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Roycemore School’s Mission:

Roycemore: our diverse and intimate community, rooted in academic excellence, inspires each student to discover their passions, think without limits, find their voice, and live courageously.

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

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 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 provide guidelines for safely operating school and summer programs in-person, on-campus and to provide metrics for when that may no longer be in the best interests of students and faculty. This plan reflects our current knowledge and is updated as new information is made available.

As we continue our work together to navigate the COVID-19 pandemic, we thank you for your partnership in support of your children. The Health & Safety Task Force continues to meet regularly to assess changes in the environment and additional considerations that must be taken into account to ensure a safe campus experience. We appreciate the trust you have shown Roycemore with 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.

With Appreciation,

Anita Shah, DO FCCP                          Adrianne Finley Odell
Chair, Health & Safety Task Force            President and Head of School
Roycemore School Trustee
Roycemore Parent
Board Certified Pulmonary Medicine
Board Certified Critical Care Medicine
Northwest Pulmonary Associates

Roycemore School’s Health & Safety Task Force

Anita Shah, DO, FCCP- Task Force Chair
Board Certified Pulmonary Medicine
Board Certified Critical Care Medicine
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Head of School

Deborah Pergament ‘87
Attorney, Children’s Law Group, LLC
Roycemore School Alumna & Trustee

Vicky Pickett
Director of Finance & Operations
Roycemore Community Health & Safety Pledge

Ensuring a safe and healthy campus requires all members of our community to work together to achieve a common goal. **Your commitment reinforces our shared responsibility to each other that extends from our campus to our homes.** Your participation has a major impact on preventing the spread of COVID-19 in the Roycemore community. Therefore we ask that all students, faculty, families and visitors to campus agree to the following, **whether on or off campus:**

- Adhering to the policies and procedures outlined in Roycemore’s Health & Safety Plan and continuing to pay attention to updates as they evolve in response to the pandemic.
- Adhering to social distancing, in line with CDC and ISBE guidelines
- Wearing a mask while indoors on school property, and in public places with students
- Staying home when sick
- Washing/ sanitizing hands frequently
- Following any emergency travel guidelines from the CDC or local authorities
- Informing Roycemore School administration if the student/school visitor or a member of the student’s/ school visitor’s immediate family has tested positive for COVID-19 or if the student/ school visitor has been in close contact with an individual who tested positive for COVID-19
- Adhering to federal, state and local health and safety guidelines related to COVID-19

While Roycemore cannot eliminate the possibility of someone contracting COVID-19, adherence to the above steps can go a long way to help reduce risk and mitigate spread.
Guiding Principles

The Roycemore Health & Safety Task Force, first convened on May 5, 2020, to develop guidelines to allow for safe in-person, on-campus teaching and learning during the COVID-19 pandemic. The plan was first published on June 3, 2020. The Task Force continues to serve as an advisory body to the administration as it assesses the pandemic environment and implements appropriate mitigation measures for the school.

The guiding principles that have informed our work have been:

- **Safety First!** 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.

  Unless mandated by the State, advised by health officials, or deemed in the best interest of the school community by the Health & Safety Task Force, Roycemore will remain open for on-campus activities.

- **Adherence to leading, evidence-based practices.** Our plan not only meets CDC and IDPH guidelines, but exceeds them. Roycemore will follow all CDC and Evanston Health and Human Services Department protocols to send infected or exposed individuals who are unvaccinated home and close and sanitize any at-risk areas of the school. The Evanston Health and Human Services Department will guide decisions regarding closure of a classroom, an office or the school.

- **Fostering a sense of community- one of our core values.** Belonging to a community is essential for social and emotional well-being. Even though the way we gather, share, and celebrate must be approached differently at times, Roycemore is dedicated to ensuring our values of scholarship, integrity, community, respect, and compassion endure.
School Closure Metrics

In order to understand the changing dynamics of the COVID-19 pandemic and its impact on the Roycemore School community, the Health & Safety Task Force identified several indicators to evaluate risk. These indicators are broadly categorized as internal and external risk factors. External risk factors include the rate of disease in the community surrounding Roycemore (suburban cook county), average daily cases and ICU bed availability. Some internal factors include the rate of disease in our school community, compliance to mitigation strategies and the number of cohorts in quarantine. These factors guide what mitigation strategies may be appropriate.

The COVID-19 pandemic continues to evolve. Our decision-making is informed by evidence-based science and publicly available data. Much has been learned about the nature of COVID-19 since the World Health Organization first declared a pandemic. As new information becomes available, the school’s approach and criteria it utilizes for operations may evolve. Criteria will be reviewed on a weekly basis to guide the school's operation level decisions. Rather than following strict adherence to closure metrics based on the total number of COVID infections and percent positivity rates, a more nuanced approach will be utilized for the 2021-22 school year to include vaccination rates among faculty, staff and students, adherence to mitigation measures, and area hospitalization rates.

Essential Questions

What is considered a “close contact”? The CDC defines close contact as the following:

Close Contact through Proximity and Duration of Exposure: Someone who was within 6 feet of an infected person (laboratory-confirmed or a clinically compatible illness) for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes). An infected person can spread SARS-CoV-2 starting from 2 days before they have any symptoms (or, for asymptomatic patients, 2 days before the positive specimen collection date), until they meet criteria for discontinuing home isolation.

- Exception: In the K–12 indoor classroom setting, the close contact definition excludes students who were within 3 to 6 feet of an infected student (laboratory-confirmed or a clinically compatible illness) if both the infected student and the exposed student(s) correctly and consistently wore well-fitting masks the entire time.
This exception does not apply to teachers, staff, or other adults in the indoor classroom setting.

Testing is recommended for all close contacts of individuals who are COVID-19 positive. Because of the potential for asymptomatic and pre-symptomatic transmission, it is important that close contacts of individuals with COVID-19 infection be quickly identified and tested. If unvaccinated, pending test results, you should self-quarantine/isolate at home and stay separated from household members to the extent possible and use a separate bedroom and bathroom, if available.

- A single negative test does not mean you will remain negative at any time point after that test.
- Even if you have a negative test, unvaccinated individuals should still self-isolate for 10 days.

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, IDPH, EHHD, or if, in the view of the Health and Safety Task Force, it is advisable to do so. 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 open in accordance with all applicable health and safety guidelines. One such scenario is if there is inadequate faculty to run full programming due to COVID-related issues, or if student absences in a grade, program, or cohort has reduced the number of on-campus students to a threshold whereby the grade, program, or cohort would be better served by going remote for a period of time.

What happens if/when there is a confirmed COVID-19 case within the school community?
If we are notified of a positive case of COVID-19 for an individual on campus, we will immediately notify the Evanston Health and Human Services Department. Roycemore will follow all CDC and Health Department protocols to send infected individuals, unvaccinated close contacts, and unvaccinated siblings (even if in a different cohort) of infected students home. (See Specific Protocols beginning on pg. 18 when a household member is COVID positive.) Roycemore families will be informed of any COVID-19 positivity in their child’s grade or cohort.
What will be Roycemore’s response if my child has been exposed to someone at Roycemore who tests positive for COVID-19?
If your child is part of a cohort that includes a COVID positive individual, depending on the vaccination status of your child, and whether they were a close contact (as defined above), they may be required to quarantine and transition to remote learning. 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.

Planning for On Campus Instruction

Roycemore has prepared for waves of interruption to on-campus learning. If government officials mandate school closure, or if there is a COVID outbreak on campus affecting enough students that deem it necessary to do so, we will transition to remote learning for a period of time.

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 (extended day program, etc.). These will be determined and approved by the Finance Committee of the Board at the end of the school year.

Students will be equipped with needed resources for home 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 government authorities mandate school closure with some opportunities remaining for on-campus instruction, we will prioritize efforts to provide on-campus opportunities for our youngest students.
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.**
Protect.

Anyone coming to campus is attesting that they are illness/symptom free before entering campus each day by answering NO to all of the following:

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you have a fever (temperature equal to or greater than 100.4 without taking fever reducing medication)?</td>
<td>✓</td>
</tr>
<tr>
<td>Are you experiencing shortness of breath or difficulty breathing?</td>
<td>✓</td>
</tr>
<tr>
<td>Do you have a cough? Do you have the chills?</td>
<td>✓</td>
</tr>
<tr>
<td>Have you lost your sense of smell or taste?</td>
<td>✓</td>
</tr>
<tr>
<td>Do you have a runny nose, sore throat, or headache?</td>
<td>✓</td>
</tr>
<tr>
<td>Have you experienced any GI symptoms such as nausea, vomiting, diarrhea or loss of appetite?</td>
<td>✓</td>
</tr>
<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>
</tr>
<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>
</tr>
<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 in the last 14 days? (See Specific Protocols section beginning on page 18, if the answer is “yes” to this question.)</td>
<td>✓</td>
</tr>
<tr>
<td>Within the last 14 days, have you returned to the Chicago area from an international location or a state experiencing a surge in new COVID-19 cases, or identified as a COVID “hot spot” by federal, state or local authorities? (See Specific Protocols section beginning on page 18, if the answer is “yes” to this question.)</td>
<td>✓</td>
</tr>
</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, respiratory secretions) with or without fever
- Runny nose, Sore Throat or headache
- 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

- If we are notified of a positive case of COVID-19 by a parent or staff member, we will immediately notify the Evanston Health and Human Services Department.
- Students/staff may not return to school until they are fever free for 24 hours; in the case of a COVID-19 diagnosis, they must follow the Specific Protocols in this Health & Safety Plan.
- Families will be notified via email of any known COVID-19 exposures.
All individuals who enter the school building must complete a daily attestation that they are illness/symptom free before arriving at campus. The School Wellness Screener app, developed for our school by Effie Zimmerman, Roycemore Class of 2021, has been adopted for this purpose. This app was adopted by schools nationwide for the 2020-2021 school year!

**Campus visitors** Any volunteers, substitutes, outside vendors, or visitors working directly with children (including parents) will be asked to:
- show proof of being fully vaccinated for COVID-19 (ie. at least 2 weeks from 2nd injection)
- wear an appropriate mask
- complete wellness screening through the School Wellness Screener app to indicate that they are illness/symptom free.

All Roycemore employees will wear facemasks* (specifics detailed below) while in shared/student spaces on campus. Students must wear facemasks while inside, and while they are outside if they are unable to maintain social distancing. Windows will be opened as much as possible to enhance air circulation in the building.

Proper handwashing techniques and covering of coughs and sneezes is taught and reinforced with individuals on campus.

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, and respiratory etiquette are posted around the School.

Any individual exhibiting signs of illness during the day will be isolated and sent home.
Protect.

Mask Guidance

Below is Roycemore School’s guidance as it pertains to face masks:

1. Face masks will be required for anyone entering the parking structure/building.

2. Not all masks are created equal. Masks should be at least 2 layers. This also allows for a placement of a filter between the two layers if desired. The CDC has advised that double masking (i.e. wearing two masks) provides an even greater protection. Finally surgical masks typically provide better protection. Physicians wear N95 masks, but these can be difficult to wear for extended periods of time. KN95s might be easier. Many vendors sell them. One is ProjectN95 which has an online shop with a variety of options.

3. Masks should cover the nose and mouth without large gaps.

4. Please ensure the face mask (to include any spare face masks sent with your child) has been tested for good fit prior to its use at school. Note: an ill-fitting KN95 mask is a worse choice than a well-fitted, double layered mask.

5. The mask should have ear loops or ties so it can be adjusted to ensure a good fit.

6. For people who wear glasses, look for a mask with a bendable border at the top so it can mold the mask to fit the bridge of the nose and prevent glasses from fogging.

7. **Specific restrictions**: Face masks that have a pop-off valve, exhalation port or voice box, gaiters and bandanas will NOT be permitted.
**Distance.**

All staff and students will practice feasible modified social distancing.

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<tr>
<td></td>
<td>Cross-divisinal 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.</td>
</tr>
</tbody>
</table>
|   | Desks will be spaced a minimum of 3 feet apart to allow for physical distancing in the classroom.  
The dining hall, which won’t be delivering food service for the time being, will serve as a space for Extended Day specific to Lower School and as a flexible experiential learning space. |
<p>|   | Outdoor space will be utilized to its full potential for instructional and social purposes. Students have been asked to bring camp chairs to school to facilitate the movement of classes outdoors as much as possible. |
|   | Large community gatherings are being reimagined to align with the IDPH guidelines. Breaks and other gathering times will have proper procedures and protocols. |
|   | Hand Cut Foods is providing “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. If students are unable to be at least 6 ft. apart during lunch, dividers will be utilized to provide physical barriers while masks are off for eating. |
|   | Athletics &amp; PE will be modified to follow ISBE/ IDPH/ IHSA guidelines. |</p>
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<tbody>
<tr>
<td><strong>Disinfect.</strong></td>
<td>Adequate supplies are being provided for proper hand hygiene (soap, paper towels, hand sanitizer and spray).</td>
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<tr>
<td></td>
<td>Hand sanitizer stations have been placed at all building entrances as well as in the middle of hallways for each division of the school.</td>
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<tr>
<td></td>
<td>All disinfectant is approved by the CDC for fighting COVID, and meets EPA standards for child safety and as a green solution.</td>
</tr>
<tr>
<td></td>
<td>Desks/tables/chairs that are in spaces used by different cohorts will be wiped down by students with disinfectant between cohort use (with teacher supervision). All disinfectant is approved by the CDC for fighting COVID, and meets EPA standards for child safety and as a green solution.</td>
</tr>
<tr>
<td></td>
<td>Hand sanitizer is available in every classroom and work area to be used by staff/faculty and students.</td>
</tr>
</tbody>
</table>
Disinfect.

Hand hygiene education is being emphasized.

- All students are being taught proper hand washing techniques. 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, including when entering a building, 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.
Specific Protocols*:

*Roycemore will follow [IDPH COVID-19 Interim Exclusion Guidance](https://www.idph.state.il.us/covid19/interim-exclusion-guidance) at a minimum.

<table>
<thead>
<tr>
<th>If:</th>
<th>A student, faculty, or staff member has a chronic condition that manifests in one of the COVID-19 symptoms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Then:</td>
<td>Have your doctor complete and sign a <a href="#">Chronic Condition Form</a> and submit to <a href="mailto:forms@roycemoreschool.org">forms@roycemoreschool.org</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If:</th>
<th>Individual has one of the COVID-19 symptoms listed in the wellness screener</th>
</tr>
</thead>
<tbody>
<tr>
<td>Then:</td>
<td>● If vaccinated, individual must obtain a negative PCR COVID test. While awaiting the results of the PCR test, the individual may come to school with proof of a negative rapid test. Strict adherence to mask wearing, social distancing and hand sanitizing continues to be observed.</td>
</tr>
<tr>
<td></td>
<td>● If unvaccinated, individual must obtain a negative PCR COVID test before returning to school.</td>
</tr>
<tr>
<td></td>
<td>● If individual has a secondary illness, non-COVID, follow physician’s guidance for recommended treatment &amp; stay home until symptoms have improved/resolved per diagnosed condition in <a href="https://www.idph.state.il.us/cdc/">IDPH Communicable Diseases in Schools</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If:</th>
<th>Anyone other than the student or faculty member in your household has a fever or other symptoms related to COVID…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Then:</td>
<td>● Household member should obtain a negative COVID PCR test and wear a mask and isolate at home pending results of the test.</td>
</tr>
<tr>
<td></td>
<td>● Asymptomatic students/faculty members may continue attending school pending results of the test.</td>
</tr>
<tr>
<td></td>
<td>● If the household member tests positive, follow protocol for “There is a positive COVID-19 diagnosis in your household.”</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If:</th>
<th>There is a positive COVID-19 diagnosis in your household…</th>
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<tbody>
<tr>
<td>Then:</td>
<td>● Notify the school</td>
</tr>
<tr>
<td></td>
<td>● Unvaccinated household members must obtain a negative COVID test AND quarantine for 10 days.</td>
</tr>
</tbody>
</table>
● Fully vaccinated household members may continue to come to school, however, they must submit a negative PCR test 3 to 5 days after initial exposure.
● The COVID positive household member should isolate for 10 days per the CDC guidelines.
● All household members should wear masks at home for the duration of family illness.
● If a subsequent household member tests positive, the 10 day period recommences.

If:
There is a positive COVID-19 case in your child’s cohort...

Then:
● School will notify parent(s)/ guardian(s) that their child’s cohort was impacted.
● School will notify the whole school of a covid positive case elsewhere in the school.
● School will determine if there are any close contacts.
● Unvaccinated close contacts (as defined on page 7 of this plan) of the COVID positive individual must quarantine for 10 days, even if they receive a negative PCR test. They must quarantine and continue to monitor for symptoms.
● Vaccinated individuals who are close contacts (as defined on page 7 of this plan) must obtain a negative PCR COVID test 3-5 days after exposure.
● If cohort has to transition to remote learning, the situation within the cohort will be monitored to determine when on-campus instruction will resume.

If:
Someone develops symptoms during the school day...

Then:
● The individual will be isolated and the parent/ guardian will be called to pick up the child or faculty/ staff member will need to go home.
● If suspected COVID, or PCR COVID test is positive, all siblings or faculty member’s children will have to go home.
● Follow the procedures outlined in the IF/THEN scenario above: “There is a positive COVID-19 diagnosis in your household…”

If:
You travel internationally.

Then:
● inform the school of your travel plans
● If unvaccinated, obtain a negative PCR COVID-19 test 3-5 days after return to the Chicago area AND quarantine for 7 days
  ● If you choose not to be tested you must quarantine for a 10-day period upon arrival.
- Continue to monitor for symptoms of COVID-19 for 14 days.
- If vaccinated, provide proof of the negative COVID test taken within 72 hours prior to returning to the United States and provide an additional negative COVID test 3-5 days after return (which may be a rapid antigen or PCR). Quarantine is not required.

If:
You travel **domestically** to a high-risk (orange) area according to the Chicago Travel Advisory,

Then:
- inform the school of your travel plans
- If unvaccinated--
  - and traveling by private vehicle while adhering to other mitigation measures agreed to in the Community Pledge (pg. 5), individual may return to school with negative rapid COVID test (unless symptomatic)
  - and traveling by public transportation (plane, bus, train, etc.) obtain a negative PCR COVID test 3-5 days after return to the Chicago area AND quarantine for 7 days
    - If you choose not to be tested you must quarantine for a 10-day period upon arrival.
    - Continue to monitor for symptoms of COVID-19 for 14 days.
- Fully vaccinated individuals will no longer be subject to COVID testing so long as they remain asymptomatic.

If:
You have been in close contact,(as defined on page 7 of this document) and do not have symptoms...

Then:
- If unvaccinated, obtain a negative PCR COVID-19 test 3-5 days after exposure AND quarantine for 7 days
  - If you choose not to be tested you must quarantine for a 10-day period.
  - Continue to monitor for symptoms of COVID-19 for 14 days.
- If vaccinated, only proof of a negative COVID test 3-5 days after exposure is required (which may be a rapid antigen or PCR). Quarantine is not required.
- If you live with a **person at increased risk of severe illness** (for example an elderly person or other individuals with underlying medical conditions), take special precautions in the home to protect that individual according to CDC guidelines.

If:
Student or faculty member receives a positive diagnostic COVID-19 test regardless of vaccination status:
Then:

- Stay home, and isolate for at least 10 calendar days from onset of symptoms AND for 24 hours with no fever without fever-reducing symptoms AND improvement of symptoms.
- Roycemore will follow [IDPH COVID-19 Interim Exclusion Guidance](https://www.idph.gov) at a minimum.

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**This plan is based on the most recent information as of January 3, 2021.**

Any updates or changes will be published as they become available.

Updates are sent via email and posted to the Roycemore website.