HEALTH & SAFETY RE-ENTRY PLAN
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Roycemore School’s Mission:

To inspire and nurture excellence and prepare each student for success in higher education and in a dynamic and complex world.

2020-2021 Roycemore School Health & Safety Re-Entry Plan v. 2 published June 23, 2020
Process & Contact Information

Roycemore’s Administration and Board of Trustees have been actively and strategically working together in our responses to COVID-19, including work of the specially created Health and Safety Task Force and the COVID-19 Strategy Team.

This Health and Safety Re-Entry Plan is designed to protect the health and safety of the entire Roycemore community -- students, families, faculty, staff and visitors. It was developed with the guidance of Roycemore’s Health and Safety Task Force and aligns with guidance issued by the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), Illinois Department of Public Health (IDPH) and Evanston Department of Health. In addition, Roycemore has received guidance from professional organizations, peer schools, the National Association of Independent Schools (NAIS), the Independent School Association of Central States (ISACS), the National Business Officers Association (NBOA), and the Lake Michigan Association of Independent Schools (LMAIS).

The goal of this plan is to guide a safe reopening of campus. This plan reflects our current knowledge and will be updated as new information is made available. Roycemore will send out communications twice per month related to health and safety updates and/or re-opening plans to keep the community informed.

As we continue our work together to navigate the COVID-19 pandemic, we thank you for your partnership in support of your children. We appreciate the trust you have shown Roycemore in the education of your children. We invite you to reach out if you have questions, concerns or suggestions about this Health & Safety Plan. Please send your thoughts to covidresponse@roycemoreschool.org.

You have our continued commitment to strive to serve you and your children in extraordinary ways in the year ahead.

With Appreciation,

Thomas J. Ellis
Chair, Board of Trustees

Adrianne Finley Odell
President and Head of School

2020-2021 Roycemore School Health & Safety Re-Entry Plan v. 2 published June 23, 2020
## Roycemore School’s Health & Safety Task Force

<table>
<thead>
<tr>
<th>Name</th>
<th>Position and Affiliations</th>
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<tbody>
<tr>
<td><strong>Tim Costello</strong></td>
<td>Head of School, Science &amp; Arts Academy, Roycemore School Trustee</td>
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<tr>
<td><strong>Tom Ellis</strong></td>
<td>Director of Litigation, Nolan Law Group, Chair, Roycemore Board of Trustees</td>
</tr>
<tr>
<td><strong>Mahalakshmi K. Halasyamani, M.D.</strong></td>
<td>Board Certified Internal Medicine, North Shore University Health System, Chief Quality and Transformation Officer</td>
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<tr>
<td><strong>Stephen Jackson</strong></td>
<td>Grants Manager, Howard Brown Health, Retired Attorney, Roycemore School Grandparent &amp; Trustee</td>
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<tr>
<td><strong>Adrianne Finley Odell</strong></td>
<td>Head of School</td>
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<tr>
<td><strong>Deborah Pergament ‘87</strong></td>
<td>Attorney, Children’s Law Group, LLC, Roycemore School Alumna &amp; Trustee</td>
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<tr>
<td><strong>Vicky Pickett</strong></td>
<td>Director of Finance &amp; Operations</td>
</tr>
<tr>
<td><strong>Anita Shah, DO, FCCP</strong></td>
<td>Board Certified Pulmonary Medicine, Board Certified Critical Care Medicine, Northwest Pulmonary Associates, Roycemore parent</td>
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</tbody>
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Essential Questions

What conditions would allow Roycemore to open in-person, on-campus?
Roycemore School will follow all CDC and IDPH guidelines for opening in-person, on-campus for the 2020-2021 school year. According to the latest guidelines published on May 15, 2020, the Health & Safety Task Force, Board of Trustees, and Administration have determined that the school is prepared to open safely and continue to monitor the COVID-19 pandemic.

What conditions would cause Roycemore to close facilities and move to all-school remote learning?
Roycemore will transition to 100% remote learning if mandated by the Governor or recommended by the CDC or IDPH. There may be scenarios that call for one class or division to move to remote learning while allowing the rest of the school to remain safely open.

What happens if/when there is a confirmed COVID-19 case within the school community?
According to the medical professionals on the Health & Safety Task Force, if or when there is a confirmed case of COVID-19 within our school community (including faculty, staff, students, or individuals’ household members), the school will be notified by the Evanston Department of Health. If we are notified of a positive case of COVID-19 by a parent or staff member, our first call will be to the Evanston Department of Health for direction. Roycemore will follow all CDC and Health Department protocols to send infected or exposed individuals home. The CDC recommends 14 days of quarantine after exposure based on the time it takes to develop illness if infected. Roycemore will follow all CDC and Health Department protocols to sanitize or temporarily close any at-risk areas of the school. The Health Department will guide decisions regarding closure of a classroom, an office or the school.
Confidence in Our Community

Belonging to a community is essential for social and emotional well-being. Even though the way we gather, share, and celebrate may change, Roycemore is dedicated to ensuring our values of scholarship, integrity, community, respect, and compassion endure. Just as we were able to celebrate year-end accomplishments of our students in all divisions of the school and have fun drive-through celebrations of our 8th graders and seniors, all returning and new students will continue to enjoy Roycemore’s traditions next year -- in a safe and responsible way.

Providing a safe and healthy learning environment for the Roycemore community is our highest priority. Roycemore is a non-profit, 501(c)(3) organization that is guided by our mission and not by profit.

The Roycemore Health & Safety Task Force has developed guidelines to allow for a safe start of the 2020-2021 school year for in-person, on-campus teaching and learning during the COVID-19 pandemic.

Unless mandated by the State, or otherwise advised by health officials, Roycemore will remain open for on-campus instruction. Roycemore will follow all CDC and Health Department protocols to send infected or exposed individuals home and close and sanitize any at-risk areas of the school. The Health Department will guide decisions regarding closure of a classroom, an office or the school.

If you have questions, concerns or suggestions related to this Health & Safety Plan, email covidresponse@roycemoreschool.org.
Re-Entry Planning

Roycemore is preparing for waves of interruption to on-campus learning. If our local community experiences a spike in COVID-19 cases and an interruption of physical operations occurs, a shift to Remote Learning will happen immediately.

If the physical campus closes and Roycemore transitions to remote learning for an extended period of time, families will be extended financial credit toward fees coinciding with being on campus (lunch, extended day program, etc.)

Students will be equipped with a remote-learning kit if on-campus learning transitions to the remote model. While this will vary by division of the school, books and supplies will be readily accessible if an interruption occurs.

We recognize the needs of young children include the requirement of supervision and care in addition to their learning. If campus closes, we will prioritize efforts to replace the on-campus experience for our youngest students.

Roycemore will be publishing a detailed Re-Entry plan for each division by the end of June.
Flexible Options for Families

Extraordinary times require extraordinary responses. Roycemore is responding to these uncertain times by offering families flexibility to choose On-Campus Learning or Off-Campus Learning for their children for the 2020-2021 school year.

If the State of Illinois moves back into Phase III or if a cohort of the school needs to be quarantined due to a positive case of COVID-19, the entire school will transition into Remote Learning.

Families that have re-enrolled will be given the opportunity to select their option in July. As On-Campus class sizes will be tightly limited, we encourage families who are unsure whether their child might want to return to the classroom to secure their seat by selecting the On-Campus Learning option, and then indicate that they might still choose Off-Campus to begin the year. Personal learning plans will also be developed for each student that will include transition plans for the student’s next grade.
Health and Safety Procedures

The guidelines below have been carefully considered to address and promote the safety, health and welfare of our entire school community. The community health guidelines and policies are subject to change as new information becomes available. Procedures to protect the health and safety of the Roycemore community fall into three main categories:

Protect.

Distance.

Disinfect.
Families are attesting that their students are **illness/symptom free** by sending them to school and by answering **NO** to all of the following:

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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<tr>
<td>Do you have a fever (temperature equal to or greater than 100.4 without taking fever reducing medication)?</td>
<td>✔️</td>
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<tr>
<td>Are you experiencing shortness of breath or difficulty breathing?</td>
<td>✔️</td>
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<tr>
<td>Do you have a cough? Do you have the chills?</td>
<td>✔️</td>
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<tr>
<td>Have you lost your sense of smell or taste? Do you have a headache?</td>
<td>✔️</td>
</tr>
<tr>
<td>Do you have a sore throat? Do you have muscle aches?</td>
<td>✔️</td>
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<tr>
<td>Have you experienced any GI symptoms such as nausea, vomiting, diarrhea or loss of appetite?</td>
<td>✔️</td>
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<tr>
<td>Do you have a bacterial infection such as pink eye or strep throat for which you have not been on an antibiotic for 24 hours?</td>
<td>✔️</td>
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<tr>
<td>Have you been asked to self-isolate or instructed to quarantine by a medical professional or local health department official?</td>
<td>✔️</td>
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<tr>
<td>Have you been in close contact with anyone who has been diagnosed with COVID-19 or been placed on quarantine for possible contact with COVID-19?</td>
<td>✔️</td>
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</tbody>
</table>
Protect.

All staff/faculty and students are expected to follow the sick policy and stay home if they are exhibiting any signs of illness. If symptoms arise during the school day, the individual will be sent home promptly. Symptoms of illness include:

- Active vomiting or diarrhea in last 24 hours
- Chills/generalized body aches
- Fever greater than or equal to 100.4 in the past 24 hours without fever reducing medication
- Any signs or symptoms of a respiratory illness (cough, runny nose, respiratory secretions) with or without fever
- Undiagnosed rash or new and/or untreated rash or skin condition i.e. hives, wound with purulent drainage
- If diagnosed with pink eye or strep throat must be on antibiotic treatment for 24 hours

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Individuals experiencing signs or symptoms of COVID-19 (fever, cough, shortness of breath, muscle pain, new loss of taste and/or smell, sore throat, headache) MUST follow up with a medical provider & provide a return to school note to the school/camp administrator.

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- Licensed health professionals will advise families on appropriate next steps and evaluate if COVID-19 testing is warranted.
- If we are notified of a positive case of COVID-19 by a parent or staff member, our first call will be to the Evanston Health Department for direction.
- Students/staff may not return to school until they are illness/symptom free for 72 hours; in the case of a COVID-19 diagnosis, they must follow CDC guidelines.
- If someone in our community has tested positive for COVID-19, they will be advised by the IDPH and instructed as to when they will be released from isolation.
- Families will be notified via email of any known COVID-19 exposures.
All individuals who enter the school building must complete a daily attestation form that they are illness/symptom free before arriving to campus and temperatures will be taken upon arrival.

All Roycemore employees will wear a facemask while in shared spaces on campus. Students must wear facemasks while inside, and while they are outside if they are unable to maintain social distancing.

Students must have individual supplies.

Teach and reinforce proper handwashing techniques and covering of coughs and sneezes among students and staff.

The School will monitor absenteeism to identify any illness trends amongst the students and staff.

Signage regarding signs and symptoms of COVID-19, proper handwashing, respiratory etiquette and how to properly wear a facemask will be placed around the School.

Any individual exhibiting signs of illness during the day will be isolated and sent home. Students/staff may not return to school until they are illness/symptom free for 72 hours; in the case of a COVID-19 diagnosis, they must follow CDC guidelines.
### Distance.

All staff and students will practice feasible modified social distancing.

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<th>Description</th>
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<td>🚗</td>
<td>Visitors will be restricted to those that are essential and will be asked to wear a mask, complete a health screening attestation form indicating that they are illness/symptom free, and have their temperatures taken upon arrival.</td>
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<tr>
<td>🚌</td>
<td>No field trips until it is deemed safe for the students to travel into the community.</td>
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<tr>
<td>🇺🇸</td>
<td>Cross-divisional student interactions will be restricted. Early Childhood students will not mix with Lower School. Lower School will not mix with Middle School and Middle School will not mix with Upper School. Further restrictions within divisions will limit the total number of students that any one student will mix with during the day, creating student “cohort” groupings.</td>
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<tr>
<td>🛑</td>
<td>Zones will be defined for recess to limit intermixing of “cohort” groupings.</td>
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<td>🎨</td>
<td>Desks will be spaced six feet apart to allow for social distancing in the classroom. Circulation up and down stairwells will be one-way up and one-way down. Community spaces in the building will be modified to serve as either additional classroom space or break-out space for classes.</td>
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<tr>
<td>🌳</td>
<td>Outdoor space will be utilized to its full potential for instructional and social purposes. Dedicated spaces around the building will be assigned for each division (cohort) of the school.</td>
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Large community gatherings are being reimagined. Breaks and other gathering times will have proper procedures and protocols.

Hand Cut Foods will offer “contactless food” service with individual boxed lunches to minimize contact among community members and the food. Lunches will be eaten in individual classrooms or outdoors.

Disinfect.

*High touch areas of the building will be wiped down periodically throughout the day and deep cleaned each evening.*

Adequate supplies will be provided for proper hand hygiene (soap, paper towels, hand sanitizer, disinfecting wipes and spray).

Hand sanitizer stations will be placed at all building entrances as well as in the middle of hallways in the MS and US.

All desks/tables/chairs in the MS and US classrooms will be wiped down with disinfecting wipes by the students at the end of each class. All disinfectant is approved by the CDC for fighting COVID, and meets EPA standards for child safety and as a green solution.

Early Childhood tables will be wiped down after each use by the teacher using a CDC-approved cleaning solution provided by our contract cleaning company.

Lower School desks/tables/chairs will be wiped down by students with disinfecting wipes each time students leave the classroom (with teacher supervision). All disinfectant is
Pump hand sanitizer will be in every classroom and work area to be used by staff/faculty and students.

Disinfect.

Hand hygiene education will be provided.

- On the first morning that school resumes, all students will be taught proper hand washing techniques. Every morning for the remainder of the first week, all students will be shown a hand washing video to emphasize the importance. Ongoing hygiene will be consistently reinforced.
- Hand hygiene (hand washing for 20 seconds with soap and water if available or use of hand sanitizer) will be expected when entering a building, changing your environment, after using the bathroom, and before and after eating.
- Early Childhood and Lower School teachers will build time into their class schedule to teach and enforce proper hand hygiene.

Respiratory etiquette education will be provided.

- Practices include, cover your mouth and nose when coughing or sneezing.
- Use tissues and throw them away after one use.
- Wash your hands or use a hand sanitizer every time you touch your mouth or nose.

This plan is based on the most recent information as of June 2, 2020. Any updates or changes will be published as they become available. Communications regarding the Health & Safety Plan and Re-Entry Plans will be sent to families twice per month.
UPDATES ARE SENT VIA EMAIL AND POSTED TO THE ROYCEMORE WEBSITE.