



**ROYCEMORE**

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March 6, 2020

Dear Parents, Faculty and Staff,

I am writing to share an update regarding Roycemore School's response to COVID-19 or Coronavirus. By this time you are likely being inundated with news about the virus and how it is affecting people's lives and communities. Below I wish to share with you Roycemore's specific response in the following areas:

- Our Pandemic and Remote Learning Plan
- Campus Policies and Procedures
- Our Guidance Regarding Family Travel
- Guidance Regarding Visitors to Campus
- Continued Monitoring and Communication

**Pandemic Plan, Including Remote Learning:** Like many other organizations, Roycemore has also been developing its own specific Pandemic Plan. This plan includes both general information common to most organizations as well as specific information unique to Roycemore. The plan will be a living document that will be updated as needed. The information that follows is part of this plan.

Recently the CDC recommended that schools develop plans for remote learning options should COVID-19 become so widespread that schools need to close for a period of time. Roycemore's pandemic plan includes preparations on how Roycemore would continue to confer an educational benefit to our students if the Evanston Department of Health recommends such closure. It is our hope that we never have to launch this response, but our dedicated team of faculty is preparing nevertheless. A cross-divisional team of faculty will be engaging in training next week regarding best practices for online learning. In addition, we will be providing training for our faculty to facilitate remote learning opportunities utilizing tools we already use, such as ParentsWeb and Google Classroom. Such plans will allow us to support students whether individual students require extended absences due to illness or the school has to close for a period of time. Our plans will be differentiated based on grade level. I am sure you can imagine that a remote learning experience for students in Junior Kindergarten would be much different than for students in their Junior year!

In the unlikely case that a school closure is recommended to us by our local Public Health official, we will communicate to our families via email, text, and website pop-ups.

## **Campus Policies and Procedures**

- Children who come to school sick or who get sick during the school day will be sent home. Per our [Student-Parent Handbook](#) (page 42), students with the flu or who have flu-like symptoms (fever and one or more of the following respiratory symptoms: cough, nasal congestion, or sore throat), should not come to campus until 24 hours after their temperature has returned to normal without the use of fever-reducing medications and they have been free of vomiting or diarrhea episodes for 24 hours.
- A new “sick bay” is being created in the administrative wing. We have ordered cots that will be available for any child who gets sick while at school to have a place to rest comfortably while they wait to be picked up. The location is safely away from other students, easily accessible for families to pick up their child, and is in an area that can be closely supervised.
- Roycemore is committed to maintaining a high level of sanitation while still maintaining “normal” school operations as much as possible. Our contract cleaning personnel are taking extra precautions to clean and disinfect the school daily during flu season. Their cleaning products are CDC approved. Special attention is given daily to surfaces such as doorknobs, light switches, desks, tables, hand railings, water fountains, etc.
- As part of our continued practice regarding good hygiene and to stop the spread of germs, we are reminding students to wash their hands frequently, to try to avoid touching their faces, and to not share food or drinks with other students. When students need to cough or sneeze, we remind them to cover their mouths and noses with a flexed elbow or tissue and to throw the tissue away and wash their hands.
- As per our guidelines in the Student-Parent Handbook, if there is a case of influenza or other highly infectious illness among a student or faculty member at Roycemore, we notify parents of the affected division of the school. Should there be a case of COVID-19 diagnosed among our students or faculty, we will notify the whole school and provide additional follow up guidance at that time.

## **Guidance Regarding Family Travel**

- We ask that students, family members and visitors who have traveled internationally within the last 14 days OR who have been in close contact with a person with COVID-19 to inform the school.
- Following [guidance from the CDC](#), any travelers coming to the U.S. from any country under a CDC Warning Level 3 (Avoid Nonessential Travel) are expected to self-isolate for 14 days, regardless of whether that direction is specifically given to them upon entry into the U.S. Individuals who have transited these countries but did not leave the airport do not need to self-isolate, unless they were in the airport for more

than 24 hours. Those who have traveled to locations affected by COVID-19 as identified by the CDC should not come to campus until after the 14 day incubation period has passed. The school will work with families to ensure students are supported to stay on top of their work during their absence.

- If you are considering travel over Spring Break, we strongly encourage you to regularly monitor and check the [CDC](#) and [US State Department](#) websites for travel guidance and alerts.
- As previously communicated, we have advised international students who are at Roycemore that if their plans include travel to a State Department Level 3 or Level 4 region, we will not sign their I-20 forms that allow for return to the U.S.
- While Roycemore does not have authority over the personal and leisure travel of students, faculty, or families, it is strongly recommended that families reconsider their own travel plans if they include travel to areas with these alerts. With the rapidly evolving situation regarding COVID-19, there is a potential for one's return travel to the United States to be disrupted. In addition, quarantine periods might be mandated upon one's return to the United States. While changing travel plans is inconvenient, it might be an appropriate choice for your family. If you do plan to travel, US citizens may want to enroll in the [smart traveler program](#) created by the Bureau of Consular Affairs. The [Bureau of Consular Affairs](#) also provides a wealth of information for travelers and can be a great resource.
- Students, faculty, and household members who have been advised to self-quarantine by a public health official following a re-entry screening during travel should notify Adrienne Finley Odell [[afinleyodell@roycemoreschool.org](mailto:afinleyodell@roycemoreschool.org)] at Roycemore School.
- With news of the coronavirus being ever-present in our media and conversations, there has been an increase in anxiety and stress among young people. We can help calm them by listening to their concerns and being present for them. Our social worker has provided [this resource](#) for talking to young children about the coronavirus.

## Guidance Regarding Visitors to Campus

- Similar to our request of students and faculty to stay home if they are sick, we ask that any individuals suffering from flu-like symptoms, fever, or any potentially contagious respiratory illness, or who have traveled to locations affected by COVID-19 within the last 14 days, OR have been in close contact with a person with COVID-19, to change plans if they had planned to visit campus. We will gladly reschedule admissions appointments and interviews, schedule virtual meetings, or make alternative arrangements in order to ensure the health and well-being of the individuals on campus.

## Continued Monitoring and Communication

As the global situation regarding COVID-19 continues to evolve, we will continue to monitor guidelines from the [World Health Organization \(WHO\)](#), [Center for Disease Control \(CDC\)](#), [State Department](#), [Illinois Department of Public Health](#) and the [City of Evanston Health and Human Services Department](#). We maintain daily communication with the City of Evanston to stay abreast of a potential spread of the virus locally that could impact Roycemore. Currently there are no confirmed cases of coronavirus in Evanston.

We will send weekly updates to the community, unless needed more frequently, up until Spring Break to share any new information as necessary. Communications will also continue after Spring Break as needed. Thank you for your partnership on behalf of your children.

With Appreciation,

Adrienne Finley Odell

Head of School