



Nightingale

Reopening Guide

FALL 2020

Updated August 12, 2020



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Returning to the Schoolhouse

Quarantine Rule

Families returning to New York City from higher risk virus areas are required to quarantine for 14 days prior to entering the schoolhouse.

Families returning to New York from high-risk areas must begin quarantine in New York by August 26 in order to return for the first day of school on September 9. This policy will remain in effect throughout the entire fall semester and will apply whenever a family member travels to or from a high-risk area. The New York State quarantine list is available at [ny.gov](https://www.ny.gov), and may change throughout the year.

Training Before You Return

All families will be required to complete training on our new health protocols.

Guidelines will include everything from checking for symptoms prior to leaving your home to proper use of masks inside the schoolhouse. Training resources will be distributed later in August, prior to the start of school.

Opening Days

Our fall semester will commence as planned with orientation on September 8.

We anticipate our “opening days” will stretch out a bit more than usual as we practice arrivals, dismissals, and safety procedures, all outlined in detail further along in this document. Division-specific details on orientation days and times will be shared in the weeks to come.

SEPTEMBER	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	7 Labor Day	8 Fall 2020 Orientation	9 Day 1	10 Day 2	11 Day 3
	14 Day 4	15 Day 5	16 Day 6	17 Day 7	18 Day 8

The School Day

The Daily Schedule

Nightingale will utilize the traditional eight-day schedule. This will allow us to offer our full academic program to all classes, while providing flexibility should we need to adjust.

If your family circumstances are such that remote learning remains the best option for your child, we will need you to commit to that option **through October 30** at which point we will ask you to make the decision again for the next two months.

You will need to inform us of your decision to commit to the entirety of this initial timeframe by **Monday, August 10**. It is critical that we have this information by then for planning purposes.

For families choosing remote learning:

Each classroom will be equipped with High Definition video conferencing cameras and technology to help facilitate remote learning and live-streaming. More robust video conferencing technology and tools will be available in certain spaces and for particular classes if needed.

Students who choose remote learning will enroll in the same program as students who are in-person. As such, they will be expected to attend classes with their peers.



The School Day

Class K Through VI

Class K through Class VI will gather at the schoolhouse every school day.

It is important for our youngest students to be in a consistent environment as much as possible. It is also hardest for our families to ensure young students follow a remote schedule without constant adult supervision. Our approach takes into account the fact that many parents cannot sit by their students to supervise their learning all day.

Students will be assigned to a small cohort of classmates and a faculty member. These cohorts will intentionally limit exposure to people throughout the school day and will therefore not change. Except for certain instances such as bathroom breaks and roof time, these cohorts will remain in their designated classroom space for the entirety of the school day.

Class K will be separated into four groups, with each cohort based in one classroom. Students will remain in their classroom, where all lessons will take place according to their scheduled times.

Class I through IV students will each be separated into cohorts that are one third their class size. Teachers will come to them rather than having students switch spaces. Remote students in Classes K through IV will follow the same schedule as their classmates in the schoolhouse.

Class V and VI students will also follow a cohort model for their schedules. That said, certain classes will require movement within the cohorts. In all cases, social distancing and all other safety protocols will remain intact. (Class V and VI will follow a MS schedule, found on page 8.)

2020-2021 SAMPLE K-IV SCHOOL DAY
Class
Class
RECESS
Class
Lunch
Class
Class
Class



The School Day

Class VII Through IX

Classes VII-IX will gather at the schoolhouse every Wednesday through Friday. Remote learning will take place on Monday and Tuesday.

As much as possible, VII-IX students will also follow a cohort structure in their classrooms. Certain classes will require movement within the cohorts. In all cases, social distancing and all other safety protocols will remain intact.

This schedule ensures that each student sees her teachers in person at least once per week. Having students remote on some days will also allow cohorts to be reconfigured for certain activities, enabling students to maximize their social interactions with all classmates. All class periods will remain similar to standard times, but with more frequent and shorter breaks throughout the day.

Assemblies and Advising will fall on days of the week, and not numbered days. This means that students can gather outside of their pods for advising and attend assemblies with all classmates remotely. Class VII and Class VIII will have community time first period every day. Class IX will have community times from 3:15 – 4:00 p.m. every day.

Wednesday will serve as half Athletics, half academic program. Regardless of the numbered day that falls on a Wednesday, after lunch Class VII through Class IX will spend the afternoon engaged in athletic activity at a nearby outdoor location. Dismissal will take place from this location.

During remote learning days, students will have access to an off-campus study location.

Nightingale has secured access to a nearby facility for the duration of the fall semester. With social distancing guidelines in place, this space will serve as a study hall resource for up to 50 students in Class VII through Class XII on the days they are engaged in remote learning.

Monitored by Nightingale staff, this quiet study space will be open during normal school day hours and can be utilized by students who prefer to work in a more academic environment or who would otherwise be without adult supervision at home. The room will provide individual work spaces, and students will utilize earphones and laptops to attend their online classes. All health and safety guidelines required at the schoolhouse will also be in place here. Meals will be provided by our Cater to You staff. Students will need to reserve a spot in advance (more information will be provided prior to the start of school).



The School Day

Class X Through XII

Classes X-XII will gather at the schoolhouse every Monday through Wednesday. Remote learning will take place on Thursday and Friday.

Using this schedule will allow each student to see her teachers in person at least once per week. Having students remote on some days will also allow cohorts to be reconfigured for certain activities, enabling students to maximize their social interactions with all classmates. All class periods will remain similar to standard times, but with more frequent and shorter breaks throughout the day.

Assemblies and other community times will fall on days of the week, and not numbered days. This means that students can gather outside of their pods for advising and attend assemblies with all classmates remotely. Class X through Class XII will have community times from 3:15 – 4:00 p.m. every day.

Wednesday will serve as half Athletics, half academic program. Regardless of the numbered day that falls on a Wednesday, Class X through Class XII will begin their day engaged in athletic activity at a nearby outdoor location, and return to the schoolhouse for lunch. Students will then spend the afternoon engaged in academic programming.

During remote learning days, students will have access to an off-campus study location.

Nightingale has secured access to a nearby facility for the duration of the fall semester. With social distancing guidelines in place, this space will serve as a study hall resource for up to 50 students in Class VII through Class XII on the days they are engaged in remote learning.

Monitored by Nightingale staff, this quiet study space will be open during normal school day hours and can be utilized by students who prefer to work in a more academic environment or who would otherwise be without adult supervision at home. The room will provide individual work spaces, and students will utilize earphones and laptops to attend their online classes. All health and safety guidelines required at the schoolhouse will also be in place here. Meals will be provided by our Cater to You staff. Students will need to reserve a spot in advance (more information will be provided prior to the start of school).



The School Day

The 2020-2021 MS and US schedules incorporates a full, traditional academic program.

The schedules to the right compare a sample 2019-2020 day to an anticipated 2020-2021 day.

The 2020-2021 sample day schedule accounts for **275 minutes** of class time, which is roughly the same as a typical 2019-2020 day schedule (290 minutes in MS and 300 minutes in US).

Given the limited physical movement throughout the day, **small breaks** have been built in to help keep students feeling fresh and active.

Middle School Community Time will begin each day, five days a week. These sessions will feature community gatherings, relationship building, advising, and social, emotional, and equity work, among other topics typically found in Nightingale's weekly Middle School schedule.

Upper School Community Time will take place at the end of the day. In addition, an extended Lunch period will allow for other activities, such as clubs and council.

MIDDLE SCHOOL

2019-2020 SAMPLE MS DAY	2020-2021 SAMPLE MS DAY
HOMEROOM	Community Time
Class	BREAK
Class	Class
Class	BREAK
RECESS	Class
Assembly	BREAK
Class	Class
Lunch	Lunch
Enrichment	Enrichment
Class	Class
Class	BREAK
Class	Class

UPPER SCHOOL

2019-2020 SAMPLE US DAY	2020-2021 SAMPLE US DAY
Class	Class
Class	BREAK
Community Time	Class
Class	BREAK
Class	Class
Lunch	Lunch Clubs Council
Class	Class
Class	BREAK
Class	Class
	Community Time

The School Day

Supplies

Many materials and supplies typically shared among students (pencils, markers, scissors, glue, etc.) will now be provided or brought individually by students. Division-specific instructions will be circulated prior to the start of the semester. All shared resources will be cleaned in-between uses. Classrooms will have wipes and spray bottles of disinfectant to clean shared materials. Our maintenance staff will be cleaning throughout the day as well. Surfaces and high touch areas in common spaces will be cleaned routinely throughout the day.

Meals

Lunch and snacks will be delivered directly to each cohort room, with meals individually wrapped and prepared by our Cater To You staff. Dietary restrictions will be accounted for. Upper School students will not be permitted to leave the building for lunch. All water fountains will be replaced with water bottle filling stations. Students across all divisions will be permitted to bring their own water bottle.

Nightingale 1:1 Device Program

Nightingale will be expanding the 1:1 device program to Kindergarten, Class I, and Class II students starting this fall. All K-XII Nightingale students will now have a school-issued device that they can use for their academic classes. Depending on the grade level, students will either be using a Chromebook or an iPad. New incoming Nightingale students will be provided a device at the start of the school year. More information regarding device distribution will be provided soon.



The School Day

Uniforms

Nightingale's uniform policy has been adjusted to better serve students this fall. Because reduced-cost uniforms will not be available through the uniform closet this year, students are welcome to wear uniforms from last year but are not required to do so. Amended guidelines are provided below.

Lower School

White short- or long-sleeved Lands' End ruffle collar Peter Pan knit tops OR any plain white shirt with collar. The Navy uniform tunic is optional for all Lower School students this year. If a student wears a tunic, she must be able to put it on and take it off independently. Students who do not wear a tunic should wear the white shirt with navy pants or leggings. Students may wear any color athletic sneaker. Kindergarten and Class I students are strongly encouraged to wear sneakers with Velcro closure this year.

Middle School

Shirts need to be a solid color with or without a collar. Students are not required to wear Lands' End uniform skirts or pants. Any navy blue or grey skirt or pants is permissible. Any athletic sneaker can be worn.

Upper School

Shirts need to be a solid color with or without a collar. Students are not required to wear Lands' End uniform skirts or pants. Any navy blue or grey skirt or pants is permissible. Low-heeled or flat shoes, boots, or sneakers (including high-tops) are permitted. All shoes must have a closed toe and back.



Staying Safe

Schoolhouse Entry & Exit

The schoolhouse will be open to students, faculty, and staff only. No parents or visitors will be allowed to enter the building.

Staggered drop-off times will utilize all schoolhouse entrances on 92nd Street. This will allow us to maintain CDC guidelines on social distancing (6 feet), and maintain an even flow of traffic into the schoolhouse. Specifics regarding timing will be sent closer to the start of school.

Everyone will be required to wear a mask upon entering and use hand sanitizer before proceeding into the schoolhouse.

Similar to drop-off, staggered dismissal will utilize all exits on 92nd Street to maintain a flow of students that follows necessary social distancing. Again, specifics regarding timing will be sent closer to the start of school.

Mask Policy

Masks must be worn inside the schoolhouse at all times. Five three-ply cloth masks will be provided to each student. These masks should be washed at home regularly. Students must carry a spare mask each day in case their worn mask needs to be replaced. The school will also have disposable masks available throughout the schoolhouse. Students, faculty, and staff can provide their own masks but they must be a solid color, meet the standard of a three-ply mask, and they cannot have a respirator vent.



Staying Safe

Environmental Health Enhancements

Nightingale has enlisted Alliance Consulting, experts in environmental and occupational health and safety to review our safety plan and to offer recommendations where necessary.

Ventilation and Air Filtration

MERV-13 filters have been installed on our air handling unit and fan coil units throughout the schoolhouse. They have also been retrofitted with Plasma Air Bipolar Ionization air sanitizing technology. All air handling equipment has been completely disinfected and set to maximum outside air settings. All windows throughout the schoolhouse will be operable to maximize fresh air flow throughout.

Water System Maintenance

Nightingale has inspected its water distribution system, HVAC cooling towers, and chillers for biofilm buildup. Units will be flushed and treated with biocide agents, as needed. All water fountains have been replaced with touchless bottle filling stations.

Enhanced Cleaning

Viking Pure cleaning and disinfecting solution will be the standard cleaner used throughout our building. This is a completely non-toxic disinfectant that kills most viruses and bacteria within seconds. The Schoolhouse will be closed every evening to allow for full cleaning and disinfecting.

Limiting Touchpoints

We have installed touchless fixtures to replace all the existing fixtures that need to be touched, including faucets, toilet flush valves. All members of the community will be encouraged to limit the sharing of objects and discouraged from touching shared surfaces. Common use items and areas that are touched by many people will be cleaned regularly, including door handles, bathroom fixtures, soap dispensers, elevator call buttons, paper towel dispensers, and other similar objects. Hand sanitizing dispensers/stations have been installed at entrances to building classrooms, bathrooms, and staircases. Wipe dispensers have been placed in key locations such as copy rooms and equipment rooms to sanitize frequently used touchpoints.



Staying Safe

Physical Distancing and Density Reduction

Nightingale has consulted with JMV Consulting Engineering, P.C. for recommendations on measures to optimize the available space for social distancing in classrooms and other common areas.

JMV Engineering Social Distancing Analysis

Our plan incorporates phasing and limits on the number of students, faculty, and staff allowed in the schoolhouse at one time while maintaining appropriate physical distancing. Tightly confined spaces, such as meeting rooms, supply rooms, and faculty offices will be occupied by only one individual at a time unless all occupants are wearing face coverings. If occupied by more than one person, Nightingale will keep occupancy under 50% of maximum capacity.

Physical Distancing

Social distancing signs or markers will be posted denoting 6 feet of spacing in commonly used and other applicable areas throughout the schoolhouse. All individuals in the building must remain at least 6 feet apart unless safety or core function of the work activity requires a shorter distance. Classroom seating has been reconfigured to provide just under 30 square feet per person.

Physical Distancing & Traffic Flow

All staircases will be designated as one-directional. Corridors have been marked with directional signs to improve traffic flow, maximize personal distance, and prevent congregating opportunities. Elevators will allow no more than four people per elevator per trip.



Staying Safe

Health Monitoring and Preventative Hygiene

In consultation with Northwell Health, Nightingale has developed a robust plan for health monitoring and preventative hygiene.

Mandatory Daily Wellness Check

All students, faculty, and staff will complete a daily wellness check that includes temperature, symptoms, and if they or a family member has traveled to a hotspot (the New York State quarantine list is available at [ny.gov](https://www.ny.gov) and is routinely updated).

Confirmation of this wellness check will be required upon arrival each day. This will be done by paper or electronically utilizing a smartphone App. Middle and Upper School students with smartphones will display their confirmation, and parents/caregivers of Lower School students will display confirmation on their phones.

Every community member will be required to complete training on how to use the App, and daily checks will be required beginning two weeks prior to the start of school. More information and guidelines on this process will follow in the weeks ahead.

Feeling sick at home?

If a student feels sick at home, call your division assistant as normal and fill out the daily wellness check-in on the health App. Absence is still reported to the division assistants. Parents need to be clear about the reason for absence, including specific symptoms. Nurse Levine will notify a parent when a student can return to school based on New York State guidelines.

Feeling sick at school?

Students who report or display symptoms of an illness at the schoolhouse will rest in an isolation room. Nurse Levine will have a parent or guardian contacted to bring the student home.

Isolation Rooms & First Aid

Nightingale has created two isolation rooms by Nurse Levine's office. Photo Catalytic Oxidation (PCO) air purifying technology will be installed in these rooms. An ice and first aid station will be available on every floor. First Aid/CPR Certified faculty will be on call at all times when school is in session, both in the schoolhouse and at the off-campus study facility.

Preventative Hygiene Training & Reinforcement

As mentioned earlier, all families will be required to complete training on our new health protocols. Faculty will reinforce to students across all divisions proper hand washing and hand sanitizing techniques, along with proper sneeze and cough hygiene.

Staying Safe

Helpful Terms & Definitions

COVID-19-like symptoms

Our isolation and quarantine protocol references COVID-19-like symptoms, which are defined as:

- New onset cough or shortness of breath
OR new loss of sense of smell or taste
OR at least two of the following:
- fever of 100 or higher
- chills, shivering
- muscle pain
- sore throat
- headache
- gastrointestinal symptoms (nausea, vomiting, or diarrhea)

Source: New York State Department of Health Guidelines for Schools

Isolation

Separating someone who has symptoms consistent with COVID-19 and who is pending testing or is test positive

Criteria:

DOES have COVID-19 symptoms and/or DOES have a positive test

Timeframe:

Until criteria for clearance are met; may be more or less than 14 days depending on course of illness and testing results

Primary Action Steps:

Consult with doctor for the best advice on how to care for symptoms

Mindset:

"I am contagious, take care of myself and avoid spreading this to others."

Quarantine

Separating someone who has been EXPOSED or suspected to be EXPOSED to a sick individual

Criteria:

DOES NOT have COVID-19 symptoms and DOES NOT have a positive test

Timeframe:

14 days

Primary Action Steps:

Screen temperature and symptoms twice daily

Mindset:

"I may become contagious, so I will conduct myself as if I am contagious until I know for sure otherwise."

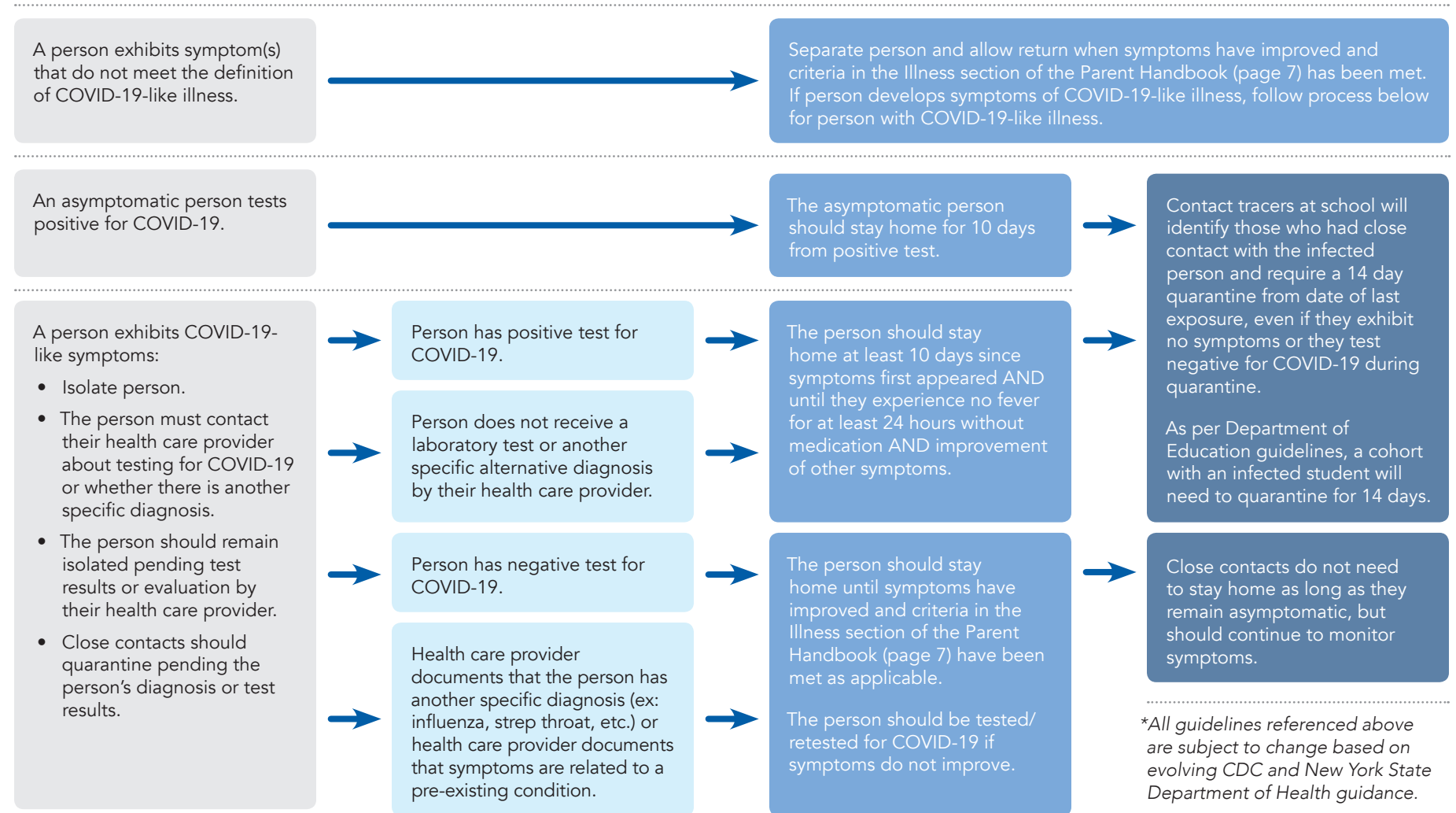
Risk Mitigation Practices

Applicable to anyone in Isolation or Quarantine:

- Lay low, avoid going out
- Avoid close contact with others, especially those who are high risk
- Use separate bathrooms and beds when possible
- Wear a mask when not alone
- Practice careful hand hygiene
- Keep a distance of 6 feet from others
- Avoid common touch surfaces
- Avoid shared objects
- Avoid crowds
- Enhance cleaning and disinfecting in personal spaces

Staying Safe

Quarantine & Isolation Protocols



Staying Fit

Wellness

Health and Wellness remains a top priority as school opens in the fall.

As always, students in Classes I-XII will be enrolled in health education. There will be an increased focus on mental and emotional health and mindfulness for students of all ages. The Health and Wellness team will continue providing resources to families and will also be in close touch with teachers, advisors, and deans to be sure everyone is equipped to support our students.

We will evaluate our wellness programming on a regular basis to be sure we are responsive to the needs of our students during a time of great uncertainty and an ever changing situation. Our counseling team will be available to students and their families.

Physical Activity

Students in **Classes K-VI** will engage in socially distanced physical education classes as appropriate.

As of now, there will be no afterschool athletics in **Classes V and VI**.

Students in **Classes VII-XII** will either join an athletic team or develop personalized fitness plans.

For those students who choose to participate on a team, athletics will begin once school is in session. Students who choose to participate in athletics will do so in the day, during scheduled PE times and on Wednesdays. Please note that The Athletics Association of Independent Schools (AAIS) has canceled Fall Athletics Preseason.

Students who opt out of an athletic team, will enroll in an individualized fitness plan designed and supervised by Chloe Grimes, Nightingale's athletic trainer. With this option, there will be teachers available to identify exercise routines that focus on the body as well as the mind, and students will receive feedback on their regimen and be expected to engage in a wide-range of activities.



Our Commitment to Each Other

Family Pledge

Families will sign a community pledge acknowledging that all safety protocols will be followed inside and outside the schoolhouse.

In addition, families agree to practice proper hygiene techniques at home, review social distancing policies, and reinforce the importance of speaking up if not feeling well.

All information related to the health, safety, and wellness of the Nightingale community will be housed under a tile in the Parent Portal.

Our collective good decision making this summer will have real benefits in the fall: we ask all Nightingale families to take extra measures of caution as we get closer to our reopening date.



Important Contacts

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