



## **2020-21 Health and Safety Guidelines, Procedures, and Protocols**

These guidelines rely on and follow CDC guidelines.

Our goal is to minimize the chances of transmitting COVID-19 to people on campus. We know we cannot control how people behave when they are not on campus. We must trust the community to exercise COVID-19-related public health precautions; doing so gives our school the best chance of staying open.

***The three most effective ways to impede transmission of the virus are: wearing masks, physical distancing, and handwashing.***

Our plan is built around these three behaviors, supplemented by enhanced cleaning and disinfecting of surfaces, daily screening for symptoms, and responses to possible or confirmed cases in our school community.

### **Wearing masks**

Everyone must wear a mask in buildings, except when eating or drinking. This is an absolute requirement for students in regular classes. A student with an IEP may have a different arrangement, which will be handled through our Special Education Department, following special protocols.

- Masks may be homemade or commercial, cloth or disposable. They must be at least two layers. They may not have “exhalation vents.” Bandanas are not permitted. As of this writing, “neck gaiters” are not permitted. This is under review as new research and guidelines come forward.
- When people are outside and at least 6 feet apart, masks are not required. When wearing masks outside, 6 foot distances still must be maintained.
- Teachers may arrange for outdoor “mask breaks.” During mask breaks, students must maintain 6 foot distances.
- We have a limited number of masks for visitors or for students who have forgotten masks.
- All visitors must wear masks. We have good signage to tell people our requirements.
- Students who refuse to wear masks, or whose families do not want them to wear masks, will need to do all classwork online from home.
- Students who do not comply with mask-wearing protocols, or who repeatedly forget to bring a mask to school, will not be allowed on campus, and will need to do all classwork online from home.

### **Maintaining physical distancing**

Everyone must maintain a distance of at least 6 feet from others at all times, inside and outside. The only exceptions are when people pass each other in a hallway, where the distance may be as little as 3 feet, or when passing each other on a staircase. Having just half our students on campus each day (and some will always be remote) should help us maintain these distances, but we still need to be vigilant.

Physical distancing can be hard for kids. We need to be understanding but firm as they develop physical distancing habits.

- We have set up rooms so students and teachers are 6 feet apart. We have marked desk locations to maintain the proper distance.
- Teachers will assign seats, and students must use assigned seats only. This will assist in contact tracing if needed.
- All teacher, administrator, and administrative staff desks have plexiglass shields.
- Rooms with tables rather than desks have plexiglass shields to separate students.
- One-way lanes are marked in hallways and on stairs, and 6 foot distance markers have been placed on floors.
- All entrances have 6 foot markers.
- With parent permission in advance, 11<sup>th</sup> and 12<sup>th</sup> grade students who have Period 1 study hall may stay off campus until Advisory as part of what was formerly called “senior release.” They should check in at the front office before going to Advisory. If they have a Period 4 study hall, they also may leave school for the day, and should sign out from that Period 4 study hall.
- Groups in any one area, room, or classroom must not exceed the Governor’s gathering size limits. At this time, that means no more than 50 people together indoors, and no more than 100 people together outdoors.

#### **The Academy House – Front desk and elsewhere**

- We have one-way traffic through the building: enter ONLY through the door by the science wing, and exit ONLY through the door by the bathroom.
- We will limit the number of people allowed inside at any one time to maintain 6 foot distances.
  - Teachers may not send students to Debbie’s desk without first confirming with Debbie that there is space.
- We have spacing markers on the floor and at the entrances to the Academy House.
- Students arriving late to school should check in with Debbie at the front office.

#### **Washing and disinfecting hands**

All students and staff must wash hands or use sanitizing gel upon entering the school, before and after eating, before and after putting on or removing a face mask, after using the restroom, before and after using shared equipment, and upon entering and exiting a school bus.

- There are hand-sanitizing stations at each entrance. (See beginning of the day procedures.)
- We have hand sanitizer in each classroom and in various other locations on campus.
- All students and staff will receive training in proper hand hygiene.
  - We will do this during our opening orientations with students.
  - We will have infographics with instructions over sinks in bathrooms.

#### **Cleaning and disinfecting the campus**

We have an enhanced cleaning and disinfecting schedule for all surfaces on campus. This includes multiple cleanings and disinfections each day of high-touch areas (door knobs, desk tops, faucets, etc.) and bathrooms.

- All classroom and bathroom doors will remain open, so no one needs to touch knobs and doors.
- Teachers will clean desks during the last five minutes of class, before the bell. (Students are not allowed to use disinfectants, so they cannot clean their own desks.)

#### **Pre-arrival screening**

All employees and all students must certify each day before coming to campus that they are symptom-free, that they have not been travelling, and that they have not been around infected people. Most will do so using the MyMedBot app, but those who cannot use the app may use a paper form.

- People who come to campus without prescreening will need to leave.
- Students who repeatedly violate this policy will be required to do all classwork remotely.

### **Procedures when we have suspected or confirmed cases**

We will follow CDC guidance on what to do after a COVID-19 case is either suspected or confirmed.

If we have a *suspected* case (either we are told by the CDC, or by a family that someone has symptoms):

- The nurse will arrange for someone to bring the student to the nurse's office.
- The student will go to the isolation room and parents will be contacted to pick up the student immediately.
  - An isolation room has been set up in the former teachers' lounge, next to the nurse's office. A filtration system with UV light has been installed in the isolation room, and there will be room for up to two students at a time. It also has quick access to the exterior door in the science wing across from the library, so students who must leave can be met by parents and go out through there.
  - In the event we need a place for an additional student, we can use the student lounge.
- If the suspected case is an adult, the nurse will direct them to go home. Mrs. Davis will make arrangements to cover their duties.
- Rooms that have been used by the student/adult cannot be used again until cleaned and disinfected.
- The CDC will tell us what to do regarding anyone who has been around the person with the suspected case.

If a student or adult begins showing symptoms while at school:

- The adult should contact Debbie Davis in the front office, then go home. Mrs. Davis will contact the nurse and make arrangements regarding cleaning, substitute teachers, etc.
- The student should tell a faculty/staff member, who will contact Debbie Davis in the front office. Mrs. Davis will contact the nurse and send someone to come get the student.
- The student will go to the isolation room. Parents will be asked to pick up the student immediately.
- Rooms used by the student or the adult cannot be used again until cleaned and disinfected.
- The CDC will tell us what to do regarding anyone who has been around the person with the suspected case.

If we have a *confirmed* case, we will do all of the above if the student or adult is on campus (unlikely, since being confirmed means they were tested, therefore they had symptoms and shouldn't be at school), plus anything else the CDC tells us to do (for example, contact tracing, quarantining of others, or closing campus for a period of time).

- Students will be assigned desks in classrooms to aid in contact tracing, and they must sit at assigned desks.
- Sick staff members and students must stay home until they meet the criteria for returning to school. We require notification from a doctor that a student or adult is cleared to return to campus.
- We will tell those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and to follow CDC guidance.

### **Non-COVID-19 Illness**

Sometimes staff or students will have other diagnoses (e.g., norovirus, strep throat) that explain symptoms, or a health care provider will affirm that symptoms are connected to a pre-existing condition.

- These students or staff should stay home until symptoms have improved AND until they have no fever for at least 24 hours without medication. They also should follow specific return guidance from their health care provider.
- Their siblings and household members do not need to stay home.

### **Campus preparation**

- We will keep fans in windows for exhaust, and HEPA filter air purifiers in all classrooms.
- We will keep all windows open when possible, even in cold weather.

- We have removed furniture, toys, rugs, and other items that cannot be easily cleaned daily.
- We have marked 6 foot standing spaces on floors near doors, bathrooms, sinks or other places where people congregate or line up.
- We have marked hallways to keep traffic to the right side where one-way passage is not possible.
- We have posted signs to remind students to keep hands to themselves, maintain 6 foot distances, wear masks, and clean their hands.
- We have installed plexiglass shields on desks.
- We have installed partitions to separate students in Study Hall from the kitchen.

### **Beginning of the school day**

- Buildings will not open until the first bus arrives.
- Students who arrive before 7:45 a.m. should enter through the rear parking lot entrance by the gym and music room. They will be met by an administrator/faculty member and reminded to remain socially distanced, wear their mask, and sanitize their hands on entering. They will then go to the gym and stay there, on the bleachers, which have been marked with 6 foot spacing.
- At 7:45 a.m. students in the gym will be dismissed to their Period 1 classrooms.
- Teachers need to be in their classrooms by 7:45 a.m.
- Students who arrive between 7:45 and 8 a.m. should go to the entrance for their grade level, where they will be met by an administrator/faculty member.
  - 12<sup>th</sup> grade enters through the rear parking lot entrance by the gym and music room.
  - 11<sup>th</sup> grade enters through the High Street entrance beneath the library walkway.
  - 10<sup>th</sup> grade enters through Academy Building Union Street doors.
  - 9<sup>th</sup> grade enters through science wing doors across from the library.
- At each entrance, there will be multiple hand-sanitizing stations.
- Administrators/faculty members will remind students to remain socially distanced and wear their masks. They will then be directed to their Period 1 classroom and be reminded to sanitize their hands on entering that building.
- Students who arrive late should go to the front office to check in with Debbie Davis. They should sanitize their hands on entering the building, and remain masked and socially distanced.

### **End of the school day**

- All students must leave campus at the end of the school day (2:30 p.m.).
- Only students who are with an adult for a specific reason may stay on campus after 2:30 p.m.

### **Classroom Procedures**

- As teachers must stay at least six feet from students, teachers will designate a place in the classroom where they can put out papers for students to pick up as they enter or exit the room and a place where students can submit papers to be gathered by the teacher later.
- Classroom teachers will mark students tardy or absent in PowerSchool. Debbie will determine whether or not the tardy is excused.
- Teachers may give extra help to a student or students only if they can do so from at least six feet away, which means they may not do so at a student desk or at the teacher's desk while both are wearing only masks; however, at the teacher's discretion, they may occasionally give extra help at a student desk or at the teacher's desk if the teacher is wearing both a mask and face shield.
- Teachers will clean desks near or after the end of class. (Students are not allowed to use disinfectants, so they cannot clean their own desks.)

### **Lunch and snacks**

- Students must maintain 6 foot distances while eating.
- Lunch will be eaten in Period 3 classes.
- Students who do not wish to bring their own lunch to school may order lunch during their first advisory of the week. Lunch will be delivered by kitchen staff. There will be no walk-in lunch service for students or adults.

- Students are not allowed to go to M&H at any time during the school day.
- Students will be allowed to bring snacks to eat during the day in classrooms, at the discretion of their teachers, as there will be no schoolwide break period during the day.
- Classes will eat outside as often as possible. When eating inside, masks should be removed only to eat and drink, then put back on for the rest of the lunch break.
- There will be extra trash cans in each room for lunch and snack trash.

### **Bathrooms**

- Only two students will be allowed in our communal bathrooms at any one time.
- Teachers should not permit more than one student to go to the bathroom at a time.
- Signs will be posted as reminders about how many are allowed at the bathroom doors.
- The visitors' locker room toilet is designated as an adult-only bathroom.

### **Water fountains**

- Students may use water fountains only to fill up water bottles, not to drink from. We have disabled the spouts.
- Students will need to bring two full water bottles each day.
- We will have spare water bottles available for students.

### **Use of the library**

- Procedures TBD.

### **Non-compliance**

Although we do not want to turn our campus atmosphere into a highly negative place, these guidelines MUST be adhered to. The COVID-19 virus does not offer grace periods.

- Any adult who sees a student without a mask on, or is too near another student except in passing, must say something to the student as a reminder.
- Students will not get many chances to correct.
- Students who do not adhere to our expectations will be told they must do their classwork remotely, at least for some period of time.

### **Outdoor classes**

Teachers are encouraged to use the outdoors as much as possible, even in cold weather. We are still working on ways to facilitate this through designated spaces, tents, and making chairs available.

### **Assemblies**

We will not have live assemblies. We may have some community meetings on Wednesdays, when all classes are remote.

### **Meetings**

All meetings will have a remote option for those who prefer it.

### **Special procedures for boarding students**

We have seven boarding students on campus for the start the school year, and others may join us mid-year.

- Some were in the U.S., and a couple in Hancock County, all summer.
- Everyone arriving from outside of Maine had to have a negative COVID-19 test before travel.
- Upon arrival, all students, even those who had been in Hancock Country, went into quarantine when they moved into the dorm.
- Only when negative tests came back were students allowed out of quarantine.
- Dorm staff also have been tested prior to the students' arrival.
- These procedures will be used for any mid-year arrivals.

*The Planning Committee will continue to meet in the fall to modify this plan as needed. (rev. 9/11/20)*