University School of Nashville

Responsible Restart:
USN’s Back-to-School Guide

Revised September 28, 2020
Our Mission

University School of Nashville models the best educational practices. In an environment that represents the cultural and ethnic composition of Metropolitan Nashville, USN fosters each student’s intellectual, artistic, and athletic potential, valuing and inspiring integrity, creative expression, a love of learning, and the pursuit of excellence.

USN Medical Advisory Board

University School of Nashville composed this plan to restart school in-person with input from parent volunteers working in health care. It is tentative and subject to change based on CDC guidelines, Metro Nashville Public Health Department regulations, State of Tennessee governance, USN Medical Advisory Board guidance and as USN continues to review pertinent data. For reviewing this document and providing guidance throughout the pandemic, we also appreciate consultant Alex Jahangir, MD, MMHC (Chair, Metro Coronavirus Task Force and Professor of Orthopaedic Surgery, Vanderbilt University Medical Center).

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Our bedrock commitment to be back at school in person must be tempered with the public health realities of our city, our state, and our nation. Instruction from civic authorities, specifically about the defined phases of reopening for Nashville, will guide our progress, as will the evolving epidemiologic and medical evidence related to transmission and risk mitigation.

Our planning efforts this summer have been split between designing an on-campus learning environment combining the most age-appropriate elements of distancing, personal protective equipment (PPE), hand hygiene, and partitioning in the classroom and refining our distance learning model to provide the most productive experiences in the event that conditions make that modality our best option for a discrete time.

We’re making a series of enhancements on campus to purify air, limit hallway traffic, clean the building continuously, and guarantee PPE wherever needed in order to limit the transmission of COVID-19.

We will expect and require the use of face coverings for all students, employees, and visitors at all times, consistent with rafts of medical advice from all quarters. And we will make time for frequent hand-washing throughout the day, in addition to other proven hygiene measures.

We will plan to avoid any gathering of more than 25 people, and we will steer toward cohort groupings in all academic and co-curricular settings. We hope to offer a boxed lunch option, and meals will happen in classrooms and outdoors, avoiding crowds in our cafeteria. We will similarly dedicate other common spaces to classroom activities for the age group most proximate to those spaces.

Arrival and dismissal time windows will be tighter and more specifically assigned to defined grade levels to limit numbers at those key hours.

Families will be asked each morning to confirm temperatures and complete a set of quick screening questions for children before coming to school. Staff at school will confirm receipt each day and call home immediately in the event someone forgot this essential routine.

Each household will be asked, prior to the resumption of school, to commit to a community pledge, to acknowledge that what each of us does affects all of us, to connect home and school in a way that can only be of benefit to the children in our care. Preparation for being back at school needs to begin days and weeks before we reconvene, in that spirit of partnership.

We face an enormously challenging situation, requiring both flexibility as we adjust to emerging data and consistency in our resolve to do what we know will mitigate risk and promote the health of everyone we care about so deeply.
**Air Quality & Facility Upgrades**

USN has invested in bipolar ionization air purification systems for 20 HVAC units across campus to sanitize and improve indoor air quality. Faculty are encouraged to open classroom doors to increase air flow.

Plexiglass shields are in place at reception desks, Division Offices, and Hassenfeld Library circulation desks. Faculty are given the option to add them around their desks too. In classrooms with table seating, plexiglass dividers will separate students.

**Cleaning Practices**

USN is following a CDC-compliant building disinfection program with its janitorial provider, which has increased its focus on nightly deep cleans of bathrooms & surfaces and partnered with a leading cleaning and hygiene product provider to utilize the latest in disinfectant technology. All hard surfaces have been treated with PRO-Techs®, a breakthrough antimicrobial disinfecting system. The water-based, non-toxic, non-leaching, odorless, colorless, FDA Food Grade approved treatment prevents a broad spectrum of bacteria, viruses, fungi and molds from adhering to the surfaces.

Foot-operated door openers are being installed to reduce hand contact with doors to bathrooms and other high traffic areas. Toilet lids are being installed to reduce aerosols during operation. Drinking fountains are closed, but hydration stations remain accessible with distancing marked.

**Handwashing & Sanitizing**

In addition to pre-existing hand sanitizer dispensers on walls, USN has added automatic hand sanitizer stations throughout campus and outdoor handwashing stations to be used before entering buildings. We will require regular handwashing and use of hand sanitizer.

In addition to the comprehensive campus cleaning and disinfecting regimen that takes place on a nightly basis, we are using electrostatic spray systems to quickly and easily disinfect high touch surfaces throughout the day. Each classroom and office is equipped with hand sanitizer and child-safe cleaning supplies for students, faculty, and staff clean their spaces and often as they see fit.

**Face Covering Requirements**

We expect and require the use of face coverings for all students, employees, and visitors at all times. Each student and employee should have at least three face coverings, masks, or shields — one to wash, one to wear, one as a spare. USN
plans to give each student and employee one reusable face covering and will have disposable coverings available if a student, employee, or visitor forgets to bring one. Bring at least one spare to campus each day. All belongings should be labeled with first and last names.

Face coverings are made of cloth and may be disposable or reusable after proper washing. Face masks are U.S. FDA-approved as medical devices, such as surgical masks. **No matter which your family decides to use**, it must: cover the nose and mouth to contain the wearer’s respiratory droplets produced when coughing, sneezing, or talking; and follow the USN dress code (refer to your Division’s Handbook). Not permitted are those with a valve or vent and bandanas.

Face shields are transparent and must extend from forehead to below chin and wrap around to ears. Face shields may be worn only by USN faculty who are able to keep more than a 10-foot distance from others.
**Campus Traffic Flow & Use of Space**

To help reduce contact and face-to-face interactions, USN will utilize a traffic-flow pattern that makes some hallways and staircases one way. Middle and High School students also will carry their backpacks and belongings with them throughout the day or leave them in their advisor’s room. Middle and High School lockers will not be used at this time beyond storage at the beginning and end of the day. Large communal spaces — such as the Payne Library Room, Gordon Multipurpose Room, Auditorium, and Hassenfeld Library — will be reassigned by Division proximity to allow cohorts and classes to further spread apart.

**Campus Visitors**

Parents may come inside USN buildings with an appointment. When doing so, parents must enter through the 19th Avenue entrance only and must check in with the receptionist. All campus visitors are required to visit usn.org/screening and complete the online form before arriving on campus. Plexiglass shields are in place at reception desks and Division Offices. Each person inside USN buildings must have their nose and mouth covered with a face covering, mask, or shield. See page 4 for face covering requirements.
Health Screening at Home

Before arriving on campus, heading to athletic practice, or attending a school-sponsored activity, everyone must submit a health questionnaire. Families should use the Magnus smartphone app to report information for K-12 students by 7:15 a.m. each day, regardless of whether the student is coming to campus, engaged in remote learning, or home sick. Below are step-by-step instructions on creating Magnus credentials. Click here for a short video on reporting this information through the smartphone app. Practice using the Magnus Mobile app now so that your family can be familiar with it. If you have questions on this smartphone app or issues with the reporting process, please contact your students’ Division Office.

Parents, vendors, and visitors should come to campus only with an appointment and complete the health questionnaire at usn.org/screening. Employees must follow the health screening instructions on the Human Resources page of the intranet before coming to work.

The following symptoms, close contact, and potential exposure may indicate a possible illness that may decrease students’ ability to learn and also put them at risk for spreading illness to others. People who answer “yes” to any of the following questions may not enter USN buildings or participate in school activities.

- Have you been in close contact* with a confirmed case of COVID-19 within the past 14 days?
- Are you experiencing a new cough or difficulty breathing?
- Are you experiencing a change in your baseline for two or more of the following symptoms: congestion, runny nose, sore throat, headache, fatigue, or muscle aches?
- Have you had a fever (a temperature of 100.4 degrees Fahrenheit or higher) within the last 48 hours?
- Within the last 24 hours, have you had a new loss of taste or smell?
- Have you had vomiting or diarrhea in the last 24 hours?

*The Tennessee Department of Health defines close contact for potential exposure to COVID-19 as being within 6 feet for at least 15 minutes. The final decision on what constitutes close contact is made at the discretion of public health and can depend on the exposure level and setting.
**How to Create Magnus Credentials**

With the release of the Daily Health Screening form, only available through the Magnus Mobile smartphone app, all families must first establish credentials connected to your existing Magnus Health account.

Please follow these steps:

1. Log into usn.org with your parent account and from the Resources page, click on Magnus as you normally would to submit or access your child’s health information.

2. Once you see the new Magnus screen, hover over your name near the Magnus “welcome” message (top left of screen).

3. Choose “Change Credentials” in the menu.

4. Create a username & password with 10 characters that follows the Magnus password requirements. This new username & password combination will be connected to your existing Magnus account and will be utilized only for your smartphone app login.

5. After completing the above steps, download the “Magnus Mobile V2” App from the Apple App Store or the Google Play store, and log in using your newly created username & password.

6. Each day, follow the steps in the Magnus Mobile app to submit the health screening form before 7:15 a.m.

If you forget your Magnus Mobile app username and/or password, return to Step 1 above and use the “Change Credentials” process in Steps 3 and 4 to redefine your username and/or password. The Magnus Mobile app reminder system will not work for USN families because the school has an alternative system already in use through usn.org.
University School of Nashville

COVID-19 EXPOSURE, POST-INFECTION AND RETURN TO SCHOOL GUIDELINES

Revised September 28, 2020

Because this information is evolving as medical professionals learn more about the novel coronavirus, the USN Health Team has created usn.org/healthteamfaq as a living document. Please visit that URL for the most up-to-date information on how your family should handle exposure to COVID-19 as well as other important information from USN’s medical doctors, nurse practitioners, and registered nurses.
High risk symptoms include: new cough, difficulty breathing, loss of taste or smell, fever 100.4°F. Low risk symptoms include: congestion, runny nose, nausea, vomiting, diarrhea, sore throat, headache, muscle aches.

### USN Covid-19 Return to School Decision Algorithm based on TN Dept. of Health Recommendation

#### No exposure with 1 low-risk symptom
- Return to school 24 hours after improvement in symptoms

#### No exposure with 2 or more low-risk symptoms or 1 high-risk symptom
- Testing and/or evaluation by healthcare provider

#### Exposure and symptoms
- Probable case isolate and notify school

#### Exposure and no symptoms
- Return to school after 24 hours fever-free and improving symptoms

#### Symptomatic students/staff are to isolate if a Covid-19 test is pending

#### Negative test
- Return to school after 24 hours fever-free and improving symptoms

#### Med. eval. without testing; alternative diagnosis
- Return to school after 24 hours fever-free and improving symptoms with medical providers’ note reflecting acceptable diagnosis

#### Positive test
- Return to school after 24 hours fever-free and improving symptoms and with medical providers’ note reflecting acceptable diagnosis

#### Quarantine
- Notify school
- Return to school after 14 days from last contact
- If symptoms develop, obtain test and isolate

#### Isolate
- Notify school, identify close contacts
- Return to school after 10 day isolation from symptom onset and 24-hour fever-free and improving symptoms
- Return to school after 10 day isolation from symptom onset and 24-hour fever free and improving symptoms
**Students & Symptoms**
If a student answers one of the daily screening test questions affirmatively, USN will strongly encourage the student to take a COVID-19 test. If the student takes a test, the student must await test results before returning to school. That student will enter the remote learning program.

USN has adopted the CDC definition of symptoms. A student who receives a positive test can return to school after 10 days of onset of symptoms, provided they have been symptom free and fever free for 72 hours. If the student/family declines a test, USN will adopt a time-based strategy for return to school for that student and siblings. The student will need to remain away from USN for 14 days and be fever-free and symptom free for at least 72 hours before returning to school.

**Parents must email covid-alert@usn.org, which automatically notifies the USN Health Team and Division Offices.**

**Students & Close Contacts with COVID-19**
If a student has close contact with a known positive COVID-19 case, that student will stay home and begin a self-isolation period for 14 days. USN has its own internal contact tracing with that student and their close contacts. To mitigate spread at school, families must share this news with USN, and the school will handle this information sensitively. Families will be notified by email and may receive a call from the USN Health Team in the event their students have close contact with COVID-19 while at USN. Visit usn.org/healthteamfaq for more information on the school’s contact tracing.

**Health Room & Waiting Room**
The USN Health Team includes medical doctors, nurse practitioners, and registered nurses who are on campus weekdays from 7:30 a.m. to 6 p.m. Students will continue to visit the Health Room for injuries, medications, and non-COVID-related symptoms. Students displaying any COVID-related symptoms will be isolated in the Waiting Room, formerly the USNA Office, and will not be allowed to return to class. Parents and guardians will be contacted and must pick up their children within an hour.

**Closure Plan**
We are adhering to and will continue to follow the guidance of the Metro Nashville Public Health Department, Tennessee Department of Health, and CDC experts on how to handle possible cases of COVID-19. Upon confirmation of a COVID-19 case in the USN community, the school will implement close and clean measures:
- a 24-hour deep cleaning window that will include a disinfection by the school’s janitorial staff in accordance with CDC guidance;
- contact tracing within our facility and communicating with affected families;
- and, moving some or all students to remote learning.

The USN community will be notified by email in the event of a partial or full school closure, and updates will be shared at usn.org/coronavirus. USN will not disclose the name of anyone with a suspected or confirmed case of COVID-19.

Parents must email covid-alert@usn.org, which automatically notifies the USN Health Team and Division Offices.
**Transition to Remote Learning**
We anticipate two kinds of remote learning pivots throughout the year: a shorter-term remote learning period of one to five days as a response to a COVID-19 positive case in the USN community; and a longer-term remote learning period as a response to public health mandates per city or statewide closures. Each of these periods has a different schedule in order to facilitate learning and ease of transition into and out of in-person learning. Specific instructions will come from the Division Head.

**Serving Medically-Vulnerable Students & Employees**
We are asking students, faculty, and staff who have passed the daily health screening to be present when USN is open unless a physician directs that person cannot attend school for medical reasons. We understand that individual medical circumstances will require that some students and potentially some faculty and staff remain at home even when classes resume on campus. In those situations, and in the event of quarantines, we’re committed to creating program access as personally and individually as possible, understanding the inadequacy of passively streaming classroom images home all day long to laptop screens. Please contact your students’ Division Head with your family’s concerns. Employees should contact Human Resources and visit the Human Resources page of the intranet for further guidance.
School Events
Given CDC and Metro Nashville Public Health Department guidelines limiting the size of gatherings to 25 people with appropriate social distancing measures, many school activities will look different this school year. Back-to-school orientations, socials, and coffee meetings will take place virtually with details coming from Division Heads, the Development Office, and USNA. There will not be a Popsicle Party. The Middle School musical has been rescheduled for December. USNA has postponed Fall Fest and Fall Book Frenzy to 2021, and Artclectic will most likely be a virtual art show. For more important dates view the 2020-2021 Overview Calendar. Visit the master calendar at usn.org for the most up-to-date information.

School Hours
USN’s business hours are 7:30 a.m to 4:30 p.m. During the gradual return to in-person classes, please follow the dates, times, and instructions shared by each Division Head in the Lower School WAG, In the Middle, and Tigers on Edgehill.

Arrival
Families must review their children for symptoms, certify a temperature check, and complete the screening form every morning before heading to USN. To help foster a healthy school environment, upon arrival and before entering the building, everyone must:

- put a face mask or covering over the nose and mouth
- wash or sanitize hands at designated stations outside of the 19th and 21st Avenue entrances

There will not be Spark Time for Lower School students, and Middle and High School students may not socialize in hallways or the Hassenfeld Library. Upon entering school, all students must immediately proceed to their homeroom, advisor’s classroom, or first class. For late arrivals, parents will need to take Lower School students to the 19th Avenue reception area for staff to escort to class. More details will come from each Division about specific arrival expectations.

Morning Bus
USN’s morning bus service brings K-12 students from Hillsboro Pike, Harding Pike, Brentwood, 100 Oaks, and East Nashville to the Edgehill Campus by 7:30 a.m. To follow social distancing guidelines, each bus will operate at a reduced capacity. Masks will be required while riding USN buses. The cost is $240 for the year, from October to May. Click here for pick up times and to register. Operation will begin Monday, October 5.
Public Transportation
EasyRide is a free pass for faculty, staff, and High School students to travel to school via Nashville Metropolitan Transit Authority’s WeGo buses and Regional Transportation Authority’s Music City Star rail connecting Davidson and Wilson counties. Students interested in signing up for this free public transportation pass should email Administrative Assistant to Head of High School Debbie Fulcher in the High School Office; faculty and staff should email Accounts Payable Administrator Adell Neal in the Business Office.

Campus Parking
All parking spaces in the 19th and 21st Avenue lots are available to parents and visitors after 8:25 a.m. to give faculty, staff, and High School students the opportunity to park in their assigned lots. Parents and visitors may park in lanes in the 19th Avenue lot between 8:30 a.m. and 2:30 p.m. There also are paid parking spaces at Wesley Place Garage on Scarritt Place and metered spaces along 19th Avenue.

Student Parking
There are approximately 59 parking spaces available to the Classes of 2021 & 2022: in USN’s 19th Avenue lot (recently relocated to the fenced-in visitor

<table>
<thead>
<tr>
<th>Division</th>
<th>Morning Drop-Off</th>
<th>Classes Begin</th>
<th>Afternoon Pick-Up</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lower School</td>
<td>7:30 to 8 a.m. in 21st Avenue garage</td>
<td>8 a.m.</td>
<td>3 p.m. in 21st Avenue garage</td>
</tr>
<tr>
<td>Middle School</td>
<td>7:30 to 7:50 a.m. in 19th Avenue lot</td>
<td>7:55 a.m.</td>
<td>3:15 p.m. in 19th Avenue lot with students dismissed individually as parents arrive</td>
</tr>
<tr>
<td>High School</td>
<td>8 to 8:20 a.m. in 19th Avenue lot</td>
<td>8:25 a.m.</td>
<td>3:05 p.m. in 19th Avenue lot</td>
</tr>
<tr>
<td>After School and MSAS</td>
<td>n/a</td>
<td>n/a</td>
<td>until 6 p.m. in 21st Avenue garage</td>
</tr>
</tbody>
</table>
parking area near the playground), leased by USN in Wesley Garage, and leased by USN in nearby Vanderbilt University lots. All spaces were decided by lottery in August, and seniors received priority. Selected students and their families have already received communication from the Operations Department. The first 35 lottery spots land students in parking spaces that alternate semesters between 19th and Wesley. The remaining lottery spots are for Wesley or Vanderbilt lot No. 82 all school year. The cost is $880 for the school year, from October through May.

**Dismissal**
Parents and guardians who need to pick up their children early should make advance arrangements with the Division Office and meet them in the 19th Avenue lobby. Families are encouraged to make their children's appointments late in the day and should expect a lengthy process of signing students in and out of school if that's not possible.

To help reduce contact and face-to-face interactions, afternoon dismissal times have changed. Plan to come during dismissal times shared on page 14. Arriving before schooldismissal times means not only parents waiting in cars but also vehicles overflowing from USN lots onto 19th and 21st Avenues and congesting streets for through-passers.

Families with children in multiple grades should plan to pick them all up at the later time. The Walker's Gate remains closed. Lower School families may continue to use the Dismissal Change Form before 1 p.m. — last-minute dismissal changes cannot be accommodated. While waiting in the 21st Avenue garage, please turn your car off instead of leaving an idle engine running.

Middle School students will be dismissed from their advisor's room individually as their parents arrive. High School students should depart campus immediately after their last class for the day, waiting in their last class until parents arrive.

**Classrooms & Cohorts**
Throughout campus, classrooms have been rearranged to maximize floor space and allow at least 3 feet of space between desks and seating. We ask students to exceed a 3-foot distance from others and teachers to exceed 6-foot distance from others. Students and faculty should continue to wear face coverings, masks, or shields over nose and mouth within the classroom. Each classroom is equipped with hand sanitizer and child-safe cleaning supplies for use throughout the day. Faculty are encouraged to use assigned seating and open doors to promote strong ventilation.

Across all three divisions, administrators are working to group students in cohorts to minimize the range of interactions with different peers in a single day.

- **Lower School**
  Grades K-4 will stay with their homeroom cohorts throughout the day and use individual school supplies, such as pencils, crayons, and math manipulatives.

- **Middle School**
  Grades 5 and 6 remain with their cohorts throughout the day. All Middle School hallways have been divided into two lanes for students to switch classrooms in single file lines while maintaining a reasonable distance from others.

- **High School**
  To reduce building density, the school day may be shortened and/or moved to a weekly rotation of in-person and remote learning. Staircases and hallways are one-way. During free periods, Grades 9-12 must report to spaces they will sign up for a week in advance or spend that time at home if it bookends their school day.
**Field Trips & Retreats**

Field trips are postponed, except in special outdoor exceptions. Lower School’s naturalist journeys will follow social distancing guidelines. Middle School has worked to preserve grade-level overnight trips given COVID-19 realities. Retreats usually taking place in the fall have been postponed to the spring. In April, circumstances permitting, fifth grade will head to Land Between the Lakes, seventh grade on Out of These Doors, and eighth grade to Washington, D.C. A new date is forthcoming for the sixth grade trip to Brevard, North Carolina. Similarly, High School will work to reschedule retreats and hold community building activities in cohorts or virtually. High School retreat week — the week traditionally leading into the Labor Day weekend — will have alternative programming for each grade level.

**Gatherings & Assemblies**

Group sizes are limited to no more than 25 people unless social distancing measures cannot accommodate that maximum. To preserve the community-building aspect of weekly assemblies, they will take place in homerooms & advisories and broadcast to televisions and devices in classrooms.

**Athletics, Recess & PE**

Following USN’s Athletics Return to Activity Guide as approved by USN’s Medical Advisory Board, the Athletics Department began a slow and measured return to training in socially-distanced small groups for student-athletes in Grades 7-12 in August. It takes into account the TSSAA return to play guidelines, which will help ensure that our students and coaches remain safe while in practice and competition. Teams may plan intrasquad opportunities, and USN has delayed participating in any interscholastic sports. In Middle School, our athletics and physical education programs are honoring the cohort system used for the academic day. Fifth and sixth graders have the opportunity to participate in fitness, sports skills training, and community building activities. We continue to monitor and follow Metro Nashville Public Health Department and National Federation of State High School Associations guidelines. To avoid crossover with students in other grades and to allow maximum space for distancing while on the backfield and playground, recess and PE times may change and will be shared by grade level teachers.

**Hassenfeld Library**

The library will be fully staffed and its spaces shared by all Divisions as additional instructional space and faculty work spaces. The library will not be available to students as a gathering or study space. USN librarians have committed to expanding access to additional digital resources. In August, the USN community will have access to Sora, the new e-book reading app by OverDrive, and a robust series of video tutorials on the research process, how to fully utilize the library catalog, and other topics. The library webpage usn.libguides.com links to all databases, our online book recommendation form for personal book recommendations, and other resources. Librarians will provide K-12 instruction in classes and virtually in addition to book talks and print resource support to all classes. In compliance with the American Library Association’s guidelines, print materials returned to the Hassenfeld Library will be quarantined for 72 hours before being returned to circulation. Hassenfeld Librarians continue to offer curbside service and have created a playlist of tutorials on the school’s YouTube channel.
Performing Arts
Following USN’s Guide to Bringing Performing Arts On Campus as approved by USN’s Medical Advisory Board, instrumental music and chorus courses will look particularly modified as we work to mitigate any risk associated with COVID-19. Some of those considerations include transitioning to more individualized lessons for wind and brass instruments by recording lessons privately and uploading them for critique, a more focused study on music history, or exploring outdoor and remote options. String, keyboard, and percussion instruments better lend themselves to small sectional groupings with consistent cohorts. Vocal music coursework will require even greater distance between singers than in other academic courses, with more individual practice and strictly limited group numbers.

USN will consider standards from the American Choral Directors Association and a forthcoming study by the National Federation of High Schools / College Band Directors National Association for instrumental performance direction. We are committed to providing safe and significant opportunities in these important elements of our performing arts offerings, just as we will find the right modifications in dance, theater, and our visual arts studios.

Textbooks & Supplies
The USN Bookstore is closed to foot traffic. Contact Bookstore Manager Susy Gillette at 615-321-8017 or bookstore@usn.org with needs and to schedule curbside pick up. Textbooks may be ordered at bookstore.usn.org. Middle School families should use the “Shop by Grade” drop-down menu on the left. High School families should use the “Shop by Course Title” drop-down menu on the right. If a course is not listed, books are not required for that course. Click on the title of each book to order.

As always, Lower School classrooms will be stocked with individual supplies; Lower School parents do not need to purchase classroom supplies.

Lunch & Snacks
Students should plan to bring a brown bag lunch that can be enjoyed at room temperature, snacks, and a reusable water bottle. Students will eat with their cohorts at a distance from each other of greater than 6 feet either outside on the Edgehill lawn or backfield or in large indoor common spaces. High School students may not leave campus during lunch. Please be mindful of students with food allergies in your child’s cohort; this information will be shared by homeroom teachers and advisors.

Our cafeteria operator SAGE Dining Services will offer a boxed lunch option beginning in October. A link to the menu and order form will be shared in the Friday division publications, and orders must be placed by Tuesday for the following week. This advanced notice is to allow SAGE time to order from its vendors. Before making selections, please refer to the weekly menu for allergen and ingredients. Download the Touch of SAGE app for easy access to menu and nutritional information. The weekly menu will include five options each school day:

1. salad with meat
2. sandwich with meat
3. vegetarian meal (salad or sandwich)
4. allergen-free meal (made without gluten, dairy, milk, peanuts, tree nuts)
5. sunbutter and jelly sandwich (with butter made from sunflower seeds)

Each meal includes a fruit, a dessert, and a rotating side (such as vegetables and hummus or chips) as well as salad dressings, condiments, and cutlery as needed. The breakeven price per meal is $7 for LS students and $7.50 for MS & HS students. In addition to the cost of individual disposable packaging, SAGE and USN are committed to the school’s sustainability efforts and using packaging that is either made from renewable sources or compostable. We will not raise the boxed lunch price this school year and will lower it as market prices permit. To ensure a student does not receive multiple lunches and is not billed twice, please discuss as a family who should complete the online order form each week.
Reusable water bottles may be filled at hydration stations throughout the building. Drinking fountains are closed. SAGE is unable to provide beverages or milk at this time.

**After School**

After School for Grades K-8 will open on Monday, September 28 and run from 2:30 to 6 p.m. on school days at a rate of $9/hour. Families must register in advance, and drop-ins are not available. Students will stay in designated cohorts during these afternoon hours to reduce interactions. Individually packaged snacks will be provided. Campus-wide cleaning and sanitizing efforts will continue in these spaces with books put in isolation for 72 hours between student use and games and toys disinfected at the end of each day.

To pick up their children, parents and guardians should drive along the curb of the 21st Avenue garage (as with morning drop-off) and remain in their vehicles; After School staff in the parking lot will call for students on the walkie talkie and have them escorted to their family’s vehicle. On non-school days, After School will not provide breakfast or take students on field trips; students should bring room temperature lunch on these days.

Enrichment classes are taking place virtually Monday, September 21 through Thursday, December 17 and may move to in-person classes in the spring. Due to strict cohorting protocols, AS will not be able to facilitate students participating in virtual enrichment classes while they are with us on campus. Please be sure that you will be able to arrange pick up for your child and be able to get to a computer, ready for enrichment when it begins each day.

**Billing & Fees**

After School, the Morning Bus, and SAGE boxed lunches will be billed monthly in arrears based on actual usage. If you wish to prepay for certain services, please email studentbilling@usn.org for assistance.

Due to USN’s contracts with outside vendors, there are some obligations that may not be refunded to families in the event the school transitions to remote learning, such as technology fees, senior class fees, and other student fees. In the event of their cancellation, class trips and retreats will be refunded to the fullest extent possible.

**Reaching a Decision**

USN makes decisions about the gradual return to in-person classes grounded in the community context of the presence of COVID-19. Measures the school uses look at both city and state metrics. In addition to the six Metro Nashville Public Health Department indicators (accessible at A Safe Nashville), USN is monitoring the number of cases per 100,000 people and the local transmission rate. Community spread is key to our decision making processes.

**In This Together**

Thanks for reading USN’s Back-to-School Guide. It’s our absolute best first effort at framing what returning to campus will look like. Our community matters deeply to us; being together will take every one of us pulling in the same direction to make sure we can responsibly start school together in person. We’ll continue to work with our Medical Advisory Board, the Metro Nashville Public Health Department, and the Tennessee Department of Health for guidance on the most recent scientific developments and advancement. Their guidance will continue to shape and inform this living document. As you read and review, please reach out with questions. We’re looking forward to seeing you back on Edgehill.