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

Revised September 11, 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).

David Aronoff, MD, FIDSA, FAAM
Director of Infectious Diseases & Professor, Vanderbilt University Medical Center

Margee Brennan, MD
Retired OB-GYN, USN Health Room Staff

Michelle Bruce, MD
Medical Director, General Motors

Loren Lipworth-Elliot, ScD
Associate Director of Epidemiology & Research Professor, Vanderbilt University Medical Center

Tyler Barrett, MD, MSCI, FACEP, FHRS
Medical Director, Adult Emergency Department & Associate Professor, Vanderbilt University Medical Center

Cherie Robbins, NP
USN Health Room Director

Josephine VanDevender, RN
USN Health Room Staff

Vince Durnan, Ed.D.
Director

Amy Woodson, M.Ed.
Head of Lower School

Jeff Greenfield, M.Ed.
Head of Middle School

Quinton P. Walker, Ed.D.
Head of High School

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).

Contents

Introduction 3

New Policies & Procedures
Air Quality & Facility Upgrades 4
Handwashing & Sanitizing 4
Cleaning Practices 4
Face Covering Requirements 4
Campus Traffic Flow & Use of Space 6
Campus Visitors 6

Our Commitment to Health & Wellness
Health Screening at Home 7
Covid-19 Exposure, Post-infection and Return to School Guidelines 9
Students & Symptoms 11
Students & Close Contacts with COVID-19 11
Health Room & Waiting Room 11
Closure Plan 11
Transition to Remote Learning 12
Serving Medically-Vulnerable Students & Employees 12

Academic & Co-curricular Programming
School Events 13
School Hours 13
Arrival 13
Morning Bus 13
Public Transportation 14
Campus Parking 14
Dismissal 15
Classrooms & Cohorts 15
Field Trips & Retreats 16
Gatherings & Assemblies 16
Athletics, Recess & PE 16
Hassenfeld Library 16
Performing Arts 17
Textbooks & Supplies 17
Lunch & Snacks 17
After School 18
Billing & Fees 18
Reaching a Decision 18
In This Together 18
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.

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.

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.

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 interac-
tions, USN will utilize a traffic-flow pattern that
makes some hallways and staircases one way. Mid-
dle 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 re-
assigned 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 and Wellness

These practices are subject to further revision based upon continued consultation with the USN Medical Advisory Board, regulations from the Metro Nashville Public Health Department and State of Tennessee, and guidance from the CDC.

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.

- Within the last 24 hours, without having taken any fever-reducing medications, have you had a temperature of 100.4 degrees Fahrenheit (38 degrees Celsius) or higher when taken by mouth?
- Within the last 24 hours, have you had a sore throat?
- Within the last 24 hours, have you had a new onset of cough (for students with chronic allergic or asthmatic cough, a change in their cough from baseline)?
- Within the last 24 hours, have you had new shortness of breath or difficulty breathing?
- Within the last 24 hours, have you had diarrhea or vomiting?
- Within the last 24 hours, have you had a new loss of smell or taste?
- Within the last 24 hours, have you had a new onset of severe headache, especially with a fever (for students with chronic severe headache, a change in their baseline)?
- Within the last 14 days, have you had close contact* with a person with confirmed COVID-19 or awaiting test results?

These practices are subject to further revision based upon continued consultation with the USN Medical Advisory Board, regulations from the Metro Nashville Public Health Department and State of Tennessee, and guidance from the CDC.
*USN is following the Tennessee Department of Health Recommendations for the Management of COVID-19 in Schools which defines close contact as “within six feet of the individual for 10 minutes or more at any time within 48 hours before the individual’s onset of symptoms until the individual has left.” This excludes medical personnel and caregivers who wear PPE.

**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 that only you know and will remember. 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.
University School of Nashville

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

EXPOSURE IS DEFINED AS CLOSE CONTACT (WITHIN 6 FEET FOR AT LEAST 10 CONSECUTIVE MINUTES) WITH AN INDIVIDUAL WHO MEETS ANY OF THESE CRITERIA:

- While the individual is symptomatic
- During the 48 hours before symptoms began
- 48 hours before positive test if the individual is asymptomatic

IF YOU HAVE COVID-19 SYMPTOMS AND/OR A POSITIVE TEST FOR SARS-CoV-2

SYMPTOM-BASED STRATEGY

1. Continue isolation until 10 days* after symptom onset, AND resolution of fever for at least 24 hours, with out the use of fever-reducing medications, AND with overall improvement of other symptoms.
2. For those who never develop symptoms, the date of first positive RT-PCR test for SARS-CoV-2 should be used in place of the date of symptom onset. Continue isolation until 10 days after the date of your first positive RT-PCR test.

IF YOU WERE EXPOSED AT HOME TO SOMEONE WITH A CONFIRMED OR SUSPECTED DIAGNOSIS OF COVID-19 OR WHO IS DISPLAYING SYMPTOMS

If your household contact’s test result is:

1. POSITIVE - you should isolate from the infected family member and you must stay home for 14 days** from your last exposure to the infectious family member.
2. NEGATIVE - you may continue to be at school.
3. PENDING/UNKNOWN AND YOU HAVE NO SYMPTOMS – you should isolate from the family member until the test result is known. You may not come to school until the test result is known or, if unknown, for 14 days from your last exposure to the potentially-infectious family member.

IF YOU WERE EXPOSED IN YOUR SCHOOL COHORT TO SOMEONE WITH A CONFIRMED OR SUSPECTED DIAGNOSIS OF COVID-19 OR WHO IS DISPLAYING SYMPTOMS

If your school cohort contact’s test result is:

1. POSITIVE - you must stay home for 10 days from your last exposure to the infectious student.
2. NEGATIVE - you may continue to be at school.
3. PENDING/UNKNOWN AND YOU HAVE NO SYMPTOMS – you may not come to school until the test result is known or, if unknown, for 10 days from your last exposure to the potentially-infectious student.
IF YOU WERE EXPOSED TO A FRIEND OR SOMEONE ELSE IN THE COMMUNITY WITH A CONFIRMED OR SUSPECTED DIAGNOSIS OF COVID-19 OR WHO IS DISPLAYING SYMPTOMS

If your community contact’s test result is:

1. POSITIVE - you must stay home for 14 days** from your last exposure to the infectious person
2. NEGATIVE - you may continue to be at school
3. PENDING/UNKNOWN AND YOU HAVE NO SYMPTOMS – you may not come to school until the test result is known or, if unknown, for 14 days from your last exposure to the potentially-infectious person.

IF YOU WERE EXPOSED TO SOMEONE WHOSE FAMILY MEMBER/FRIEND/CO-WORKER/OTHER CLOSE CONTACT HAD A CONFIRMED OR SUSPECTED DIAGNOSIS OF COVID-19 OR WHO IS DISPLAYING SYMPTOMS

You are considered the “CONTACT OF A CONTACT” and no isolation is required. Continue to monitor for symptoms for 14 days.

*Most people become non-infectious (non-contagious) after the 10th day from the onset of symptoms (or from the date of a positive test if no symptoms).
Special circumstances, including but not limited to those who have an immunocompromising condition OR who had to be hospitalized for COVID-19 require a longer self-isolation period.

**The vast majority of infected persons will exhibit symptoms before day 14 following infection (if symptoms are going to occur).
**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 notify the child’s Division Office.**
- Lower School 615-321-8022
- Middle School 615-321-8016
- High School 615-321-8012

**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 is following the Tennessee Department of Health Recommendations for the Management of COVID-19 in Schools which defines close contact as “within six feet of the individual for 10 minutes or more at any time within 48 hours before the individual’s onset of symptoms until the individual has left.” This excludes medical personnel and caregivers who wear PPE.

USN will begin its own internal contact tracing with that student and their close contacts. We will encourage families to share with us in this instance; USN will handle this information sensitively.

**Parents must notify the child’s Division Office.**
- Lower School 615-321-8022
- Middle School 615-321-8016
- High School 615-321-8012

**Health Room & Waiting Room**
USN has a registered nurse or medical doctor 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.
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 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 school dismisses 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 will remain with their cohorts in the same classroom throughout the day with teachers rotating. Students in Grades 7 and 8 will follow one-way directional signage to switch classrooms while maintaining a safe distance.

- **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
Instrumental music and chorus courses will look particularly modified as we work to mitigate any risk associated with COVID-19. The Performing Arts Department has been meeting throughout the summer to explore alternative programming possibilities. 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 everyone 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.