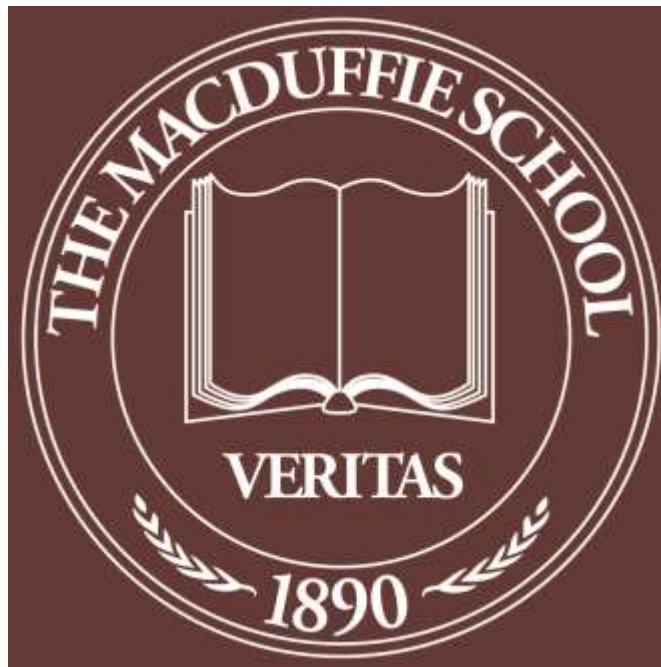


**The MacDuffie School
2020-2021 COVID-19 Re-Opening Plan**



**July 14, 2020
The MacDuffie School
Emergency Management Team
66 School Street
Granby, MA 01033
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DRAFT

**The MacDuffie School
Emergency Management Team**

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EMT Summary

The MacDuffie School plans for reopening the 2020-21 school year are written with the health and safety of all our students, faculty, staff, vendors, and visitors in mind. This plan will reflect the guidance and recommendations of the CDC, Granby Board of Health, and state and federal guidelines. We understand these guidelines may change as these agencies continue to improve and refine standards and as Governor Baker announces new reopening phase guidelines.

Reopening:

Boarding students will arrive on campus starting on August 25th - 27th, and will start quarantine on August 28th, for a duration of up to 14 days. Day students will arrive September 11th, per guidelines from the hybrid learning team. Orientation activities and some classroom introductions may be scheduled as early as September 8th in order to ensure all students can access online learning platforms and to receive training as necessary.

To emphasize the importance of hygiene and reducing the spread of germs in our community, signs will be posted throughout the school including (but not limited to) bathrooms, classrooms, common spaces, and hallways. Additional education will also occur with frequent in-person and video training.

Safety Actions:

The following safety policies will be implemented upon the opening of school:

- Each individual entering any school building must wear a face mask that fully covers the nose and mouth at all times
- Social distancing will be expected, and enforced throughout the building
- Hand sanitizer will be available in all common areas and entrances

The following policies will be put in place for all facilities on campus:

- Additional, more stringent cleaning protocols will be observed
- High-touch/high-engagement surfaces will be cleaned multiple times per day
- All rooms and offices on campus will be equipped with fans or other means of ventilation, and occupants will be encouraged to open windows as appropriate
- To reduce the spread of germs, all water fountains will be shut off. No-touch water bottle filling stations will continue to operate as normal
- Hand-washing stations will be made available throughout the buildings and grounds
- Safety and hygiene protocols specific to COVID-19 for all departments and activities will be implemented, reviewed on an ongoing basis, and implemented

Social distancing will be emphasized in the following ways:

- Classrooms & common spaces will be rearranged to accommodate social distancing in accordance with best-practices guidelines from the Department of Elementary and Secondary Education
- Outdoor flex spaces will be used for instruction whenever and wherever possible to limit student contact within the school building
- Off-campus field trips will be postponed until deemed safe by health officials
- Beginning of year meetings will be done virtually, or in small groups
- Meals will be prepared/served per SAGE dining services guidelines
- Parents will be asked to remain in cars during student drop-off and and pick-up
- Students who use our transportation services will comply with the COVID-19 policies of Five Star Bus. Internal protocols for social distancing will be observed by any student(s) and driver(s) of MacDuffie school vehicles
- Assemblies, class meetings and other large gatherings will be held virtually

To reduce the spread of germs the following will take place:

- Day students have individual lockers to keep their belongings
- Boarding students will keep their personal belongings in their dorm room
- Art, Science, and electronic equipment will be assigned to individual students when possible, or cleaned and/or “aired out” for 3 days after each use, per current state or federal health agency guidance
- All library materials must be disinfected in accordance with the recommended standards of the American Library Association and/or Northeast Document Conservation Center
- Desk placement will be in accordance with DESE guidelines

To encourage compliance with COVID-19 policies education and training will be provided in the following way:

- Faculty and staff will be trained on new COVID-19 policies during opening faculty meetings
- Boarding students will be trained in dormitory hygiene practices during boarding orientation
- All students will be trained and/or educated on COVID-19 policies and awareness during initial advisory meetings
- Ongoing training and continuing education will be made available as changes or new and additional policies are introduced

Testing:

All boarding students will be tested for COVID-19 five days after the beginning of the quarantine period. (This will allow the virus to present itself in individuals who may have been exposed during international flights and/or airports.) Tests will be conducted on-campus by the

School's consulting physician. Appropriate action, including isolation, etc., will be taken per our protocols described elsewhere in this document.

Day students who present as symptomatic will either be barred from entering the building, or will be referred immediately to their primary care physician.

Boarding students who present as symptomatic will be placed in an isolation room and will be tested on-site by the School's consulting physician. A positive test result for a boarding student will trigger a meeting of the Emergency Management Team to ensure that all other protocols are followed. A boarding student who tests positive will not be permitted in the main building until cleared by the School's consulting physician and presenting a negative test result. Such a student will remain confined in an isolation room until clearance.

Contact tracing will commence immediately following internal contact tracing guidelines by those individuals who have been trained in best practices for any student who presents with symptoms and/or presents a positive COVID test result. Three individuals have been named who will be trained in current best-practices contact tracing protocols prior to the arrival of schools on campus, including the School Nurse.

Students who have presented a positive test result will be allowed to return no earlier than 13 days after symptoms started or 3 days of asymptomatic presentation with no medication, whichever is later. Students who are able to provide a negative test result from a test taken after presenting with symptoms will be allowed to return upon receipt of the negative test results by the School and/or the student's primary care physician. No student who has been referred for testing will be allowed to enter the building, facilities or grounds unless a negative test result and confirming physician's note is provided to the School. Nothing in these policies or procedures should be construed as more lenient than current Commonwealth of Massachusetts and/or Centers for Disease Control and Prevention guidelines. In the event of a conflict with a more stringent Massachusetts Department of Public Health and/or CDC guideline, the more stringent rule shall prevail.

Monitoring and Preparing:

The importance of continual monitoring will play an important role in reduction of illnesses throughout the school community. Monitoring will be done in the following ways:

- Nursing office and isolation space will be relocated to Rutenber House
- Students, faculty/staff will have symptom checks daily per current state/federal guidance
- Employees and parents will be reminded of the standard "stay at home when sick" policy at the beginning of year through various methods of communication

If a child or employee becomes sick with flu or COVID-19 like symptoms the following measures will take place:

- Day students will be isolated in the designated isolation rooms in Rutenber House until they are picked up by parents, and will be advised to seek medical assessment
- Boarding students will be isolated in the designated isolation rooms until symptom free for 3 days or until receipt of a confirmed negative-result COVID-19 test
- All students needing emergency care due to shortness of breath or difficulty breathing will be transported via ambulance to the hospital
- If any student or employee has a confirmed positive COVID-19 test, internal contact tracing will be done immediately by trained employees and the local DPH will be notified immediately
- Notification to the school community will be done by the Head of School via mass messaging for any school closure, and general email to parents of indirect exposure as soon as possible
- Contaminated areas will be closed immediately and deep cleaned following CDC guidelines and OSHA guidelines prior to being used again
- Doctor signed healthy clearance to return to work or school note will be required prior to entering the building for symptomatic individuals
- Implement flexible sick leave policies and practices, if feasible

Ventilation:

The MacDuffie School has retained a heating, ventilation and air-conditioning engineer to assess the needs of the School during reopening to ensure adequate ventilation and airflow and to ascertain and correct, if necessary, existing airflows. MacDuffie will ensure compliance with the applicable recommendations of the American Society of Heating, Refrigeration and Air-handling Engineers (ASHRAE) by implementing the recommendations of the ventilation plan.

Closing:

With all the precautions put in place, there will still be the possibility of multiple COVID-19 cases on campus. In the event this occurs the following will take place:

- Temporary closure (no physical classes on campus) will occur if three or more COVID-19 cases occur.
- Boarders will be allowed to remain on campus but will move to our on-campus quarantine procedures
- Extensive deep cleaning of all facilities will commence immediately until completed prior to reopening

Emergency Management Team Proposal for 2020 Fall Re-Opening

Phase 1: School remains closed. E-learning or distance learning opportunities should be provided for all students.

Phase 2: Remain open with enhanced policies measures (social distancing, hygiene educating, nursing assessments, risk management, etc). Fall 2020 reopening plans are contingent on direction from Governor Baker's office. Fall 2020 plans presented herein were developed with the guidance of the Governor last updated on June 25, 2020.

Phase 3: Return to full capacity classes, normal academic schedule, and no enhanced measures needed

The following procedures are organized by category.

Athletics

The MacDuffie School encourages athletes to participate in the community in a wide variety of activities. One area of focus for students is to be involved in athletics. The second is to encourage regular physical activity for many benefits to individuals. The MacDuffie Athletics Department has created a plan for different scenarios, each plan containing several steps in order to bring athletics back to the MacDuffie community. These plans vary from seasons being cancelled to full participation in a traditional athletics season.

This plan was created by following the existing guidelines provided by Governor Baker's task force on the re-opening of the state of Massachusetts, as well as other institutions, in response to the COVID-19 Pandemic.

These scenarios will all be impacted by the constant change to the state of Massachusetts, the United States and the availability of international travel. These plans are fluid, and can and will change based on the ability for The MacDuffie School, Massachusetts, the U.S and the rest of the world to contain the COVID-19 outbreak.

"For me, it is almost too simple," says Paul Anderson, director of the Sports Law Program and National Sports Law Institute at the Marquette University School of Law. "If the state you are in has certain mandates, and you follow them, then there should be no liability. If you do not, though, there could be."

https://www.nfhs.org/media/3812287/2020-nfhs-guidance-for-opening-up-high-school-athletics-and-activities-nfhs-smac-may-15_2020-final.pdf

<https://www.nfhs.org/articles/high-school-sports-activities-opportunity-for-everyone-to-be-included-accepted?ArtId=402005>

The Sports Medicine Advisory Committee of the National Federation of State High School Associations (NFHS SMAC) believes it is essential to the physical and mental well-being of high school students across the nation to return to physical activity and athletic competition.

The NFHS SMAC endorses the idea of returning students to school-based athletics and activities in any and all situations where it can be done safely. NFHS SMAC strongly urges that these organizations engage with state and local health departments to develop policy regarding coordinated approaches for return to activity for high school, club and youth sports.

MacDuffie athletes and participants in physical education classes will be separated into small groups/pods in order to ensure that social-distancing requirements are met, as well as to minimize or prevent sharing of athletic equipment.

Sport Specific rule changes:

Soccer: Team benches will have staggered seating. Players will sit at an appropriate social distance. No handshakes or social physical contact. Players given uniforms for the season and a pinnie for each practice.

Volleyball: No bench switching after sets. No handshakes etc. Players sit at social distance.

Cross-Country: Players may run time trial arrangements. Running in pairs will be explored and implemented if conditions warrant.

Student athletes must take personal responsibility for their protection through social distancing and wearing masks. Athletics officials and coaches will enforce social distancing and mask requirements. The School recognizes that the periods immediately before, during, and after breaks will likely be the most difficult to manage and will redirect coaching, officials' and administrative resources appropriately.

	<i>Equipment</i>	<i>Practice</i>	<i>Rules</i>	<i>Safety</i>
Soccer	Balls, cones, goals, pinnies	Start, end, breaks assigned area. Practice areas and stations clearly marked. Large goals not moved. Coach uses smaller goals/targets.	All players must wear disposable gloves (goal keeper wears regular gloves)	Balls and equipment cleaned after each session. Coach or assigned people only to move equipment. Masks worn if in group. No masks during play
Volleyball	Balls, nets, posts	Maintenance staff to put up nets in advance Ball per player? Players given assigned area for warm up/breaks	Regular stops for washing hands. Passing in controlled small groups. Serving with same ball/small groups.	Balls and equipment cleaned after each session. Coach or assigned people only to move equipment. Masks worn if in group. No masks during play
Cross-Country	Course markers	Runners given assigned areas for warm up/breaks. Staggered start times? Various routes?	Social distancing rules on course.	Masks worn if in group. No masks when running
Tennis				
Golf				
Str&Cond				
Badminton				

Limiting risk - new tolerance levels. Redefining risk tolerance.

Within high school sports, the drive of coaches and dreams of parents must not and cannot run ahead of player safety. When it comes to education-based sports and performing arts within our nation's schools, nothing is more important than the health and safety of the participants AND the individuals conducting those programs.

The urge to return to normal is understandable, but the path back pre-pandemic athletics will take time, and that "time" will not happen at the expense of the safety and well-being of everyone involved in high school sports.

General and Per Sport Questions:

1. How will teams travel?: Athletics will hire 53-seat "yellow" buses where necessary, or will operate more school vans, in order to accommodate social distancing for athletes in transit. It may also be necessary to recruit parent and student volunteers to drive to games individually.

2. What will practices look like?: Depending on state guidelines but likely going to have to minimize team sizes; at this time, practices will be scheduled for varsity level sports only.

3. How will Athletics manage gatherings?: Only small-group gatherings will be permitted. All athletics areas will be equipped with hand sanitizing stations. Event crew members will work to sanitize equipment after and during "practices." There will be no sharing of water bottles or food sources. Some virtual practices will replace actual physical gatherings to lower contact rates. Strategy and rule instructions will occur virtually or via e-mail. Team huddle spaces are marked out (like current outdoor takeouts) with spots to stand or sit that are 6 feet or more apart. Coaches, officials and all other attendees will be required to have and use face masks.

4. How do games/events look?: Uniforms will be handed out prior to all games and will be collected immediately thereafter for washing. All athletes must wash hands before and after games. All athletes are required to secure and have on hand masks for practice and games. Masks must be worn while any athlete is not actively engaged in sporting activity, and must also be worn for non-aerobic sports as indicated by current guidance from the Governor's task force. Stations for hand washing and hand sanitizer will be made available to all athletes during time outs, halftime, etc.

5. If sports had to be altered, what would that look like?: It is likely that intramural sports would be pursued in the event sports frameworks require substantial modification to ensure the safety of our students. We may end up creating smaller teams and having practices and games within our school only; faculty games are also under consideration. Briefly:

- Make teams for easier events from PE classes and add them into the mix (soccer, badminton, etc.)

- Hold tournaments for sports that can be made smaller (e.g. 3-on-3 basketball, 5-on- 5 half field soccer, badminton, ping pong, home run derby & wiffleball tourneys
- Create staff coaches for some of these sports they are interested in
- Play only schools where safety regulations are reviewed and deemed appropriate

6. Can start times be adjusted?: At present the school is setting up the Fall schedule as in the past. We may have changes to school times. This is necessarily dependent upon the schedules and availability of other competing schools. Additionally, tournament formats could be added to reduce travel and contact times.

7. How would the facilities be affected? On-campus. Off campus?: It is likely that off-campus travel will be limited, particularly in the immediate future and at the forefront of the first sports season:

- We will carefully monitor those on campus and which individuals are using using each facility and at what times.
- Logs will be required for the use of all facilities to ensure ease of contact tracing, as well as to confirm cleaning times.
- Cleaning and sanitizing responsibilities will be based off of log times.
- Return to play procedures for COVID positive exposures will be developed and followed.

8. How will we handle water/equipment/sanitization?:

- Only personal and/or single-use water bottles will be allowed
- Only personal water bottles with CLEARLY marked names will be permitted to reduce the possibility of misplaced or switched bottles. Coaches and athletic staff will enforce labeling rules
- Water source is only accessed and maintained by staff

9. What cleaning supplies would we use?: The Business Office will provide antiviral, antibacterial and/or antituberculin cleaning solutions recommended by the CDC and the State for the thorough eradication of the COVID-19 virus.

10. What would the changing room guidelines be?: One individual will be allowed to change at a time, as our current change rooms are too small a space to allow a whole team in while maintaining appropriate social distancing.

11. What is the min. number of practices we would need before the first scrimmage?: 7-10 is the typical guideline for most sports.

- Practices will be dependent upon advice from state sanctioning bodies and health authorities

12. What is the importance of athletics in this current time?
- NEVER more important. As long as it is safe. Mental health is clearly intertwined with athletics, physical activity+adult role model + part of team= sense of belonging, physical and mental health, non-screen activities, positive human contact and connection, competition, builds loyalty to school, creates a sense of normalcy for teenagers who are desperate for positive news and life to be “okay.”

Healthcare/Nurse/Athletic Trainer Procedures:

1. Gloves and masks will be used at all times for all patient (student athlete) contacts.
2. Although there is currently limited access to primary-care physicians due to the pandemic, we will continue to require an updated sports physical in order to participate in any athletic activity. We will continue to require an annual sports physical examination, and no student with a physical more than one year old at the beginning of a season will be allowed to participate until an updated physical examination and certification of good health is presented.
3. Disposable gloves are required to be worn every time an athletic trainer attends to or touches a student athlete. Masks are required to be worn by both the trainer and the student athlete at any time athletic training services are rendered.
4. A representative of the School’s Athletic Department will contact each athletic officials’ association to confirm mask protocol and to advocate for the smart use of masks in situations where social distancing is impossible, as well as situations where masks can reasonably be worn without interfering with athletic performance.
5. Sports equipment will be disinfected after each use.
6. Athletic training equipment will be infected after each use. Only one student-athlete at a time will be allowed entrance into the athletic trainer’s office/examination area.
7. Personal water bottles will be permitted, as will disposable water bottles. Student-athletes will be barred from sharing water bottles, and all personal, reusable water bottles must be labeled with the owner’s name. Students are expected to sanitize their own personal water bottles thoroughly each and every day.
8. All confined spaces, including the athletic trainer’s office, the equipment room, the dugouts, and the fitness centers will maintain entrance logs to ensure contact tracing

efficacy, as well as adequate ventilation and social distancing.

9. Temperature checks will be administered to all coaches and athletic officials daily as long as the Centers for Disease Control and/or a state or local agency recommends or requires this practice.
10. A Game Day Management Form, to include comprehensive information on new practices and procedures, new safety measures, etc., will be disseminated to officials and coaches and will also be shared with opposing groups on the day of each game.
11. Shared equipment, including balls, bats, etc., will be sanitized between uses and will be confined to small groups.
12. Facilities and practices will be staggered wherever possible and students and staff will be arranged into small groups to minimize cross-contact.
13. Maintenance will maintain ventilation fans and will ensure good operations of ventilation system in large areas. The School will consult with a ventilation engineer credentialed by the American Society of Heating, Refrigerating and Air-conditioning Engineers (ASHRAE) to develop and implement a ventilation plan that conforms to the best-practices recommendations promulgated by the Centers for Disease Control, ASHRAE and the Environmental Protection Agency.
14. The Athletic Trainer will ensure the cleanliness of the AT office, using standard procedures and recommended disinfectants on a daily basis and disinfecting touch surfaces and examination tables between each student examination.
15. The Athletic Director will continue to monitor all guidance from applicable agencies and trade groups and will update protocols and procedures pertaining to athletics, and will present findings to the emergency management team.
16. The Athletics Department will enforce social distancing protocols wherever possible and will continue to ensure that masks are worn wherever social distancing is not possible, including in all indoor spaces, locker rooms, close-contact practices, meetings, bus rides/transportation, and at all times before and after practice.
17. The Athletics Department will advise facilities and operations of necessary installations of hand sanitizing stations. Housekeeping will be charged with the maintenance of indoor hand sanitizing and handwashing stations. Maintenance will be charged with maintaining outdoor hand sanitizing and handwashing stations.

18. The Athletics Department will work with Facilities & Maintenance to ensure that all cleaning protocols are being followed, and if necessary, to address ongoing needs and emerging concerns.

Each of our athletic venues has a dedicated QR code. Students must use their smartphones to scan in to each venue. Students will complete a COVID symptoms self-check using the QR code application, which also populates sign-in and time data to a spreadsheet maintained by our coaches. Each student athlete also has access to an online mobile survey that is filled out every weekend. On the symptoms check the athlete puts in their first name, last name, sport and then they check a list of symptoms from a dropdown menu that we have created for them. The list includes all major symptoms of COVID including temperature of 99.4 or higher (or the prevailing fever-indicative temperature per current medical guidance, after a period of rest of at least one-half hour), loss of smell or taste, etc.

An example is at this URL: <https://forms.gle/oWVyoPZE49Zf92c7>

Risk Management Training and Coach Training - training led by Risk Management Team.

General and Sports Specific information. Potential training for students includes:

- Video of what you do from getting out of the car through leaving practice...
- Coaches need to know what specific drills they can do
- Rules for parents on game day and practice day

Alternative Physical Education and Sports Program:

Scenarios and game plan:

Scenario #1 - Same as Normal - school opens and returns to “near” normal for September. We will have to implement some safety precautionary measures to minimize risks.

Scenario #2 - Reduced Student Population - school is open for “room and zoom”, with a delayed return for most boarding students. Alternative inter school sports program (no-low contact sports) and intramural offerings – seasons may shift or overlap

Scenario #3 - Limited Student Population - no inter school sports for Fall (maybe winter?). Intramural program offerings, potential extended PE program and or/electives may be offered. Seasons may shift or overlap.

Fall 2020

All students assigned a PE class for credit.

Students may be offered the opportunity to select an “after school” physical activity/sports in place of PE.

We will need to adhere to any restrictions in numbers of students per space. This is likely to impact the number of PE classes and the activities we offer.

It is likely that students will be offered a combination of in-person and online, virtual/hybrid instruction within physical education classes.

We will reduce the number of PE students to help those equations by encouraging students to participate in an after school activity.

Considerations to be taken, per game, prior to developing a season policy:

Soccer - will we be able to have practices and games involving large numbers? What would an intramural soccer program look like? Will we consider playing “reduced numbers” games (3v3, 5v5) intramural and with other willing schools? See above for my thoughts

Volleyball - same as soccer, although player-player contact is easier to control. Reduced numbers (3v3)? Intramural, mixed-team, faculty or other staggered volleyball teams may run.

Cross Country - limited numbers, expanded running path, staggered start times may all allow Cross Country to run. Staggered Start: Each coach should know the average time of each student, and can start them off and keep the gap *growing* rather than closing.

Other activities:

Fall Tennis - we could offer a competitive Tennis season (in the absence of the Spring 2020 season). Clear rules and guidelines of play, including ball use, will be in use.

Fall BASEBALL may be run as a tournament/exhibition-style season, or as an extended training season.

Fall Table Tennis - Possible same guidelines as tennis

Fall Badminton - Possible same guidelines as tennis

Fall Golf - This is public school competitive season (Belchertown uses Cold Spring country club)

Frisbee Golf - could we at last have a use for those baskets???) Individual Discs we could do this.

Biking/Mountain Biking -

Orienteering -

Chess – May also be offered online.

Practice schedule - Monday-Thursday scheduling, excluding Wednesday games. This will be considered a “competitive” sports commitment. Junior Varsity level may follow the afternoon CAP schedule on Mondays, Tuesdays and Thursdays.

Weekends may be employed for games, practices, or for tournament scenarios or where multiple games can be played to reduce travel. This may also be easier for parent drivers - or for parents to see events since they are surely missing watching their kids play, and will reduce outside contact.

Coaching and Supervision:

Coaching and supervision is dependent upon structure of the season and tournament. We may offer a staggered practice schedule that also works with staggered physical class schedule; e.g.

Team 1 practices M/W/F - 2:15-3:45

Team 2 practices T/Th - 2:00-4:00

Team 3 practice M/W/F - 3:45-5:15

Team 4 practice T/Th - 4:00-5:30 and W 1-2:15.

This allows us to coach more teams and hire fewer coaches, or hire coaches but space out practices and events. The use of residential assistants for coaching may allow the School to admit fewer individuals to campus.

Varsity athletes may also participate in an in-class session, held (if possible) outdoors. Topics may include physiology, biomechanics, sport psychology and the like. Coaching education for students may allow the School to offer certain aspects of a sport without the same risk of contact.

Key Terms:

Cleaning - Using antibacterial soap and water to remove dirt and debris.

Disinfecting - describes a process that eliminates many or all pathogenic microorganisms, except bacterial spores, on inanimate objects. In health-care settings, objects usually are disinfected by liquid chemicals or wet pasteurization.

Sanitizing - describes a process that destroys or eliminates all forms of microbial life and is carried out in health-care facilities by physical or chemical methods. Steam under pressure, dry

heat, EtO gas, hydrogen peroxide gas plasma, and liquid chemicals are the principal sterilizing agents used in health-care facilities.

Personal Protective Equipment (PPE) - is protective clothing, helmets, goggles, or other garments or equipment designed to protect the wearer's body from injury or infection.

Point of Contact- The person who can be approached in order to receive information and resources about the Athletics Department initiative to respond to the COVID-19 outbreak.

Contract Tracing - Steps taken in order to identify and notify infected individuals and everyone with whom they have had close contact during the timeframe while they may have been infectious.

Key Staff Members:

Athletic Director: Responsible for communicating with all athletics coaches, athletic trainer, Head of School and outside Athletic Directors. Collect students athletes names and sports and work with coaches to assign rosters. Communicate with officials and visiting team members on the policies and procedures of the school.

Athletic Trainer: Responsible for communication between the athletics department and health center, Communicating with coaches and athletic directors to determine safest and best practices for each team. Evaluate athletic injuries, screen visiting teams, coaches and officials. Point of Contact for the COVID-19 athletics reopening. Provide contact tracing if and when necessary. Clean, sanitize and disinfect all athletic equipment after use. Educate coaches, athletes and staff on safest and best practices.

Business Manager: Responsible for coordinating operations staff, including housekeeping, maintenance and foodservice. One of the liaisons with the Board of Health.

Coach: Supervise and support athletes. Communicate with an athletic trainer about potential injuries or illness. Communicate with the athletic director on responsibilities and roles related to individual sports.

Dean of Boarding: Chairs the Emergency Management Team. Responsible for coordinating emergency response and maintaining the plan document. One of the liaisons with the local Board of Health.

Emergency Management Team: Group of school staff that has created the reopening guide (Article 1) for the MacDuffie school. Responsible for approving the athletics and school reopening guide. Additionally they will meet to continue responding to national, state and local guidelines and changes.

School Counselor: Mental health professional. Will be available for students and staff to contact with mental health concerns. Will play an integral role in communication with infected individuals and those who may have been exposed.

Head of School: Deliver the reopening plan to all members of the community. Communicate with all staff on progress of the plan and help to communicate between school and community resources. Primary liaison with the Board of Health.

Nurse: Point of contact for the School reopening plan. Communicate with Athletic Trainer to determine if safest and best practice is occurring in athletics. Help with Contact Tracing and communication with infected or potentially exposed individuals. Communicate with Team physician and schedule medical appointments. Primary monitor and liaison to the Emergency Management Team for directives from state and national agencies providing health guidance.

Point of Contact: The person who can be approached in order to receive information and resources about the Athletics Department initiative to respond to the COVID-19 outbreak. For Athletics it is the Athletic Trainer for the School it is the Nurse.

Team Physician: Swift River Medical Center, under the direction of Stephen Anderson, M.D., will help to provide medical care and guidance.

Athletic Training Services:

The MacDuffie School will provide Athletic Training Coverage during all athletic events. Practices and Games will have direct supervision based on the assumed risk of injury, in direct supervision by an on site athletic trainer will be provided if multiple events are occurring simultaneously.

When an athlete is injured in a game or practice setting and the Athletic Trainer is called to the field.

1. The Athletic Trainer will be wearing appropriate PPE at all times.
2. The Athletic Trainer will determine if Emergency Support is necessary for the injury.
 - a. If Emergency Support is necessary the Emergency Action Plan for that site will be followed
 - b. If no EMS is needed the Athletic Trainer may ask the injured person to put on PPE before evaluating for injury.
 - c. If determined safe the injured person will be removed from the playing field.

3. Once removed from the playing surface the injured athlete will be evaluated in a separate area.
4. Vitals will be taken and a brief COVID screening will take place.
5. The injury will be assessed through as much verbal and non-physical-contact evaluation as possible.
6. The Athletic Trainer will determine whether the athlete needs a referral, to be removed from play or return to play.
7. After evaluation both the injured party and athletic trainer will go through proper hand washing and any areas touched will be cleaned with an alcohol based cleaner.
8. Any equipment or seating used during the evaluation will be properly sanitized.
9. The Athletic Trainer will record the patient contact in the schools electronic medical records.

When an Athlete notices an injury after a Practice or Game:

1. The athlete will schedule an appointment with the athletic trainer either for that day or the following day. AT office hours will generally be from 12pm - 7 pm Monday - Friday.
2. The Athletic Trainer will meet one-on-one with the injured athlete in the Athletic Health care facility.
3. Vitals will be taken and a brief COVID-19 screening will take place.
4. The injury will be assessed through as much verbal and non-physical-contact evaluation as possible.
5. The Athletic Trainer will determine whether the athlete needs a referral, to be removed from play or return to play.
6. After evaluation both the injured party and athletic trainer will go through proper hand washing and any areas touched will be cleaned with an alcohol based cleaner.
7. Any equipment or seating used during the evaluation will be properly sanitized.
8. The Athletic Trainer will record the patient contact in the schools electronic medical records.
9. Should the Athletic Trainer not be present, these protocols will be followed.

Cleaning Equipment:

Individual equipment will be used whenever possible. In the event that equipment must be shared, proper cleaning, disinfecting or sanitizing will take place.

1. For Hard Surfaces
 - a. If surfaces are visibly dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

- b. For disinfection, most common EPA-registered household disinfectants should be effective.
 - I. A list of products that are EPA-approved for use against the virus List N: Disinfectants. Provided by the CDC (Article 3) Follow the manufacturer’s instructions for all cleaning and disinfection products for concentration, application method and contact time, etc.
 - II. Additionally, diluted household bleach solutions (at least 1000ppm sodium hypochlorite) can be used if appropriate for the surface. Follow manufacturer’s instructions for application, ensuring a contact time of at least 1 minute, and allowing proper ventilation during and after application. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. Bleach solutions will be effective for disinfection up to 24 hours.
 1. Prepare a bleach solution by mixing:
 - a) 5 tablespoons (1/3 cup) bleach per gallon of water
or
 - b) 4 teaspoons bleach per quart of water

2. Soft (Porous) Surfaces

- A. For soft (porous) surfaces such as carpeted floor, rugs, and drapes, turf and nets, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
 1. If the items can be laundered, launder items in accordance with the manufacturer’s instructions using the warmest appropriate water setting for the items and then dry items completely. Otherwise, use products from List N; Disinfectants that are suitable for porous surfaces.

Assemblies/Advisory/Class Time

- Assemblies, advisory and classes will be conducted in accordance with the guidelines established by the Hybrid/Distance Learning Committee. Social distancing protocols will be observed in accordance with Commonwealth of Massachusetts recommendations from the Department of Elementary and Secondary Education.
 - Assemblies and class meetings will be conducted virtually whenever possible until the resumption of normal school activities in the indicated phase.

Boarding

- Return August 25 - 27; doors close at the close of business on August 27 for quarantine of up to 14 days.

- If boarders are not on campus by Aug 26th, they must contact the Dean of Boarding and the School Nurse to arrange for an alternate quarantine prior to rejoining the boarding department.
- All boarding students must quarantine in the dormitory for 2 weeks prior to the first day of classes.
- Off campus activity must be local and limited. Students will need to present a request to the Dean of Boarding 7 days prior to desired activity. No late request will be approved. This will give the boarding house time to collect more information, and potential contact tracing persons.
- Room occupancy will be minimized:
 - There will be no triple-occupancy rooms in any dormitory.
 - Double-occupancy rooms will be established with “family-unit” individuals (i.e. those students who have already lived or traveled together, or who are already related and have previously domiciled together)
 - Single-occupancy rooms will be granted whenever and wherever possible
- Room layouts for dormitory rooms will be modified to ensure maximum social distancing
- The School will investigate the possibility of procuring and implementing NSF/NFPA-certified bed curtains to prevent the spread of germs, for use in double rooms
- Large-scale gatherings will not be permitted in the dormitory floors, hallways, student rooms or common areas
- Common area seating will be removed and common areas will operate at only ½-capacity while promoting social distancing
- Hallway railings, stairwells, doorknobs and all touch surfaces, refrigerator and microwave door handles, and common room computer printers and drawer pulls will be sanitized at least twice daily

Building

- All exterior and interior door handles will be sanitized on a regular basis
- All water fountains will be disabled and are not to be used, with the exception of motion sensor activated water bottle fillers
- A comprehensive cleaning services plan has been developed and will be executed (see below)
- Hand sanitizer stations are to be placed in classrooms, halls, and near exits where possible
- Additional hand-washing stations will be stationed throughout the building and grounds
- All students, faculty, staff, vendors and visitors will comply with the building entrance procedure. Employees and vendors of SAGE Dining Services will comply with all provisions of the School’s entrance procedure, but will enter the building through the main cafeteria service doorway. SAGE Dining Services employees and vendors will also comply with all applicable provisions of the SAGE Dining Services entrance protocols.

- Maintenance will arrange furniture at the direction of the Emergency Management Team to comply with Commonwealth of Massachusetts Department of Elementary and Secondary Education directives to maintain at least 3' (0.9m) from desk to desk
- Maintenance staff will clearly mark the location of the center of each tablet arm or desk/chair combination with blue chalk or paint on the ceiling of each room; desks and chairs are to be aligned to these social distancing registration marks at all times, and after cleaning
- Signage indicating building closure to the public has been placed in strategic campus areas to discourage unauthorized visitors

Cleaning & Sanitation

Summer Projects

- All carpeted areas including classrooms, offices, dormitory, and halls shall be shampooed and extracted
- All terrazzo hallway floors shall be sanitized and refinished
- All vinyl composite tile flooring shall be sanitized and refinished
- All restrooms and shower stalls will be deep-cleaned during summer break and scheduled school vacations
- Deep cleaning of all dormitory rooms and restrooms shall be performed including vacuuming dormitory rooms, wiping furnishings clean inside and out and full scrubbing and sanitizing of restrooms, door knobs.
- All classrooms shall be wiped down, furnishings cleaned and full scrubbing and sanitizing of all tables, chairs and door knobs.
- Stair treads and risers will be sanitized on a weekly basis and machine-cleaned monthly.

Areas to be cleaned include restrooms, common rooms, classrooms, office spaces, dining hall, little theatre, gym, entrances, stairs, hallways, and other areas. Rutenber House (Health Center) is to be cleaned under the direction and advice of the School Nurse.

School-Year Projects

A. Classrooms, laboratories, library, the Little Theatre, computer rooms, art rooms, music rooms and office space

- Empty all trash containers and replace liners as needed
- Vacuum all carpeted areas
- Clean all interior glass panels
- Spot clean walls

- Sweep and wash all hard floors.
- Maintain furniture arrangements in an orderly fashion to encourage social distancing
- Sanitize and clean smudges and marks from door handles, light switch plates and kick plates
- All surfaces shall be dusted weekly including window ledges, computer monitors, cabinets, desks, furnishings, wall hangings, moldings and other areas.
- Clean and sanitize all door and door knobs, light switches

B. All restrooms and locker rooms

- Empty all trash containers and replace liners as needed
- Clean and sanitize all toilets, urinals, showers and sinks
- Sweep and wash all floors
- Clean and polish all mirrors
- Clean and sanitize all partitions and counters
- Check and, if necessary, replenish all paper products and soap dispensers daily
- Clean and polish all stainless steel fixtures daily
- Spot clean all walls and doors daily
- Clean and sanitize all door handles and light switches
- Dust all surfaces including lockers, vents and louvers
- All public and Castle/Tiffitt dormitory restrooms and all multi-stall shower flooring shall be sanitized daily and machine washed weekly
- All private and semi-private dormitory restrooms (Caswell, Lemire, Rutenber, Young) and shower stalls shall be cleaned and sanitized by students, who will be provided with adequate cleaning supplies and who will be responsible for cleaning their own restrooms
- All restrooms will be deep-cleaned during every school break, inclusive of dormitory restrooms

C. Gymnasium and weight room

- Sweep and spot mop daily. Entire floor fully machine-washed weekly
- Clean all interior glass surfaces
- Spot clean all walls and doors
- Clean and sanitize bottle filling station

D. Common areas, hallways and stairs

- Empty all trash containers and replace liners
- Vacuum all carpeted areas and mats
- Dry mop and wash all hard floors
- Dust accessible surfaces weekly

- Clean all interior glass surfaces
- Spot clean all walls and doors
- Dust water fountains
- Clean and sanitize all bottle filling stations
- Clean and sanitize all stairs including handrails

E. Dormitories shall be cleaned Monday through Friday during the day while the students are in class. Dormitory restrooms and showers in Castle and Tiffitt will follow this cleaning schedule. Restrooms in Caswell, Lemire and Young will remain the responsibility of individual students. Restrooms in Rutenber House will be cleaned at the direction of the School Nurse.

- Empty all trash containers and replace liners
- Clean and sanitize all toilets, urinals, showers and sinks
- Sweep and wash all floors
- Clean and polish all mirrors
- Clean and sanitize all partitions and counters
- Replenish all paper products and soap dispensers
- Clean and polish all stainless fixtures
- Spot clean all walls and doors
- Clean and sanitize all door handles and light switches
- Clean and sanitize all stairs including handrails
- Replenish cleaning supplies for students on Lemire, Caswell and Young floors on a weekly basis. Confirm with the Residential Point Person on duty (413-535-7831).

F. Cleaning Services shall clean the dining hall and student center seven days a week, after each meal.

- All flooring swept and mopped
- Garbage receptacle liners discarded and replaced

Communication:

- Educate and actively encourage staff and families about when they/their child(ren) should stay home and when they can return to school.
 - Send regular updates to families on social media, email, the weekly Mailbag newsletter, ParentAlert, and other formats as may be appropriate
 - Ensure a strong and consistent flow of information pertinent to health conditions
 - Advise families of current guidance from local, state and federal authorities

Dining

- **Please refer to Appendix 1, SAGE Dining Services, for further information on our dining services vendor’s approach to reopening for COVID-19 prevention and preparedness. The information provided in Appendix 1 is in addition to the protocols specific to The MacDuffie School’s campus.**
- Employees of SAGE Dining Services have obtained ServSafe credentialing. Site managers have received ServSafe manager certification. All employees have received further information concerning COVID preparedness, and site managers as well as the School Business Manager have obtained ServSafe COVID-19 Precautions training for delivery, reopening and takeout operations.
- Lunch schedules have been expanded to meet the additional needs of dining services. There may be up to four lunch “waves” served at the school during the 2020-21 school year (dependent upon enrollment).
- Dining halls will be operated at 25% capacity. Additional dining options have been added, including:
 - Classroom seating
 - Student Center dining-hall setup
 - Outdoor dining
 - Dorm room dining options for boarding students (boarders will be allowed/encouraged to return to their dorm rooms to eat; boarders who do not return to their rooms must eat in another designated space at an appropriate social distances)
- During the initial startup/quarantine period for boarders, meal service will occur as a door-to-door service with pre-packaged meals made in the kitchens and delivered by residential assistants
- Dining line-ups will occur in a socially-distanced manner:
 - Students will line up in a double line (two abreast, with a minimum of 6’ between each student)
 - Social distancing markers will be affixed to the service line and in the main hallway floor
 - The second parallel line will begin before the south stairwell to the student center, allowing for appropriately socially-distanced foot traffic to pass
 - Line markers will be installed showing the traffic pattern to be followed during service times
 - Two service stations will operate simultaneously
 - Students will be called forward and will be served by a masked, gloved SAGE Dining employee who will fill a single-use clamshell takeout container with food specified by each student
 - Students will proceed to the drinks table and then to their chosen seating area

- Staff will ensure that the dining hall and the student center do not exceed 25% of their rated capacity
- High-top tables and excess chairs will be removed from the dining hall
- Plexiglas dividers will be installed on tables and underneath & above sneeze guards at the servery; students will be handed single-use takeout containers by masked, gloved workers through the center of the buffet server
- During Phase 1, only single-use disposables will be in service; there will be no china or reusable flatware service
- Dishroom service will be provided only for reusable lunch trays (to be used to transport beverages and individual single-use lunch clamshells only)
- All SAGE employees will wear masks and gloves at all times
- SAGE employees working in the dishroom will also wear a face shield at all times while in the dishroom
- The use of a face shield by other SAGE employees is optional and encouraged
- In order to prevent students from congregating at the rubbish bins, cleaning services will collect and discard all lunch trays, wipe down and sanitize all tables, and sweep and mop dining hall and student center floors at the conclusion of each lunch “wave.” Students are NOT to bus their own tables. Rubbish bins will not be provided in the dining hall in order to prevent students from gathering.
- SAGE dining services will man all drinks dispensers
- There will be no soup options during Phase 1
- There will be no self-service buffet options during Phase 1
- The only self-serve food options available at startup will be ice-cream novelties, premade salads, prepackaged food cups and prepackaged sandwiches
- Students with dietary restrictions will have the opportunity to contact the Business Office or dining services directly to discuss having options premade for pickup.
- Tables will be set up in a manner that encourages social distancing, with the procurement and installation of dividers, if necessary
- Students may be assigned to lunchroom waves in particular classrooms
- Students will be assigned to lunch waves that correspond to their dormitories in order to prevent groups from commingling
- Only single-use condiment packets, including salt and pepper packets, will be made available for student and faculty/staff use
- Multiple breakfast and dinner shifts will be implemented for boarding students, with a “switch-off” every quarter to ensure equitable treatment; dormitory floors will be assigned to the same dining hall shift to prevent commingling

Nursing

- Convert Rutenber House to the Health Center:

- This will allow for more isolation rooms, and overnight supervision if needed.
- Recommended by NASN: “If an adjacent space is not available, consider moving the school nurse work area to another larger location with a separate adjacent space. Consideration of ventilation such as windows and an outside door is preferable to reduce the spread of disease for isolated individuals exiting the building.
- Nursing hours continue as is. Monday - Friday 7:30am - 4pm; on-call hours for all non-office hours
- Overnight nursing services will be made available if deemed necessary to monitor students or in the event of a potential outbreak or emergency
- Students and families have been advised of their insurance options and have been strongly encouraged to subscribe to the “Silver” or “Gold” Multiplan-network offerings through Chubb/ISM:
 - To increase coverage if a student is diagnosed with COVID-19 and needs a hospital stay;
 - To decrease the potential exposure to copayments and other mandatory noncovered charges.
 - Students who do not elect the optional “Gold” or “Silver” packages will continue to be covered by the mandatory “Bronze” insurance plan.
- All students must have a COVID questionnaire on file prior to the start of school to ensure that data is current and accurate for each student regarding:
 - Potential COVID-19 exposure
 - Potential COVID-19 immunity/prior infection
 - Contact tracing
- Staff and students are required to stay home if they have tested positive or are showing signs of COVID-19 until cleared as healthy to return to work/school by PCP. Prior to a return to work or school, each individual must show one of the following:
 - A negative test result dated within 48 hours **and** following at least 48 hours symptom-free
 - A return-to-work note from a physician or PA
- Staff and students who have recently had close contact with a person with COVID-19 should also stay home or be isolated and monitor their health for the prevailing CDC-recommended quarantine period.

Every individual present on the campus of The MacDuffie School must wear a mask at all times, with the following limited exceptions:

- Students who are outdoors, on mask breaks, and adequately socially-distanced
- Individuals who are outdoors and are able to fully social distance
- Employees who are in a **locked** office and who are able to comply with the following protocol:

- An unmasked employee must re-mask prior to allowing others to enter the employee’s office and/or prior to exiting the office
- If the employee’s office air conditioner has been running, it must be switched off and the room should be vented using an exhaust fan for 2-5 minutes prior to allowing another person to enter
- If the employee’s office air conditioner has not been running, the exhaust fan should be switched on prior to allowing another person to enter
- Students who are engaged in athletic activities and competitions **and** who are in compliance with the **specific** approved guidance relative to the sport in which they are engaged

Students may remove their masks when they are outdoors and when they can physically distance themselves. At this time they may take off their masks for a “fresh air break.” This practice is to be encouraged during passing periods between classes, as most class transitions will not take the full 10 minutes of time allotted. A gridline of painted “social distancing dots” will be installed near the tennis courts and north wing parking lots that will allow sufficient social-distancing space for students to unmask. Students are asked to face away from the building, in the same direction, while utilizing the social distancing “dots” to prevent the spread of aerosols and droplets by wind.

Boarding students may unmask when they are in their rooms, but must *not* allow other students to enter their own individual rooms. Girls must mask themselves prior to entering the shared lavatories, de-masking only after both doors are closed and privacy-locked. After bathing or showering, girls must run the vent fan for at least two minutes prior to exiting the lavatory. Boys must wear masks in the hallways and at all times in toilet stalls; masks should be removed only when showering and/or brushing teeth or shaving. Masks **must** be worn as part of the student dress code, and should be reported to the Dean of Students as a dress code violation for followup and appropriate action per the terms of the Student Handbook.

The MacDuffie School requires each and every community member to have and use a mask that is suitable for the prevention of COVID-19 transmission. Accordingly, the **minimum** standard for a mask at The MacDuffie School is of a double-layered cotton mask. Below are acceptable masks:

- N95 or KN95 particulate masks used in accordance with manufacturer’s instructions
- Surgical masks used in accordance with manufacturer’s instructions
- Reusable polypropylene or polypropylene-insert masks used in accordance with manufacturer’s instructions
- Double-layer commercial or hand-made sewn cloth masks (cotton, polypropylene or other suitable materials)

Face shields are encouraged when used over an acceptable mask. Double-masking is also encouraged. **All masks must fit snugly over the mouth and nose and be worn in a way that captures exhaled droplets and aerosols at all times other than eating (and for boarding students, showering, shaving or brushing teeth).**

The following types of masks are not acceptable to The MacDuffie School:

- Neoprene masks
- Masks with access holes for the mouth, nose or nostrils
- Masks with exhalation valves, including N95 and KN95 particulate masks
- Ski masks
- Loose-knit, single-layer and jersey cloth masks
- Masks that do not, and cannot be made to, adequately cover the mouth and nose
- Bandannas
- Neck gaiters
- Masks made from any material other than a natural or synthetic, woven or nonwoven textile
- Masks that, in the judgment of MacDuffie School health staff, are inadequate for the protection of the wearer or other community members
- Face shields used without a face mask
- Masks that display graphic, profane, obscene, or otherwise unacceptable wording or graphics, messages advertising illicit, illegal or harmful substances, or that otherwise profess values that are incompatible with the School's mission and values (note that these offenses will be tracked separately from failure to wear a mask and/or failure to wear an adequate mask)

As the School continues to review new, peer-reviewed information concerning the efficacy of masks, this guidance may change. Current guidance based on recommendations of Duke University (<https://corporate.dukehealth.org/news/inexpensive-accessible-device-provides-visual-proof-masks-block-droplets>).

It is strongly recommended that all day students have at least two masks in their possession at all times in the event one mask becomes soiled, damaged or unusable. Boarding students who choose to use reusable masks should maintain a supply of at least fourteen masks (to ensure a clean mask every day and to allow one week for return laundry service). The School will make available a supply of masks in the Nurse's Office, at the main office, and should supplies allow, in each classroom. The School Store has reusable face masks available for sale for students, faculty and staff that meet the minimum mask standards as well.

Having, maintaining and wearing a face mask has been described as one of the most effective ways to slow and/or prevent the spread of COVID-19. In keeping with the MacDuffie CIRCLE values, particularly Community, Integrity and Leadership, **every community member is expected to wear a mask except within the very narrow and**

limited framework of exceptions above. Failure to wear a mask and/or wearing a mask inappropriately is a grave cause for concern within our community as it may lead to the spread of disease. Students and staff who do not take the utmost care to wear the right mask, the right way, will be given a written reminder/warning for the first offense. Subsequent offenses will result in disciplinary action per the student and/or employee handbook and may lead to termination from the community for consistent or prolonged refusal to follow mask-wearing protocols.

In-person and online training in proper masking protocol will be offered to faculty during staff development time and to students prior to the return to in-person classes. The Dean of Students will inform faculty and staff of mask-wearing expectations for students, and the Human Resources Committee will likewise cover mask-wearing and reporting protocols for adult community members, during faculty week. The Dean of Students will compile and review data concerning mask-related offenses on a **weekly** basis to ensure student compliance. Members of the Human Resources Committee will meet to confer should there be a reportable incident of an adult employee or community member who is not in compliance. Data will be shared with the Granby Board of Health at their request.

Toilets and Lavatories

In order to curtail the spread of disease, the following practices and procedures will occur:

Dormitory Lavatories & Shower Rooms

Boys' Bathrooms:

Boys' bathrooms will be cleaned and sanitized on an ongoing basis, multiple times per day, by both cleaning staff and residential assistants. All boys are also expected to leave toilet facilities in clean and serviceable condition. Boys' bathrooms on Tift and Castle Halls will be constrained in capacity to promote social distancing. Intermediate toilets and urinals will be disabled to ensure a minimum 6' between stall users. Sinks are installed in a manner that already promotes social distancing; all individual sinks will remain operative. Boys' bathrooms in Rutenber House will be reserved for the use of the Nurse and healthcare staff, and will be cleaned and sanitized on a rolling basis multiple times per day by the nurse and the cleaning staff. Bathrooms will operate at no more than 50% capacity. The Maintenance Department will perform routine checks on exhaust ventilation fans.

Boys' Shower Rooms:

Boys' shower rooms will be cleaned and sanitized on an ongoing basis, multiple times per day, by both cleaning staff and residential assistants. All boys are also expected to leave shower facilities in clean and serviceable condition. Boys' shower rooms on Tifft and Castle Halls will be constrained in capacity to promote social distancing. The center shower stall in each bathroom will be disabled to ensure a minimum 6' between stall users. Boys' bathrooms in Rutenber House will be reserved for the use of the Nurse and healthcare staff, and will be cleaned and sanitized on a rolling basis multiple times per day by the nurse and the cleaning staff. Tifft and Castle shower rooms will operate at no more than 66% capacity. (Bathrooms in Rutenber House are standard bath facilities with a single toilet, sink and bathtub, and will remain available at 100% capacity.) As boys' shower facilities are shared, a schedule system may be implemented dependent upon best-practices recommendations in order to ensure adequate social distancing. The Maintenance Department will perform routine checks on exhaust ventilation fans.

Girls' Bathrooms:

Girls' bathrooms will be cleaned and sanitized by the residents of each suite. Residential assistants will ensure that cleaning has occurred, and residential assistants and cleaning staff will provide cleaner and sanitizer. *Note that all girls' restrooms are shared, en suite bathrooms with a toilet and bathtub/shower stall. Sinks are located in the bedrooms on either side of the en-suite bathroom doors.* The Maintenance Department will perform routine checks on exhaust ventilation fans.

Gymnasium Lavatories and Shower Rooms:

The gymnasium shower rooms will be cleaned and sanitized after each use, multiple times per day, by both cleaning staff and athletics & facilities staff. All students are also expected to leave shower facilities in clean and serviceable condition. Gymnasium shower rooms will be constrained in capacity to promote social distancing. Every other toilet and shower stall will be disabled to ensure a minimum 6' between stall users. Gymnasium lavatories and shower rooms will be operated at no more than 50% capacity. The Maintenance Department will perform routine checks on exhaust ventilation fans.

Academic Wing Bathrooms:

Academic wing single-seat bathrooms will operate as normal with cleaning and sanitization conducted on a regular basis as per the cleaning program. Academic wing multiple-occupancy lavatories will operate at reduced capacity with every other stall closed down. Center sinks in these lavatories will also be disabled and will be indicated as "out of order." The Maintenance

Department will perform routine checks on exhaust ventilation fans in both single-seat and multiple-occupant bathrooms.

(Re) Opening

- Establish and continue communication with local and State authorities to determine current mitigation levels in your community.
 - Granby Board of Health:
 - Richard Bombardier, PE; Lee Lalonde, RPh; Herbert Abelson, MD; Jeanne Crosby (clerk) - (413) 467-7174
 - MA Department of Public Health
 - Monica Bharel (Commissioner) - (617) 624-6000
 - Karen Robitaille (Director of School Health) - (617) 624-5427
 - Caitlin Pettengill (Asst Director of School Health) - (617) 624-6058
 - Robert Leibowitz (Epidemiologist) - (617) 624-5474
- Protect and support staff and students who are at higher risk for severe illness, such as providing options for telework and virtual learning:
 - Options for students with asthma, diabetes, or other clinically-indicated high-risk conditions:
 - Option 1: Attend in-person classes with an acknowledgement and waiver of risk form signed by parents
 - Option 2: Online learning until the conclusion of the declared State of Emergency within the Commonwealth of Massachusetts
 - Options for employees who are clinically-indicated as high risk:
 - Option 1: Work in building with a signed waiver of risk acknowledgement.
 - Option 2: Virtual teaching and in-person/in-classroom student supervision
- Provide teachers and staff from higher transmission areas (earlier Phase areas) telework and other options as feasible to eliminate travel to schools and camps in lower transmission (later Phase) areas and vice versa.
 - School-sponsored travel to high-risk areas and travel abroad is cancelled until further notice.
 - Employee non-emergency travel, either out-of-state or to high-risk areas, should be discouraged and should be reported to the School Nurse.
 - Employee emergency travel, either out-of-state or to high-risk areas, should be reported to the School Nurse.
- Ensure external community organizations that use the facilities also follow this guidance.
 - All requests for facility rentals should be accompanied by the renters' best practices for social distancing, disease avoidance, and hygiene

- All facilities renters must wear masks at all times within the building and in outdoor areas when within 10' of another individual
- Renters will be assessed an additional fee for sanitization before and after each facility use
- Rental availability is contingent upon continued compliance with and respect for all MacDuffie hygiene protocols, the availability of each facility, and the availability of sufficient cleaning staff and supplies to ensure sanitary conditions
- “Mandatory masks” signs placed at all entrances to the building
- Vending machine, laundry, & ATM service; test proctors and external teachers/study group leaders/tutors, and commercial food vendors must:
 - communicate via email/phone that a mask must be worn and hand sanitizer to be used upon entering the building
- All package delivery personnel (USPS, Amazon, FedEx, DHL, UPS, etc.) must:
 - Signs at door communicating mask must be worn when in the building, hand sanitizing upon entrance to building
- All other visitors must:
 - Wear a mask or cloth covering to cover full nose and mouth
 - Sanitize hands
 - Enter through the front main entrance only
 - Have temperature taken by front office personnel upon sign-in, following the building entrance protocol

Ventilation

The engineering documents accompanying this report are an integral part of the plan. In addition, the School has prepared for the upcoming school year and will certify classrooms as safe for use by doing the following:

- Each room within the school building has been examined by an ASHRAE-credentialed ventilation engineer. Rooms within the school which have sufficient passive ventilation via an open window (defined here as 150% of the normal target ventilation) have been flagged on the attached spreadsheet as meeting minimum requirements. These rooms will be remediated in the following ways:
 - All radiators and fin-tube units will be thoroughly cleaned with compressed air
 - All windows will be checked for operability
 - All windows will be secured in the “open” position using window supports and/or blocking mechanisms
 - All window screens will be checked and repaired or replaced, if necessary
 - No room will be released for use unless the minimum window sash space is cleared for use
 - In-room air handlers and “unit ventilation” units will be disabled

- All mechanical equipment with replaceable filter elements will be cleaned and all replaceable elements will be discarded and replaced
- Teachers and staff will be informed of mandatory expectations to meet the requirements of the ventilation plan prior to the start of faculty work days:
 - Warning signs and labels will be affixed to in-room air conditioning units
 - Faculty and staff will be informed that in-room air conditioning units must not be run with more than one individual in a room
 - Faculty and staff will be instructed not to close windows and to report any difficulty in operating windows and/or broken or torn window screens to the Business Office within 4 hours of noticing a problem
- Rooms which do not presently meet ASHRAE guidelines using passive ventilation calculations will be modified to ensure adequate ventilation:
 - In some instances, rooms that do not meet passive ventilation requirements already have provisions for active ventilation (i.e. fume hoods and exhaust fans in laboratories and the kitchen). These rooms will undergo further study to determine whether the present ventilation meets requirements.
 - Rooms that do not meet ventilation standards through passive ventilation will be modified to meet standards via the following:
 - Installation of mechanical means of ventilation, generally an exhaust fan, that has been recommended by a consulting engineer who has calculated the minimum and desired cfm and room air change flow rates
 - Installation of air exchange units as recommended by the School's consulting engineer
 - Installation of UV-C irradiating light fixtures in areas where this is practicable as a large-space solution
 - Where possible, ventilation fans will be hard-wired and set to timers to ensure adequate airflow
- Rooms that do not meet ASHRAE guidelines and are surplus to the requirements of the School will be designated as non-public areas and will be closed and locked for the duration of the COVID-19 preparedness plan
- The accompanying plan details the changes needed for each room within the School, as well as a column identifying the dates by which changes are to be made. Rooms are designated by use group:
 - Use group "A" rooms will be in active use during boarding student quarantine; any modifications to these rooms will be in place and operable prior to August 24, 2020, the anticipated date of return for our boarding students.
 - Use group "B" rooms will be in active use during faculty training sessions. Any required modifications to these rooms will be in place, and the rooms operable and certified for use, by August 31, 2020, prior to the commencement of faculty meetings.

- Use group “C” rooms will be in active use once classes begin. Any required modifications will be in place and the rooms operable and certified for use prior to the first day of classes. Teachers will be advised not to enter their classrooms until their rooms are noted as operable by the ventilation engineer.
- Rooms marked as “No Use” will be closed to the School community for the duration of the COVID-19 response plan. These rooms are not required for normal school operations at this time.
- Classes will be conducted outdoors whenever possible to further reduce the risk of spread. Portable pavilions will be erected for classes, and physical education activities will make use of socially-distanced activities using fields and grounds.
- The School, in conjunction with its ventilation engineer, will present a comprehensive plan for maintaining adequate ventilation within the building as well as a plan for continuing to heat the building no later than October 25, 2020, to ensure the maintenance of safe ventilation as well as adequate heating for the comfort and safety of students, faculty and staff.
- The School will investigate the use of propane outdoor patio heaters for the continued use of outdoor classrooms through the fall and winter months and will include these in updates and plan modification requests for approval to the Board of Health.
- The School assures the Board of Health that the School will continue to make diligent efforts in progressing to a permanent ventilation plan acceptable to the Board of Health to meet the health and safety needs of all School community members.

Safety Actions

Promote healthy hygiene practices (Phases 1-3)

- Teach and reinforce washing hands and covering coughs and sneezes among children and staff.
 - Additional signage placed throughout school and in all bathrooms promoting healthy and safe hygiene practices
 - Multiple hygiene education videos and other resources given to advisors by the RN for distribution during advisory and class meetings throughout the school year
- Teach and reinforce use of cloth face coverings among all staff. Face coverings are most essential in times when physical distancing is not possible. Staff should be frequently reminded not to touch the face covering and to wash their hands frequently. Information will be provided to all staff on proper use, removal, and washing of cloth face coverings.
 - Laminated CDC sheet “how to safely wear and take off a mask” posted in every classroom, bathroom and office
 - Educational video on proper mask wear to be sent be shown at fall faculty meetings and will also be distributed via email to all faculty/staff

- Have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent ethanol alcohol or 70 percent isopropanol alcohol (for staff and older children who can safely use hand sanitizer), tissues, and no-touch trash cans.
 - 100 16oz individual bottles of hand sanitizer have been ordered to be used in every classroom and office
 - Additional gallon-sized refill bottles have been ordered
 - Soap supply has been trebled
 - Paper towel and bathroom tissue supplies have been trebled
 - All classrooms and offices have no-touch trash cans

Waiver requested for boarding house garbage receptacles due to fire

hazard

- Wall- and pedestal-mount hand sanitizer units are available throughout the school
- Post signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering.
 - “Mandatory face mask” signs to be posted throughout the school
 - “Practice social distancing” signs to be posted throughout school
 - Various Handwashing signs to be posted in every bathroom and throughout school hallways
 - “How to safely wear and take off a mask” signs posted throughout the school
 - The School Nurse will monitor available resources from the CDC, MA DPH, and other applicable resources, and will coordinate with facilities and maintenance staff to continue posting additional/new/revised guidelines and public service announcement posters as they become available

Cleaning/Health & Safety Protocols (Phases 1-3)

- Clean and disinfect frequently touched surfaces within the school and on school buses at least daily (for example, playground equipment, door handles, sink handles, drinking fountains) and shared objects (for example, toys, games, art supplies) between uses.
 - MacDuffie school vehicles will be cleaned after each use by the driver:
 - Seatbelts and buckles, interior and exterior door handles, vinyl seats, and side windows will be wiped down by the driver after each use
 - Drivers are responsible for wiping down the driver’s door panel, center console, shifter and steering wheel, key or fob, and any other touch surfaces after each use
 - Science laboratory supplies to be deep cleaned after every use by teacher in accordance with additional Science Department requirements
 - All handrails, doorknobs, bathrooms, and showers to be cleaned daily (at a minimum)

- Drinking fountains will be shut off and covered; touchless, motion sensor activated bottle fillers will remain available for use
- Teachers will use disinfectant wipes or spray on desktops and chairs between each class
- To clean and disinfect school buses see guidance for bus transit operators:
 - MacDuffie will ensure that its transportation operator maintains compliance with regulations, guidance and best practices from the Department of Elementary and Secondary Education and other applicable regulatory agencies
- Ensure safe and correct application of disinfectants and keep products away from children
 - All janitorial closets that store hazardous or potentially dangerous cleaning supplies are kept locked at all times
- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods. Do not open windows and doors if they pose a safety or health risk (e.g., allowing pollen in or exacerbating asthma symptoms) to students, faculty or staff using the facility.
 - All classrooms have windows that can be opened, an external vent, or a means of fresh-air ventilation
 - The Theater room has an external door that can be opened
 - Offices have windows that open
 - Fans and open doors will be utilized in rooms that do not have windows or during times when the outside temperature is below 40°F
- Take steps to ensure that all water systems and features (for example, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.
 - Drinking fountains will not be utilized and will remain covered
 - Maintenance staff will perform the annual and weekly systems flushes on all fixtures that remain in use
 - Water sampling protocols and procedures will remain unchanged

Social Distancing (Phases 1-3)

- Ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff (all day for young children, and as much as possible for older children).
 - Revise class schedule to minimize movement throughout the building
 - The 2020-21 class schedule has been revised to best accommodate CDC guidelines and recommendations
- Restrict mixing between groups
 - Schedulers will attempt, when practicable, to group students in the same classes as much as possible

- External field trips and inter-group activities will be cancelled when social distancing is not possible
- Athletic activities and events will take place only when confirmed as within the guidelines of state and league athletic association guidelines
- The annual Vermont Hulbert/ALOHA Foundation boarding trip is cancelled
- All off-campus field trips on hold until deemed safe by the School's consulting doctor; all out-of-state off-campus field trips are cancelled until further notice
- Off-campus excursions will be cancelled and/or limited until further notice
- Boarding student activities have been curtailed and activities will be held on-campus
- Boarding student overnights are hold until deemed safe by health professional
- Beginning of year employee meetings will be done virtually or in small groups
- End-of-year First Aid/CPR/AED training has been rescheduled to August and will take place in small groups and without partner exercises
- Additional passing period time has been added, and students will be released on a staggered basis, to alleviate hallway crowding
- Additional passing period time will be utilized by teachers to sanitize touch surfaces and desktops with antibacterial wipes
- The number of scheduled classes per day has been reduced
- Limit gatherings, events, and extracurricular activities to those that can maintain social distancing, support proper hand hygiene, and restrict attendance of those from higher transmission areas (Phase 2; Note: restricting attendance from those in Phase 1 areas).
 - The beginning of year Ice Cream Social has been cancelled
 - Staggered arrival times on registration day will be coordinated
 - Registration will be done virtually to the extent possible
- Restrict nonessential visitors, volunteers, and activities involving other groups at the same time
 - PA meetings will continue to be virtual or at another location
 - Athletics will have a written policy for any sports official assisting with games
 - SSAT and TOEFL administration will continue only if it is deemed safe by a medical professional; under the guidelines of the technology department (TOEFL); and following building protocols
 - SAT courses will continue, with social distancing protocols and with the assurances that contracted SAT tutoring staff/firms will follow best practices and internal protocols
- Space seating/desks at least three feet apart per Commonwealth of Massachusetts Department of Elementary and Secondary Education guidelines
- Close communal use spaces such as dining halls and playgrounds if possible; otherwise stagger use and disinfect in between use
 - Extended lunch block to allow for staggered meals

- Students must “fob in” to the lunch line and appropriately socially distance
 - Prepackaged hot breakfast, cereal, and continental breakfast options will be available, served in separate lines via dining hall pickup; the dining hall and student center may be used for breakfast service dependent upon social distancing requirements and the number of enrolled residential students
 - Lunch and dinner options will be individually packaged; grab-and-go salads and sandwiches (premade) will be available
 - Buffet options and daily soups will be discontinued until further notice
 - Pick up individual bag lunches then disperse to other spaces to comply with social distancing; options include:
 - Dining hall
 - Student center
 - Individual classrooms
 - Outdoor seating areas and “flex space”
 - Individuals with food preferences, religious and dietary requirements, and allergies will be accommodated by the dining hall staff and will receive individually prepared packaged
 - Boarding students may return to their rooms to take meals
 - Extend dinner hours to allow staggered dinner by dorm
 - Castle and Caswell 5:15pm-6:15pm
 - Tift and Lemire 6:30pm - 7:30pm
 - Dining Hall cleaning to be done between 6:15pm-6:30pm; Student Center to be cleaned between 6:30-6:45PM
 - The Student Center, Dining Hall and individual student dorm rooms may be employed for dinner service
 - Boarding students may return to their rooms to take meals
- If a cafeteria or group dining room is typically used, serve meals in classrooms instead. Serve individually plated meals and hold activities in separate classrooms.
 - In the event of additional social distancing requirements or an on-campus outbreak, meal service for boarding students will be conducted as follows:
 - Individually bagged breakfast will be delivered to all dorm rooms for boarding students
 - Individually bagged lunch will be delivered to each dorm floor or each dorm room, dependent upon recommendations from medical professionals regarding contact tracing
 - Individually bagged dinners will delivered to all dorm rooms for boarding students
 - Take-out food delivery services will be suspended from campus

- Stagger arrival and drop-off times or locations, or put in place other protocols to limit direct contact with parents as much as possible.
 - Parents will be requested to remain in the car at drop off
 - Any greeting staff will be positioned 6 feet away from the drop off area to allow for students to walk to the entrance and remain socially distant
 - Staff members will ensure compliance with building entrance protocols
- Create social distance between children on school buses where possible.
 - Students will comply with the 5 Star bus company COVID-19 policies.
 - 2 buses will be obtained if needed to comply with any social distancing policies while on the school bus
- Allow minimal mixing between groups. Limit gatherings, events, and extracurricular activities to those that can maintain social distancing, support proper hand hygiene, and restrict attendance of those from higher transmission areas (Phase 1 or 2 areas).
 - Class schedule has been revised to limit the number of classes held per day
 - Assemblies and class meetings will be held virtually
 - CAP schedules will be revised; dependent upon guidance for athletic and group programs, CAPs may be eliminated
 - Advisory meetings will be held in larger classrooms to allow for social distancing, or may be done virtually from student dormitory rooms (boarding students) or from designated classroom spaces (day and homestay students)
- Continue to space out seating and bedding (head-to-toe positioning) to six feet apart, if possible.
 - N/A
- Consider keeping communal use spaces closed, such as game rooms or dining halls, if possible; if this is not possible, stagger use and disinfect in between uses.
 - “Free” blocks should be assigned a study hall or other supervised space to ensure up-to-date and accurate contact tracing data
- Consider continuing to plate each child’s meal, to limit the use of shared serving utensils.
 - Students meals will be individually bagged with individually wrapped disposable utensils

Limit sharing (Phases 1-3)

- Keep each child’s belongings separated from others’ and in individually labeled containers, cubbies, or areas.
 - Each day student is assigned an individual locker
 - Boarders are able to keep their supplies in their dorm room to enable better social distancing in the locker rooms
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment etc. assigned to a single camper) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.

- All art and science equipment will be disinfected between each use
- There will be no partners for science labs. Science labs will be done in 2 sessions for larger classes - ½ the class will participate in the lab, while the other ½ will participate in classwork; further information is presented in the Science Department Protocols section
- If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing of foods and utensils.
 - Any event that will have snacks will be pre packed snacks and drinks only
- Avoid sharing electronic devices, toys, books, and other games or learning aids.
 - Electronics will be assigned to one student. Upon return of each electronic device, the IT department will clean all electronics (with electronics-safe cleaning solution and/or alcohol-based cleaner), and let equipment sit to “air out” for a minimum of 1 day before reissuing.
 - All library materials must be disinfected in accordance with the protocols recommended by the Northeast Document Conservation Center and the American Library Association’s Task Force on COVID-19.

Staff Training (Phases 1-3)

- Train all teachers and staff in the above safety actions. Consider conducting the training virtually, or, if in-person, ensure that social distancing is maintained.
 - Extra signs/posters will be placed throughout the school to reiterate handwashing, social distancing, and mask wearing
 - Employees:
 - Will be trained the first week of employee meetings
 - All training will be reiterated with memoranda and during faculty and staff meetings
 - Head of School to send email mid-July updating staff on protocols and procedures for the 2020-21 school year, as well as anticipated changes to scheduling, protocols, and requirements for safety, security and hygiene
 - Students:
 - Boarders will be trained in dorm room expectations during student orientation upon arrival.
 - Students will be trained during the first advisory meeting of expectations of new policies

Monitoring and Preparing (Phases 1-4)

Check for signs and symptoms (Phases 1-3)

- Implement screenings safely, respectfully, as well as in accordance with any applicable privacy laws or regulations. Confidentiality should be maintained.

- Temperature screenings will be taken in accordance with current best-practices guidelines for all arriving students and staff.
- Residential Assistants will take boarding students' temperatures upon delivering breakfast
- Employees will self-take temperatures upon entering the building, in accordance with the building entrance protocol; additional screening locations will be added around the building
- School and camp administrators may use examples of screening methods in CDC's supplemental Guidance for Child Care Programs that Remain Open as a guide for screening children and CDC's General Business FAQs for screening staff.
- Encourage staff to stay home if they are sick and encourage parents to keep sick children home.
 - Employees will be reminded of the standard "stay at home when sick" policy during the employee meeting at the beginning of year.
 - Reminder memo from business office to all employees regarding COVID-19 sick time and FMLA information
 - Weekly reminders of sick policy will be put in the Mailbag from the nurse
 - The personal illness policy for students and employees will be reviewed and revised, if necessary, by the Human Resources Committee and the Dean's Meeting to ensure maximum flexibility for employees and students
- Encourage staff or children who are sick to stay at home.
 - See above

III Community Member Plans (Phases 1-3)

- Work with school administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who exhibits COVID-like symptoms. School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people. See: What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection.
 - Nursing office and isolation space will be relocated to Rutenber House
- Establish procedures for safely transporting anyone sick home or to a healthcare facility.
 - All boarding students that need to be transported for suspected illness will be transported in a MacDuffie van to the proper facility
 - If a student exhibits emergency symptoms, such as difficulty breathing, they will be transferred by ambulance
- Notify local health officials, staff, and families immediately of a possible case while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).
 - Internal contact tracking will be done immediately by trained employees
 - Notify local Board of Health
 - Granby Board of Health :

- Richard Bombardier, Lee Lalorde, Herb Abelson, Jeanne Crosby (clerk) - (413) 467-7174
 - Head of School will communicate accordingly to the Chair of the Board of Health
- Close off areas used by a sick person and do not use before cleaning and disinfection. Wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as possible. Ensure safe and correct application of disinfectants and keep disinfectant products away from children.
 - Affected areas will be closed off immediately and deep-cleaned following CDC guidelines and OSHA recommendations prior to being used again
- Advise sick staff members not to return until they have met CDC criteria to discontinue home isolation.
 - For any employee in contact with a confirmed carrier or exhibiting symptoms of COVID-19, a doctor- or PA-signed clearance to return to work note required prior to entering the building
- Inform those exposed to a person with COVID-19 to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop. Provide options for virtual learning.
 - Students that have been exposed, but are asymptomatic will do virtual learning during quarantining
 - Teachers who have been exposed, but asymptomatic will teach from home.
 - Teachers who have been exposed and who present with symptoms may teach from home or use personal illness time, as circumstances dictate.

Maintaining Healthy Operations (Phases 1-4)

- Implement flexible sick leave policies and practices, if feasible.
 - Review current sick leave for students and Employees
- Monitor absenteeism and have a roster of trained back-up staff.
- Monitor health clinic traffic. School nurses and other healthcare providers play an important role in monitoring health clinic traffic and the types of illnesses and symptoms among students.
 - Review outline of Rutenber House for proper waiting area placement
 - Well visits through a separate entrance if possible
- Designate a staff person to be responsible for responding to COVID-19 concerns. Employees should know who this person is and how to contact them.
 - The School Nurse and Athletic Trainer must be contacted immediately upon suspicion of exhibition of symptoms (including an over-temperature reading of 99.4°F or above at sign-in)
 - School Nurse or Athletic Trainer will be trained for contact tracing; Residential Assistants may be designated as contact tracers
 - This will be reiterated during fall beginning of year employee meeting

- Create a communication system for staff and families for self-reporting of symptoms and notification of exposures and closures.
 - Self reporting:
 - Parents continue to utilize the current call-in system for absence of day students due to illness
 - Faculty and staff will use in-house tracing system to report suspected or confirmed exposure
 - The School will immediately alert the local Board of Health and will begin quarantine, isolation and/or exclusion protocols dependent upon depth and breadth of exposure and instructions received from local Board of Health
 - Notifications -
 - Head of School to use general notification system for school closure
 - Head of School to send general email to parents of indirect exposure
 - Contact tracing done in house, and in conjunction with local Board of Health. Phone calls to those directly exposed will be placed as soon as practicably possible by the School Nurse or her designee(s)

Closing

Phases 1-3

- Check State and local health department notices daily about transmission in the area and adjust operations accordingly
 - Nurse will check Centers for Disease Control and Prevention, local health department, and Massachusetts Department of Public Health websites daily
- In the event a person diagnosed with COVID-19 is determined to have been in the building and poses a risk to the community, programs may consider closing for a short time (1-2 days) for cleaning and disinfection.
 - Closure of the School will occur if 3 or more disparate (i.e. non-family-unit) COVID cases occur
 - For these purposes, a “family unit” is defined as:
 - Day student siblings or faculty parent/students living within the same household
 - Male boarding students sharing a multiple-occupancy room
 - Female boarding students who reside in the same suite
 - A homestay student sharing a local family home with:
 - A faculty member
 - A day student
 - Another homestay student
 - Closure of the dormitories will occur if there are three or more disparate (i.e. non-family-unit) COVID cases as defined above, identified within the dormitories:

- All asymptomatic students who have not had contact with diagnosed/symptomatic individuals will be placed with homestay or hotel quarantine options until the dormitories are reopened
- All symptomatic and/or test-positive students will be screened for medical care and will be isolated within the School's medical facilities in Rutenber House
- Should it become necessary, dormitory rooms in the main building will be used for isolation and quarantine of symptomatic students
- Meal service will be provided by door delivery by residential staff to students under quarantine
- Cleaning services will be provided to disinfect bathrooms and touch surfaces on an ongoing basis
- Only essential staff will be permitted to enter campus:
 - Residential assistants, who reside on campus, will remain on duty and will quarantine on campus
 - Nursing staff will be allowed access
 - SAGE Dining will operate at a reduced capacity to serve students and residential staff on campus
 - Cleaning staff will continue to provide essential services; cleaning programs will be revised to focus exclusively on touch surfaces in impacted areas, bathroom sanitization, and occupied areas
 - Maintenance staff will report to work but will enter the building only for required, scheduled maintenance tasks (i.e. boiler tending and water meter reading/water quality testing, etc.) and emergency repairs
 - Administrative and supervisory staff for operations will enter the building only on an as-needed basis
- Extensive deep cleaning of all facilities will commence immediately until completed prior to reopening
- Reopening will not occur until at least 72 hours after closure and may be extended for the duration of the prevailing quarantine period in effect at that time if deemed necessary by the School's medical advisors and/or the local Board of Health.