July 30, 2020 and is subject to change based on further instruction from federal, state and local authorities.

In accordance with the recommendations of the Reopening Task Force and using guidelines and requirements outlined by the CDC, TEA, TPSA and local health authorities, Geneva School of Boerne is able to make the physical campus modifications needed to support students' return to campus in the fall of 2020.



In the event that local authorities close schools or initiate a stay-at-home order, all students will transition to Remote Instruction.

REOPENING PLAN

PHASE I



RETURNING TO CAMPUS

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As a family, you have determined that you are comfortable with your child(ren) returning to the physical campus. You would choose the On-Campus Instruction option which looks like this:

- Grammar: All students K–5 return to campus at the same time with 6-foot distancing guidelines as well as other safety measures.
- Logic: All students 6–8 return to campus at the same time with 6-foot distancing guidelines as well as other safety measures.
- Rhetoric: Students 9–12 return to campus on a rotating schedule in an on-campus/remote blend to maintain 6-foot distancing guidelines as well as other safety measures.

As a family, you have determined that you are NOT comfortable with your child(ren) returning to the physical campus. You would choose the Remote Instruction option and students will learn from home with resources and instruction provided by GSB faculty. The learning experience will be robust and will involve regular graded assignments and assessments. More details about this structure are in development.

If local authorities close schools or initiate a stay-at-home order, all students will transition to Remote Instruction.



TUITION

We understandably have received questions from parents about tuition. If Geneva School of Boerne is forced to return to Remote Instruction again due to an executive order from the governor, tuition will remain the same.

Unfortunately, the school's net expenses do not decrease for Remote Instruction and actually increase. When the campus is closed, school instruction is not. We will be fully engaged in Remote Instruction to keep our students progressing in their education. In order to sustain the quality of the education our parents and students have come to expect, we must continue to support our teachers, cover our non-teaching expenses and invest in innovative ways to deliver our curriculum for our students.

UPCOMING EVENTS

Throughout this school year, we will continue to evaluate our activities, events and field trips and explore ways we can retain the fun and community that we enjoy. Events in August and September that we know will need to be adjusted are:

- GAP Dinner
- Back to School Nights
- Induction Day
- Parent Orientation



RESOURCES

CENTER FOR DISEASE
PREVENTION
AND CONTROL

AMERICAN
ACADEMY OF
PEDIATRICS

TEXAS PRIVATE
SCHOOL
ASSOCIATION

TEXAS EDUCATION
AGENCY & THE
STATE OF TEXAS

KENDALL COUNTY
EMERGENCY
MANAGEMENT

PARENT
FEEDBACK

As we navigated the implications of COVID-19 this spring and summer, we have been prayerful first and foremost. With that, we have sought out information and guidance from informed voices on all levels. On a national level, we have researched and referenced guidance from both the CDC and the American Academy of Pediatrics as well as those entities (OSHA and EEOC) that guide employers.

On the state level, we are a member of the Texas Private Schools Association, a representative and advocacy organization for private schools in our state. This membership has been invaluable with, at times, daily emails from their director giving us input about resources and best practices for private schools during this time. One of the key reference points from their guidance is the Texas Education Agency (TEA). While this is the governing body for Texas public schools, their guidelines establish the broad standard of care for school age children in Texas. The strong messaging from our private school advocates has been that we adhere closely to the TEA protocols. Unlike

large school districts, as a singular private school, we can take those broad guidelines and apply them pointedly within our own context.

Locally, we receive a daily situational update from the Kendall County Emergency Management Coordinator and are paying close attention to the Texas Department of State Health Services Region 8 that includes both Kendall County and Bexar County. Even more locally, we have sought the input of both of our campus nurses as well as physicians within the Geneva community.

Utilizing those resources and with much prayer and discussion, Geneva School of Boerne will offer two options for our families as we start the year: On-Campus Instruction and Remote Instruction.

These plans are subject to change based on state and local conditions and mandates.

REMOTE INSTRUCTION

With our mission statement and the distinctives of our culture as our purpose and guiding principles (in other words, doing all we can to ensure that Remote Instruction is still Geneva), the key elements of our proposed Remote Instruction option are as follows:

- You have the option to choose Remote Instruction at the beginning of each new quarter, communicating your intent at least two weeks before the start of that quarter. The exception to that is the first quarter with a deadline of Tuesday, August 4 for making that decision.
- Classes will occur with real time (synchronous) instruction via live feeds from the on-campus classes. This will not be like what was implemented in the spring. Instead, it will consist of scheduled classes over the course of a full school day. The time online/offline will reflect the pacing of each school: Grammar, Logic and Rhetoric.
- Given this, student attendance will be recorded just as if the student were on campus.

- There will be access to instructors digitally or in-person by appointment or as scheduled.
- A designated device with a web camera and microphone will be needed for each student in your home to allow students to engage with their instructors in real time. Since classes will be happening simultaneously, students will not be able to share devices.
- Grading and homework will be in accordance with GSB policy and in line with students participating in On-Campus Instruction. Homework and assessment procedures will be communicated by the headmasters in the coming weeks.



ON-CAMPUS INSTRUCTION

PRIMARY GOALS

With our mission statement and the distinctives of our culture as our purpose and guiding principles (in other words, doing all we can to be Geneva as we know it and have students back on campus), we must recognize at least two primary goals if we are to have students on campus:

- Mitigate the risk of COVID-19 infection for our students, families and employees.
- Keep healthy students and employees on campus (rather than being sent into quarantine for exposure/close contact) in order to fully engage in the richness of a Geneva education.

In adhering to those goals, it is important to understand what the definition of “close contact” is.

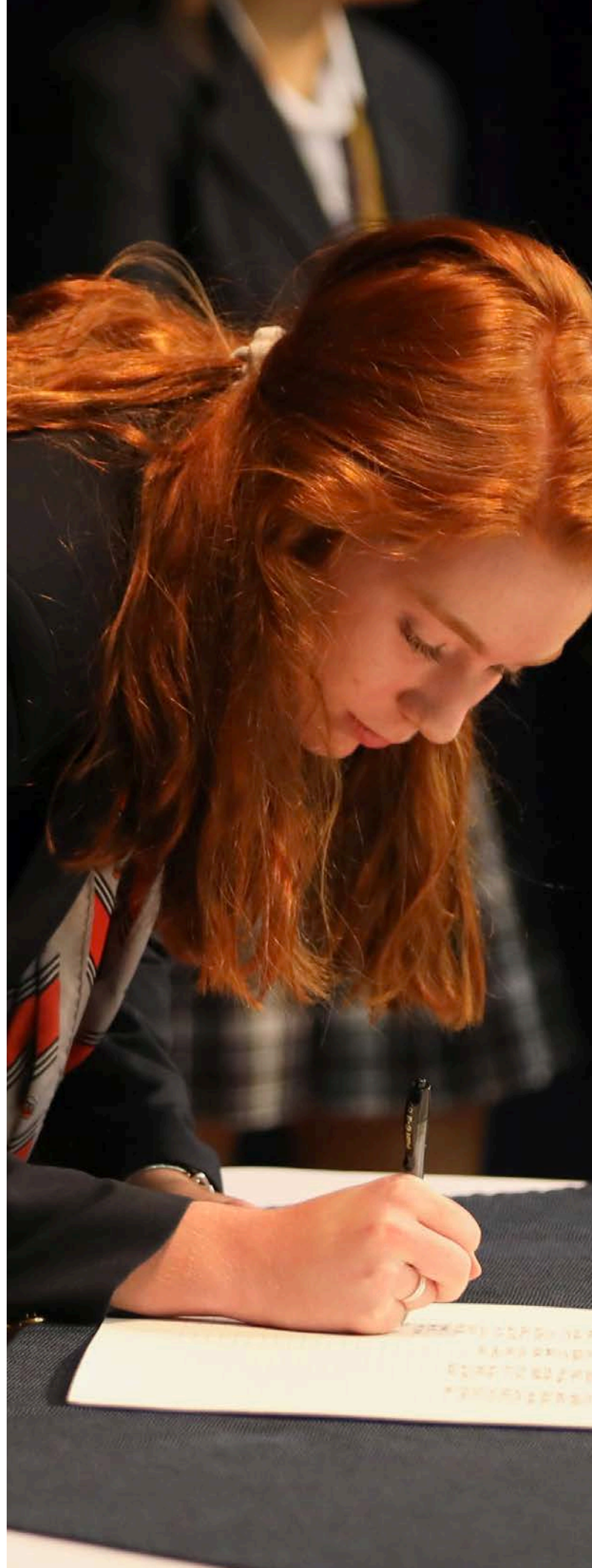
COVID-19 EXPOSURE

CLOSE CONTACT

The CDC currently defines “close contact” as exposure that is 15 minutes or longer within 6 feet.

IF INDIVIDUALS WITH LAB-CONFIRMED CASES HAVE BEEN IN SCHOOL

- If an individual who has been in school is lab-confirmed to have COVID-19, we must notify our local health department, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the American with Disabilities Act and Family Educational Rights and Privacy Act.
- We will close off areas that are heavily used by the individual with the lab-confirmed case until the non-porous surfaces in those areas can be disinfected, unless more than 7 days have already passed since that person was on campus.
- Consistent with school notification requirements for other communicable diseases and consistent with legal confidentiality requirements, we will notify all teachers, staff and family of all students in the school if a lab-confirmed COVID-19 case is identified among students, teachers or staff who participate in on-campus activities.
- We will immediately separate any student who shows COVID-19 symptoms while at school. Parents will be asked to pick up the student within one hour.
- See “Quarantine & Return to Campus” for information regarding quarantine and guidelines for the return to campus.



MITIGATING EXPOSURE

Given our goal of mitigating exposure to the virus while on campus, the list below is not exhaustive in terms of all the plans or instructions required for the start of school and is subject to change based on state and local conditions

NOTIFICATION

Reducing the spread of COVID-19 requires the cooperation of all members of the Geneva community. To that end, parents will notify the school if your student has a confirmed positive COVID-19 test result. Parents will also notify the school if others with whom you or your student have had close contact outside of school have tested positive. The school will follow the process outlined below in notifying the community. Following health privacy laws, the school will keep confidential the identity of the individual who tested positive for COVID-19.

If a student experiences COVID-like symptoms **AT SCHOOL**:

- The student will be escorted to the school nurse’s office immediately for assessment.
- If the student has a temperature over 100.0°, the nurse will notify the parents and the student will be sent home. The family should contact their medical professional for further guidance.
- If the student tests positive for COVID-19,
 - the student’s family will notify the school nurse
 - the nurse will notify the Head of School and the appropriate headmaster
 - the school will notify:
 - in Grammar, the class of the student
 - in Logic and Rhetoric, the entire school
 - all GSB employees who have been in contact with the student

If a student experiences COVID-like symptoms **AT HOME**:

- The student’s parents will notify the school nurse and refrain from coming to school. The family should contact their medical professional for further guidance.
- If the student tests positive for COVID-19,
 - the student’s family will notify the school nurse
 - the nurse will notify the Head of School and the appropriate headmaster

MITIGATING EXPOSURE

FEVER PROTOCOL

We recognize that there are many reasons for a fever, and we encourage our families to seek guidance from their medical professional so they can receive the appropriate treatment. Regardless of cause, students may not come to school until they have been **fever free without the use of fever-reducing medications for at least 72 hours, which is an extension of our previous 24-hour “no fever” policy.**

TESTING

If a student is experiencing COVID-like symptoms, families should seek guidance from their medical professional to determine if the student should be tested for COVID-19.

SCREENING

- All employees will pre-screen daily for exposure and symptoms.
- All students will be pre-screened at home daily by parents. That information will be reported each morning using ParentSquare.
- All students will have their temperatures taken (via non-invasive infrared forehead scanners) by faculty before entering their first class/classroom.
- All visitors to campus will be screened for symptoms, exposure (drop-off and pick-up car line are exempt from this).

HYGIENE, CLEANING, DISINFECTING & EDUCATION

- Faculty will receive COVID-specific education using an online course (provided by Texas A&M AgriLife Extension), as well as campus-specific instruction.
- Parents will receive educational information to share with their students before the start of school.
- Students will receive education about health and hygiene best practices in the first days of school and ongoing as needed.
- The disinfecting of high-touch surfaces in classrooms, common spaces and restrooms will occur throughout the day using an EPA approved emerging pathogens product that is also approved by the American Academy of Pediatrics.
- Geneva will maintain its nightly janitorial cleaning schedule, enhancing as needed.
- As per the TEA guidelines, if a COVID-positive individual is identified, any space that was heavily used by that individual will be vacated until it can be thoroughly cleaned and disinfected.
- Hand sanitizer will be in every classroom and common space as well as several outdoor entry points to buildings and boardwalks.
- Hand washing will be scheduled and/or strongly encouraged based on the age of the students with the focus on mealtimes, before/after outdoor P.E. or athletic classes, recess and other “hands on” experiences. Geneva has a sink available for every 8-9 students.

COHORTS

Cohorts in this context would be a small group of students/employees whose interaction is limited to that group. Cohorts help limit the exposure to COVID-19 and provide helpful information about student and employee interaction.

- Grammar School students will cohort by class. There will be three sections in K-2 and four in grades 3-5. If multiple classes within a grade are together, distancing practices will remain in place.



- Logic School students will cohort by grade level to allow for fine arts and P.E. Smaller sections within each grade are being formed to allow for adequate spacing. Distancing practices will remain in place.
- Rhetoric School students’ varying course options, combined with the number of students, the size of the faculty and the campus footprint, does not allow for cohorts. Distancing practices will remain in place.

PROTECTIVE EQUIPMENT

- Faculty: All faculty are being provided protective equipment, including clear face shields, gloves, disposable and reusable masks. Face coverings are required for all employees.
- Students: All students K-12 will be required to have a face covering that is provided by the student/family. Geneva will have child and adult-sized disposable and/or reusable masks for students when needed. How and when face coverings will be used varies by grade level.
- Visitors: All visitors will be required to wear face coverings inside campus buildings and outside when 6 feet of distancing cannot be maintained.

FIVE LAYERS OF
MITIGATION FOR
RETURN TO
CAMPUS:

1. Distancing

2. Hand Washing

3. Face Coverings

4. Cohorting

5. Screening



MITIGATING EXPOSURE

SPACING/DISTANCING AND OUTDOOR SPACE

- All student and faculty desks will be positioned 6 feet apart.
- To establish this distance in Rhetoric School, a rotating schedule of On-Campus Instruction and Remote Instruction is necessary.
- Classroom windows and doors will be open for increased ventilation when we can safely do so.
- There will be times when students and employees will need to be within 6 feet of each other. In these times, face coverings and the other mitigation strategies will be relied on for mitigation.
- We have already begun to work on plans for utilizing our outdoor space. We know that being outdoors, while still properly spaced, gives students the opportunity to be without face coverings and enjoy the fresh air. Lunch, P.E., recess, assemblies and many classes can happen outdoors. The covered GS walkways, the athletic fields, the LS and RS basketball courts (using shade structures), as well as many places on our campus that have a tree covering will be used for academic and non-academic purposes.

QUARANTINE AND RETURN TO CAMPUS

COVID DIAGNOSIS AND SYMPTOMS OF COVID

Any individual who either: (a) is lab-confirmed to have COVID-19; or (b) experiences the symptoms of COVID-19 must stay home throughout the infection period and cannot return to campus until the school screens the individual to determine if the below conditions for campus re-entry have been met:

In the case of an individual who was diagnosed with COVID-19, the individual may return to school when **ALL THREE** of the following criteria are met:

1. **At least three days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications).**
2. **The individual has had improvement in symptoms (e.g. cough, shortness of breath); and**
3. **At least 10 days have passed since symptoms first appeared.**

In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.

If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay-at-home period, the individual must obtain a medical professional's note clearing the individual for return based on an alternate diagnosis.

EXPOSURE TO COVID

Anyone who resides with an individual or who has had close contact with an individual with lab-confirmed diagnosis of COVID-19 will need to quarantine at home for 14 days. Exposure begins in the two days before the onset of symptoms for the COVID-positive individual.



PREVENTION

RECOGNIZING COVID-19 SYMPTOMS

In evaluating whether an individual has symptoms consistent with COVID-19, consider the following questions:

Have they recently begun experiencing any of the following in a way that is not normal for them?

- Feeling feverish or a measured temperature greater than 100.0 degrees Fahrenheit by mouth
- Sore throat
- **New** uncontrolled cough that causes difficulty breathing (for students with a chronic cough, a change in their cough from baseline)
- **New** onset of severe headache, especially with a fever
- Shortness of breath
- Vomiting or abdominal pain
- Loss of taste or smell
- Diarrhea (note: the AAP and our local GSB physicians have noted that gastrointestinal issues are a common symptom for children)

KEEPING SICK STUDENTS HOME

Keeping sick students home is the **first line of defense** and is essential to keeping our community healthy. In keeping with the in loco parentis partnership, the school will rely on families to keep symptomatic children at home. Students who are sick or quarantining will be able to participate in Remote Instruction while absent. Specifics on Remote Instruction will be provided by each school headmaster.

SCREENING

First Line of Screening—Self-Screening

The first line of screening happens **at home**. It is each family's responsibility to screen children before each school day and to keep symptomatic children at home, especially children with temperatures at or over 100.0 degrees. Geneva will provide regular reminders to the community about the need to be vigilant in screening at home.

Second Line of Screening—On-Campus Temperature Screening

Students arriving on campus for the first time each day will be screened with a contactless infrared thermometer at their classroom door.

Any student who registers a temperature of 100.0 degrees or higher must go to the nurse's office immediately for an additional assessment.

Faculty and staff will follow the same lines of screening set forth for students. Parents and visitors will undergo a verbal screening questionnaire including a temperature screening during their check-in process at the guard station. No biomedical data or answers to screening questionnaires will be kept on file.



PREVENTION

PHYSICAL DISTANCING

Geneva School of Boerne will conduct educational activities that allow for as much physical distancing as possible, especially when indoors. The school will attempt to keep 6 feet of physical distance between students when they are stationary. Faculty will configure their classrooms to maximize spacing between desks. Headmasters will identify classroom situations where physical distancing cannot be achieved so an alternative solution may be implemented.

FACE COVERINGS

In order to foster an environment in which students can interact with teachers and classmates, Geneva will require the use of face coverings when physical distancing is not possible until further notice.

Geneva has extra disposable face coverings for students or visitors when needed. Parents may choose the face covering that works best for their students. Administration and faculty will determine which face coverings faculty will wear that will be most effective for teaching.

All members of our community, including faculty, staff, students and parents, should have face coverings available while on campus. If an individual arrives on campus without a face covering, masks will be provided at all reception areas.

- We do not intend nor desire for students to wear face coverings 8 hours per day.
- We believe it is wise to have every mitigation resource available, including face coverings, to use when appropriate or required.
- Face coverings are an added layer of protection, particularly important for when 6 feet of distance between individuals does not occur and when other mitigation strategies are not in place (e.g. a teacher walking around a classroom, checking students’ work).
- Face coverings will be most important in those times when movement presents the opportunity for that lack of space—albeit temporary—to occur (e.g. entering and exiting school).

- Faculty and staff will be looking for every opportunity to reduce use of face coverings—including being outside or when spacing and other factors are sufficiently met.
- More information about the styles and types of face covering will be forthcoming from each headmaster.

MASK UP/ON

Face coverings will be worn when:

- Arriving on campus and prior to screening
- Departing campus at the end of school day
- Physical distancing is not possible indoors, including but not limited to hallways, bathrooms, lockers and specific classroom situations where physical distancing is not possible

MASK DOWN/OFF

Face coverings may be removed when:

- Seated at a desk or properly physically distanced
- Outdoors, except at specific times of day including morning arrival and afternoon departure
- Eating

OUTDOOR LEARNING

Maximizing outdoor time is recommended by health and education authorities, and Geneva is blessed with a 51-acre campus with ample outdoor learning environments. The school is configuring many of its outdoor spaces to be more conducive to outdoor use by adding additional tables, benches, tents and shade structures. Faculty will be encouraged to use outdoor spaces for learning when possible. Physical distancing will still

be encouraged in outdoor spaces if the students are not moving, exercising or playing. Face coverings are not required outdoors except during periods of high density such as morning arrival and afternoon pickup.

FACILITIES SIGNAGE

Signage will be placed throughout campus to remind our community of the need to physically distance and wear face coverings where appropriate. Signage will be posted in all bathrooms emphasizing proper hand washing techniques. Additional signage will be posted demonstrating the proper techniques for coughing and sneezing.

COMMON AREAS

Face coverings will be required in all indoor common areas in accordance with state guidelines.

LUNCH

Indoor seating in the MPB and Lyceum will be limited to allow for physical distancing. When possible, faculty and students will eat outdoors or at their desks in their classrooms. The plan for lunches for purchase is still to be determined.

PHYSICAL EDUCATION & RECESS

As much as possible, P.E., recess and other activities will take place outdoors. Physical distancing will still be encouraged in outdoor spaces if the students are not moving, exercising or playing. Indoor activities will be designed to meet physical distancing guidelines, or face coverings will be worn.

LARGE GROUP GATHERINGS AND SPECIAL EVENTS

Indoor large group gatherings will be adjusted as needed or required. Alternatives include meeting outdoors as well as virtual meetings. Assemblies, special events and field trips will be evaluated individually to accommodate the school’s safety guidelines. Athletics and fine arts events will be required to meet all TAPPS guidelines. Screening, face covering and physical distancing protocols will be followed.

CLEANING AND HYGIENE

Cleaning and disinfection of the campus will continue to be a top priority. An electrostatic sprayer utilizing CDC and EPA-approved products has been added to assist with deep cleaning procedures. Surfaces that are used frequently will be cleaned and disinfected at least daily and as often as possible. Bathrooms will receive more frequent cleanings.

Cleaning kits, using CDC and EPA-approved products, will be available in all classrooms and common areas including library,

PREVENTION

gathering spaces and conference rooms. Procedures to disinfect shared desks and materials will be developed. For example, a teacher may instruct her students to clean their desks and supplies at the end of each class.

Hand sanitizer stations will be available throughout the campus including all classrooms, bathrooms and building entrances. Younger students will be instructed to wash their hands or use hand sanitizer several times a day. Students will receive instruction on personal hygiene.

PARENTS ON CAMPUS

School reopening guidelines from health and education authorities recommend limiting parents and visitors on campus. Parental involvement is a vital part of the Geneva experience, and parents will continue to be welcomed on our campus at appropriate times. However, there will be few parent volunteer roles during the first 4 weeks of the school year. As stated previously, parents will go through the screening process and will need to follow face covering and physical distancing protocols.

FINE ARTS

As in other classrooms, face coverings will be worn when the activity requires it. Outdoor spaces will be utilized where possible. Gloves and supplies will be provided when feasible to minimize sharing.

ATHLETICS

Athletics will follow Texas Association of Private and Parochial Schools (TAPPS) and the middle school Independent Schools Athletic League (ISAL) guidelines.



GENEVA SCHOOL *of* BOERNE

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GENEVASCHOOLTX.ORG

