

***COVID***  
***Handbook***

**Policies and Procedures**  
**2020 – 2021**

## Re-opening Taskforce Members

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## Re-Opening Guidance

As we prepare for the start of the school year, return-to-school decisions for The Silver Academy are being made carefully and have been developed by our Medical and Logistics Task Forces; based on national and local guidance, including information from the

- American Academy of Pediatrics (AAP)
- CDC
- PA Dept. of Education
- PA Dept. of Health

Any questions should be emailed to [taskforce@silveracademypa.org](mailto:taskforce@silveracademypa.org)

## Community Commitment

The health, safety and success of this school year depends on our entire school community and will start at home with our student and staff families. We are counting on you to help us!

All families are asked to commit to our Silver Academy Community Pledge, which states that we will all take recommended precautions, both in school and outside of school, to help keep ourselves as safe and healthy as we can.

Anyone entering our school building will be expected to sign a Participant Waiver and Acknowledgment of Risk.

**\*Please sign and return both the Silver Academy Community Pledge and Waivers provided at the end of this handbook.**

## **Health & Safety Procedures**

At-home decisions will be our first line of defense in keeping our school community safe from COVID. If a student, staff member or any member of their family is sick, it will be of utmost importance that they do not attend school. We will have flexible leave policies for this year, as well as robust, meaningful remote learning opportunities should anyone need to stay at home.

The following COVID symptoms are defined by the CDC:

- Abnormal temperature or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

### **Daily Temperature and Symptom Checks**

All students and faculty will be expected to temperature check before departing for school either via bus or carpool. Additionally, all students and faculty will be checked again upon arrival to the building. Anyone with a temperature of 100.4°F or higher will not be permitted into the building.

If a student is already on the premises and a fever is detected, they will be isolated and must be picked up by a parent/guardian within an hour. Parents must call the office upon arrival to the school and the student will be escorted out of the building. A sign out form will be provided and must be signed prior to leaving the parking lot. If a faculty member is already on the premises and a fever is detected, they will be sent home immediately.

### **School or Cohort Closure**

We will consult with our Taskforce for guidance regarding school, or cohort, closure. Although we will inform our families if there is a positive Covid case, we will respect privacy and not provide identifying information without permission.

## **Emotional Support**

Samara Sofian and Aviva Woodland have participated in a professional development program through PRIZMAH: Center for Jewish Day Schools about Social Emotional Learning in the time of Coronavirus. Both Mrs. Sofian and Morah Aviva will be working with staff to share the valuable information and to plan for implementation of what they learned.

## **Learning Options**

1. Silver in School: Learn in classrooms, following Covid precautions.
2. Silver from Home: Join the grade's classroom via computer.
3. Full Remote Learning, should the need arise due to Governor's Mandate or Taskforce advice due to Covid conditions.

## **Silver in School**

The school will operate as a modified single cohort, restricting contact to as few spaces and people as reasonable, while still offering meaningful in-person learning. Each grade will remain in the same classroom; teachers will rotate in and out as needed.

Masks, physical distancing and hand washing are the easiest and most effective means of limiting spread of Covid.

### **Mask Policy**

Masks must be worn at all times by everyone in the school, except while eating or drinking. Masks may be removed outside as long as physical distancing is observed.

Each student will be required to have 7 2-ply face masks labeled with name. 2 masks will be left at school as a back up (no bandanas or gaiters, mask must secure behind the ears or tie behind the head and be tight under the chin) A new mask should be worn each day and masks must be washed after a full day of use. Disposable masks will be available if needed.

There will be opportunities for outdoor learning and play (while emphasizing physical distancing) to give students the opportunity to have a mask break.

If a student has trouble keeping a mask on, we will be in touch with parents right away and it may be determined that Silver at Home is the best option for that student going forward.

### **Physical Distancing**

Physical distancing will be a priority for student and staff interactions. Per AAP guidelines, seating will be arranged throughout the school to ensure 3-6 feet between students and at least 6 feet between students and staff members, as space allows. Students and staff will not congregate, such that:

- Students will be grouped into cohorts and those cohorts will not intermix
- Recess and outdoor time will be coordinated to ensure physical distancing between cohorts
- Lunch will be served in classrooms
- Hallway usage will be limited
- In-person assemblies will be suspended
- Bathroom visits will be coordinated, and any resulting lines will be distanced
- Drinking water will be available in classrooms to prevent cross-contamination at water fountains.
- Staff gatherings will be limited, and virtual meetings will be encouraged
- Students belongings and classroom materials will be stored individually

### **One-On-One and CIAU Assistance**

- Teachers and other students will be able to work in closer proximity for short periods of time, no longer than 15 minutes. (subject to change)
- It is likely that the CIAU services will be provided via Zoom. Supervised space will be made available for IU student services.

### **Lunch and Recess**

- Recess and outdoor time will be coordinated to ensure physical distancing between cohorts.
- Lunch will be served in classrooms. Students will be required to wash well prior to eating. They will be distanced and facing the same direction in general, and especially while eating. They will need to keep their masks on until ready to eat, and will need to replace them as soon as they are finished.
- Drinking water will be available in classrooms to prevent cross-contamination at water fountains.

### **Cleaning and Sanitizing**

Hand sanitizer will be in every classroom and common space to ensure regular use by everyone. All classrooms and common spaces will undergo a thorough cleaning and sanitizing at the end of the day. Bathrooms and other high-touch points will be cleaned and sanitized throughout the day.

### **Security Measures**

As we have for the past several years, we have contracted with INA to provide an armed Security Officer. The Officer has access to all of the JCC's security equipment and measures and monitors them throughout the day.

The Security Officer will, as always, be outside when students are outside, and is always prepared to act in the event of a security concern.

# Silver In School Procedures

All students should be dropped off and picked up at the far end of the field by the Bergner Street side of the parking lot.



## Arrival & Dismissal

All students will enter and exit the building via the main entrance. The Vaughn St. exit and center stairwell will not be used except in the case of an emergency.

### Arrival:

All students will be dropped off at the far end of the field by the Bergner St. side of the parking lot. A temperature check will be performed on all members in the vehicle prior to the student exiting the vehicle. Anyone with a temperature of 100.4°F or higher will be retested after 5 minutes. If the fever remains, that student/s will need to return home.

All students should be dropped off between 7:45am-8:00am. They must be in their classrooms ready to learn by 8:10am.

### Late Arrivals & Appointments

If you are running late or a student has a morning appointment and will be arriving late, parents must notify the office in advance so that arrangements can be made to perform a temperature check.

Email Amy Guilmette at [aroberts@silveracademypa.org](mailto:aroberts@silveracademypa.org) if earlier than 7:45am. If after 7:45am call 717-238-8775 or email [aroberts@silveracademypa.org](mailto:aroberts@silveracademypa.org)

A sign in form will be provided and must be signed prior to leaving the parking lot.

If a student needs to leave school before the end of the school day for an appointment, parents must notify the office at least 2 hours prior to picking up the student. Parents must call the office upon arrival to the school and the student will be escorted out of the building. A sign out form will be provided and must be signed prior to leaving the parking lot.

If there is an unexpected reason for picking up your child early, please call the office at 717-238-8775 as soon as possible.

### **Dismissal**

All students will remain in their classrooms until dismissed by the office. Bus students will be dismissed first in the order that busses arrive around 3:40pm. Carpool students will be dismissed after the busses have departed. All Carpool students should be picked up at the far end of the field by the Bergner St. side of the parking lot.

If there is an unexpected reason for picking up your child early, please call the office at 717-238-8775 as soon as possible.

### **Transportation**

#### **Bus/Van Rider Guidelines**

All bus/van riders will be required to have a mask on when boarding, riding and exiting the bus/van. Members of the same family should sit together if necessary. Bus/van riders are also expected to adhere to the mitigation efforts required by the providing school district.

*We recommend driving your child(ren) to school rather than taking the bus/van, if that is possible for your family, as it will help prevent additional potential exposure to Covid.*

#### **Restrictions After Traveling to Travel Ban States or Countries**

We will follow the PA Dept. of Health's guidelines. We rely on our community to take our Community Commitment Pledge seriously and self-quarantine whenever it is recommended or there is a question of exposure.

#### **Morning Announcements**

Morning announcements will be conducted from an unoccupied room. Announcers for each week will be 2 students from the same cohort or only one student per week.

## **Lunch & Snacks**

Lunches will be served in the classrooms. A lunch order form will be completed each week on Mondays when taking attendance.

All snacks must be in containers that can be easily opened by the student without the assistance of a teacher. No snack sharing or trading is permitted.

A water station will be available in each classroom. Students are required to have 2 refillable water bottles with a screw cap labeled with their name.

## **Recess Procedures**

Morning, lunch and afternoon recesses are scheduled.

Before going out, the teacher will contact the office to say they are ready to go out for recess. The office will allow only one cohort to exit at a time so that no 2 cohorts pass each other in the hall.

The outside play area is separated into 3 regions, large playground equipment, field and roped off area in the parking lot. Cohorts will not intermix in the 3 regions.

All students including Ganeinu are not permitted on the small ELC playground equipment.

## **Visitors & Volunteers**

There will be no visitors, volunteers or parents permitted in the school.

# **Silver from Home**

This option is available for:

- Families who do not feel comfortable sending their children to Silver in School, for either a limited or long-term basis.
- Students who are mildly sick, but are well enough to learn.
- Students who have suspected exposure to COVID.

The school office must be notified via an email to Amy Guilmette at [aroberts@silveracademypa.org](mailto:aroberts@silveracademypa.org) by 7:15 am if a student is attending Silver from Home, if this is not the normal plan.

## **Silver from Home Procedures**

Students will join the Silver in School classroom via computer.

A partner student in the classroom will help make sure that the student at home is able to participate and will help alert the teacher if there is an issue or if the teacher does not notice a raised hand, etc.

### **Silver from Home Classroom Procedures**

Students are expected to participate fully in the classroom.

This includes:

- Attending every class, on time.
- Camera and mic on at all times.
- Needed materials on hand (they will be communicated ahead of time).
- Having a dedicated, tidy school space in the home.
- Participating as requested by the teachers.
- Students in grades 1 to 8 need to install a Hebrew keyboard on their home device.

## **Full Remote Learning**

We will be following state guidelines and mandates related to in-person or full remote learning, as well as PA Dept. of Health regulations in the instance of a positive Covid case in our school community. Our Task Force is carefully watching COVID numbers, best practices and the most recent data--they will advise if we need to pivot to remote learning based on community spread. These guidelines will also determine when we are able to safely return to in-person learning.

If a decision is made to pivot to remote learning, communication will be sent via email and will include directions for accessing school learning materials.

- If we need to pivot to full remote learning, we will follow the regular school schedule.
- Most classes will be taught synchronously via Zoom or Google Meet.
- Teachers will be available during regular class times for any classes taught asynchronously.
- Computer breaks will be built into classes.
- Materials for the upcoming week will be available for pick-up from the school.



## Silver Academy Community Health Pledge

I pledge to do my part to keep the Silver Academy School Community healthy and safe for the 2020-2021 school year. I understand I have a role in the mitigation of spread of COVID-19 within our school community and commit to responsible actions and to be an accountable member of our Silver Academy family.

### I Will Protect Myself

- Remain vigilant, while away from The Silver Academy, to help limit the spread of the virus.
- Follow the latest national, state, and local public health guidance, particularly by:
  - wearing a mask in public places
  - maintaining 6 ft. distance with those not in my home
  - washing hands often with soap and water or using hand sanitizer

### I Will Protect Others

- Maintain appropriate social distancing.
- Keep my children home if they are not feeling well or exhibit symptoms of COVID-19, have been exposed to COVID-19 or if someone in our family has COVID-19. I will communicate with The Silver Academy in a timely manner if feeling ill, or after exposure to someone who is ill, or after exposure to someone who has tested positive for COVID-19.
- Wear an appropriate face mask and other protective gear as directed by the school.
- If asked to comply with related protocols, do so promptly and with kindness and respect.
- Remain positive, attentive, and helpful to anyone who may be in need of support. Keep belongings, personal spaces, and shared common spaces clean while at school.
- Follow evolving updates from The Silver Academy, which will be frequent and ongoing.
- Participate in public health testing and contact tracing to preserve the wellness of our community.

I understand that the Silver Academy community of families, faculty and staff are all partners in keeping the school safe for our children to attend as much as possible.

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Parent Signature

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Date

# Minor Participant Waiver, Release, Indemnification of All Claims & Covenant Not to Sue

**NOTICE: THIS IS A LEGALLY BINDING AGREEMENT. Read this document carefully and in entirety. By signing this agreement, you give up your right and the named minor's right to bring a court action to recover compensation or obtain any other remedy for any personal injury or property damage however caused arising out of the named minor's participation in The Silver Academy Programs, now or any time in the future.**

## Acknowledgment of Risk

I, in my legal capacity as the parent/guardian of the minor named below, do hereby acknowledge and agree that participation in The Silver Academy program activities comes with inherent risks. I have full knowledge and understanding of the inherent risks associated with The Silver Academy program participation, including but in no way limited to: (1) slips, trips, and falls, (2) aquatic injuries, (3) athletic injuries, and (4) illness, including exposure to and infection with viruses or bacteria. I further acknowledge that the preceding list is not inclusive of all possible risks associated with The Silver Academy program participation and that said list in no way limits the operation of this Agreement.

## Coronavirus / COVID-19 Warning & Disclaimer

Coronavirus, COVID-19 is an **extremely contagious** virus that spreads easily through person-to-person contact. Federal and state authorities recommend social distancing as a mean to prevent the spread of the virus. **COVID-19 can lead to severe illness, personal injury, permanent disability, and death. Participating in The Silver Academy programs or accessing The Silver Academy facilities could increase the risk of contracting COVID-19.** The Silver Academy in no way warrants that COVID-19 infection will not occur through participation in The Silver Academy programs.

\_\_\_\_\_  
Initial

## Waiver, Release, Indemnification & Covenant Not to Sue

In consideration of \_\_\_\_\_'s participation in The Silver Academy programs, I, \_\_\_\_\_, the parent/guardian of the minor named above, agree to release and on behalf of myself and the minor named above, my heirs, representatives, executors, administrators, and assigns, HEREBY DO RELEASE The Silver Academy, its officers, directors, employees, volunteers, agents, representatives and insurers ("Releasees") from any causes of action, claims, or demands of any nature whatsoever including, but in no way limited to, claims of negligence, which I, the named minor, my heirs, representatives, executors, administrators and assigns may have, now or in the future, against The Silver Academy on account of personal injury, property damage, death or accident of any kind, arising out of or in any way related to the use of The Silver Academy facilities/equipment or participation in The Silver Academy programs whether that participation is supervised or unsupervised, however the injury or damage occurs, including, but not limited to the negligence of Releasees.

\_\_\_\_\_  
Initial

In consideration of the named minor's participation in The Silver Academy programs, I, the undersigned parent/guardian of the named minor, agree to INDEMNIFY AND HOLD HARMLESS Releasees from any and all causes of action, claims, demands, losses, or costs of any nature whatsoever arising out of or in any way related to the named minor's Silver Academy program participation.

I hereby certify on behalf of myself and the named minor that I have full knowledge of the nature and extent of the risks inherent in The Silver Academy program participation and that I, on behalf of myself and the named minor, am voluntarily assuming said risks. I understand that I and the named minor will be solely responsible for any loss or damage, including personal injury, property damage, or death, the named minor sustains while participating in The Silver Academy programs and that by signing this agreement I, on behalf of myself and the named minor, HEREBY RELEASE Releasees of all liability for such loss, damage, or death. I further certify that the named minor is in good health and has no conditions or impairments which would preclude his/her safe participation in The Silver Academy programs.

I further certify that my date of birth is \_\_\_\_\_ (MM/DD/YYYY), that my present age is \_\_\_\_\_, that I am therefore of lawful age (18 years or older) and otherwise legally competent to sign this agreement, and that I have legal capacity to act as the parent/guardian of the named minor. I further understand that the terms of this agreement are legally binding and certify that I am signing this agreement, after having carefully read it, of my own free will.

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Participant Name (Print Clearly)

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Date

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Parent/Guardian Signature

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Parent/Guardian Name (Print Clearly)

# Adult Participant Waiver, Release, Indemnification of All Claims & Covenant Not to Sue

**NOTICE: THIS IS A LEGALLY BINDING AGREEMENT. Read this document carefully and in entirety. By signing this agreement, you give up your right to bring a court action to recover compensation or obtain any other remedy for any personal injury or property damage however caused arising out of your participation in The Silver Academy Programs, now or at any time in the future.**

## Acknowledgment of Risk

I hereby acknowledge and agree that participation in all Silver Academy program activities comes with inherent risks. I have full knowledge and understanding of the inherent risks associated with Silver Academy program participation, including but in no way limited to: (1) slips, trips, and falls, (2) aquatic injuries, (3) athletic injuries, and (4) illness, including exposure to and infection with viruses or bacteria. I further acknowledge that the preceding list is not inclusive of all possible risks associated with The Silver Academy program participation and that said list in no way limits the operation of this Agreement.

## Coronavirus / COVID-19 Warning & Disclaimer

Coronavirus, COVID-19 is an **extremely contagious** virus that spreads easily through person-to-person contact. Federal and state authorities recommend social distancing as a means to prevent the spread of the virus. **COVID-19 can lead to severe illness, personal injury, permanent disability, and death. Participating in The Silver Academy programs or accessing The Silver Academy's facilities could increase the risk of contracting COVID-19.** The Silver Academy in no way warrants that COVID-19 infection will not occur through participation in The Silver Academy programs.

## Waiver, Release, Indemnification & Covenant Not to Sue

In consideration of my participation in The Silver Academy programs, I, \_\_\_\_\_, the undersigned participant, agree to release and on behalf of myself, my heirs, representatives, executors, administrators, and assigns, HEREBY DO RELEASE The Silver Academy, its officers, directors, employees, volunteers, agents, representatives and insurers ("Releasees") from any causes of action, claims, or demands of any nature whatsoever including, but in no way limited to, claims of negligence, which I, my heirs, representatives, executors, administrators and assigns may have, now or in the future, against The Silver Academy on account of personal injury, property damage, death or accident of any kind, arising out of or in any way related to the use of The The Silver Academy facilities/equipment or participation in The Silver Academy programs whether that participation is supervised or unsupervised, however the injury or damage occurs, including, but not limited to the negligence of Releasees.

\_\_\_\_\_  
Initial

In consideration of my participation in The Silver Academy programs, I, the undersigned participant, agree to INDEMNIFY AND HOLD HARMLESS Releasees from any and all causes of action, claims,

demands, losses, or costs of any nature whatsoever arising out of or in any way related to my Silver Academy program participation.

I hereby certify that I have full knowledge of the nature and extent of the risks inherent in The Silver Academy program participation and that I am voluntarily assuming said risks. I understand that I will be solely responsible for any loss or damage, including personal injury, property damage, or death, I sustain while participating in The Silver Academy program and that by signing this agreement I HEREBY RELEASE Releasees from all liability for such loss, damage, or death. I further certify that I am in good health and that I have no conditions or impairments which would preclude my safe participation in The Silver Academy programs.

I further certify that my date of birth is \_\_\_\_\_ (MM/DD/YYYY), that my present age is \_\_\_\_\_, and that I am therefore of lawful age and otherwise legally competent to sign this agreement. I further understand that the terms of this agreement are legally binding and certify that I am signing this agreement, after having carefully read it, of my own free will.

IN WITNESS WHEREOF, this instrument is duly executed this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_.

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Participant Signature

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Participant Name (Print Clearly)