For more than 200 years, Emma Willard School has served as a beacon for girls to find their voices, create their own pathways, and to serve and shape our world. The school has faced world wars, civil unrest, and a previous global pandemic. Once again, we face unprecedented challenges that call upon all of us to be extraordinary in these extraordinary times.
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LOOKING FORWARD TO 2020-21

School begins August 30, 2020. We have listened to the advice of public health experts, medical professionals, educational advisors, local and New York State officials, and the Centers for Disease Control to form the bedrock of our planning for the 2020-21 school year. Our utmost priority is the safety and wellbeing of the Emma community. New information from the study of COVID-19 will continue to require us to be vigilant and responsive to our safety protocols. Our planning is predicated on compliance with public health guidelines and other governmental restrictions.

Emma Willard School’s history of excellence will continue to shape and define the academic experience we offer our students. The best learning occurs in relationship, so we have paid particular attention to building community and nurturing those relationships. We see these connections as vital to the joy and depth of learning in addition to our carefully engineered environment of safety. This year will surely be unlike any other, but our core values and commitment to providing an exceptional learning experience are unwavering.

For ease of reference, we’ve categorized the information below into sections. Highlights include our approach to minimizing campus density, phased arrivals, testing and screening strategies, a new academic schedule supporting deep learning and flexibility if we need to pivot to online learning, and an altered 2020-21 calendar to reduce travel but still provide respite time. Our priority is to be on campus as much as possible. We are also planning for potential interruptions over which we may have no control and will adjust our calendar and protocols accordingly.

Visit the New York State Department of Health and Centers for Disease Control (CDC) websites for more information about the latest COVID-19 considerations.
PEOPLE

Our COVID-19 era campus lifestyle will include testing and contact tracing, social distancing, handwashing, mask-wearing, and limits on the number of people who can gather together. We will have isolation and quarantine protocols for those who test positive for COVID-19 and the people with whom they have been in contact within our community. We have analyzed and are currently amending all campus spaces to conform with COVID-19 public health guidelines. To meet social distancing requirements, we are reducing capacity in dormitories and classrooms and are redefining protocols for how we will use public areas on campus.

A. SOCIAL DISTANCING AND FACE COVERINGS

Social Distancing Guidelines
Emma Willard School is following CDC and New York State guidance for social distancing in classrooms. To ensure adequate social distancing, class size will be capped at 10 students. Additional classrooms have been created across campus to ensure social distancing can be maintained for the full student and faculty capacity. Students will sit at individual desks spaced six feet apart, facing the front of the classroom. To allow students to participate in courses whether they are on campus or learning remotely at any time during the school year, video conferencing technology will be installed in all classrooms.

The school will have signage and directional markings to assist students and staff in maintaining social distancing of six feet in classrooms, meeting areas, lavatories, dormitories, hallways, and all indoor areas.

Where possible, the school is working to build cohorts of students who are in the same classes. Cohorts will be most readily implemented in grades 9 and 10 where the majority of students are enrolled in the same classes.

For activities requiring heavy breathing and the projective of voice or breath, including dance, physical education, athletics, choir and playing wind instruments in the orchestra, students will maintain a distance of twelve feet in all directions. Gathering size will be capped at 10 for these activities, and instruction will be modified to maintain safe distance and activity level.

Daily Cohorts
We will be using the notion of a “family cohort” to provide a mask-free space in the dorms for our boarding students. After every person residing on a hall has completed their 14-day mask-on period, students on THEIR HALL ONLY will be permitted to be mask-free while on their hall. The size of a family cohort will be dependent on the number of students on each hall. Any student or adult visiting another hall will be required to wear a mask. All dorms including the satellite dorms will be treated in the same manner.

Dorm Density
We have adjusted the number of double rooms to ensure that social distancing is possible by reducing population density. Student beds and desks will be at least six feet apart. Resident Faculty will continuously monitor their dorms to ensure appropriate capacity limits are maintained.

Public Use of Facilities
The Emma Willard School campus will be closed to the local community with the exception of visitors approved by senior administration. The campus will not allow rentals (e.g. gym, pool or other campus building rentals) during the 2020-21 school year and will be closed to campus walkers.
Masks/Face Coverings
The use of masks or appropriate face coverings are an important precaution to slow/stop the spread of the virus and protect each other. Everyone on campus is required to wear a mask or appropriate face covering over the nose and mouth when indoors.

Face coverings must be worn in classrooms, public restrooms, open office and common spaces, hallways, meeting rooms, the library, galleries, rehearsal rooms, the cafeteria (unless seated and eating), and other indoor spaces. Face coverings are also required outdoors when six-foot physical distancing cannot be maintained.

Emma Willard School will issue three cloth face masks per student and employee (and other protective supplies when necessary) and provide sanitation supplies throughout the community. First supplies will be handed out when students and adults arrive on campus for the start of the school year. Students are advised to bring five additional cloth masks.

All students and employees will wear masks during the school day and only remove masks (or appropriate face coverings) in designated mask-free areas when social distancing is possible.

**Mask-free spaces will be provided.** All common use spaces will use visible signs/markings to provide socially distanced seating. Outside mask-free spaces will be identified in designated areas.

Students who are unable to medically tolerate a mask or face covering may obtain clearance through the Health Center.

**Instruction on Appropriate Use, Disposal of PPE and Masks/Face Covering**
At the start of the academic year, during opening and orientation meetings, all students, faculty, and staff will receive instruction from Health Center personnel on how to adequately put on, take off, clean (as applicable), and discard personal protective equipment (PPE), including but not limited to, appropriate face coverings.

**Instruction on observing signs of illness**
At the start of the academic year, during opening and orientation meetings, all students, faculty, and staff will receive instruction from Health Center personnel on how to observe signs of illness, and what steps should be taken by symptomatic persons to receive care by Health Center personnel.

**Protocols for Opening Week**
To protect the health and safety of our students and employees, we will institute a number of public health best practices. A key element will be limiting the density of gatherings. For this reason, we will be having a phased arrival plan for our students. Many of our new campus routines reflect the habits we’ve grown accustomed to during this pandemic and will require additional time, training and consideration.

**Arrival and COVID-19 Honor Code**
All students, employees, and accompanying family members will be required to wear masks in public spaces at all times while on campus, except in designated areas for mask breaks. All employees and students will be tested for COVID-19 and checked for symptoms as part of the arrival process.

All community members, day and boarding, student and employee, must have previously submitted the COVID-19 Honor Code (available via Emma Willard School’s Health Portal on July 15). This practice of adhering to community standards to facilitate mutual understanding and safety will be extended to visitors, cleaning practices, food sharing, and honest communication when concerns arise. All students must also complete a “Fit to Return” form from their primary care provider and submit the form to the school’s health center prior to their arrival on campus.
COVID-19 testing and symptom checking will occur on-campus, outdoors, and under a tent. No one will be allowed into any campus buildings until they've been tested and their results are clear. If a student or accompanying adult tests positive for coronavirus, they will both be asked to leave campus. The student will be able to participate in opening activities and classes virtually until she tests negative for coronavirus and then may return to campus during one of the designated return times throughout the fall.

**Staggered Opening Arrival**

We will be staggering arrival times and will ask students and families to be attentive to their assigned appointment time to avoid crowding or extended wait times. Only one family member will be allowed on campus to accompany each student into the dormitory. We will be testing both students and their accompanying family member.

**Daily Arrival Plan**

We ask all students and employees to participate in daily temperature and symptom checks before entering campus buildings beyond a designated entry area. During typical arrival times (approximately 7:30-9:15 am) three stations around campus will serve to verify student and employee temperature and symptom checks. Outside of typical arrival times, two locations (Health Center and Campus Safety) will provide temperature and symptom checks. A record that students and employees have passed their daily health check will be logged each day they come to campus. We ask that students and employees not come on-campus if feeling ill.

Day students will be asked to arrive on campus as close as possible to their first commitment of the day, and to depart campus as soon as possible after their final commitment of the day. Several locations on campus will be designated as landing spaces for students before classes, during free periods, and after classes awaiting pick up. Students must be mask-on and socially distant in these locations.

**Lockers**

Students will be able to use lockers with social distancing in place. The daily schedule has been revised to include an extended passing time to reduce density in movement around campus. This extended passing time between classes will allow for socially-distanced locker use.

**Signage**

Directional signs and markings, instructional signs (hand washing, mask-wearing guidance, social distancing guidance, illness protocols), hygiene reminders, visitor protocols, daily check-ins, and COVID-19 Honor Code signs will be amply distributed throughout all campus buildings

**B. GATHERINGS**

**Meals**

Breakfast, lunch, and dinner meals will be served in the dining hall. Traffic flow through the dining hall will be directed through a single entrance and separate exit from the hall. Additional adjacent spaces will serve to expand the seating capacity in the dining hall. Dining hall staff will direct students and employees through dining hall serving lines and signage will provide guidance for social distancing while waiting for meal service. Food will be served by dining hall staff.

The daily schedule has been modified to distribute students and employees throughout four lunch periods. Students and employees will be assigned a lunch period and a room within the dining hall where they will eat their meal. Dining hall seating will be individual tables spaced at a 6 foot distance facing in the same direction. In addition, pre-packaged meals will be available for those employees who wish to eat in their office space.
Dining hall staff will clean and disinfect dining hall tables between lunch periods. Sharing of food and beverages will be strictly prohibited. Hand sanitizer will be available throughout the dining hall for hand hygiene before and after eating. Signage will promote hand hygiene in the dining hall.

**Small Spaces**
In order to maintain social distancing, gatherings in elevators, small offices, supply rooms will be limited to one individual at a time unless they are a member of the same cohort.

**Opening Events and Orientation**
Orientation for new students will begin on their arrival date and will be a combination of in-person and virtual orientation. Orientation for returning students will be virtual and will begin with the virtual All-School Welcome on August 31.

**Large Student Gatherings**
All large student gatherings e.g. all-school meetings, morning reports, class meetings, and any gatherings with more than 10 students and one teacher will occur virtually. When appropriate and with prior approval, gatherings of more than 10 students and one teacher may be held outside while observing social distancing.

**Faculty and Staff Meetings**
Faculty and staff meetings will be conducted virtually. Employee meetings with 10 or fewer persons may be conducted in-person where social distancing can be maintained.

**Major Events**
Major school events will happen in safe, unique, and meaningful ways, and will be primarily conducted virtually. Details will be shared as each event approaches.

- Virtual Fall Family Weekend (October 9-10)
- Virtual Fall concerts, plays
- Revels will occur in Spring 2021
- Virtual Spring Family Weekend (April 22-23)
- Spring events—to be determined

**Ventilation**
Classroom ventilation will be provided by opening classroom windows and installing two box fans in windows to circulate fresh air throughout the space. Fans will be installed bi-directionally to encourage air flow (one will blow air into the room, one air will blow classroom air outside). Classroom doors will be left open except in specific circumstances. All air handling units will have Merv13 filters added.

**Common Areas**
Social distancing guidance will be displayed throughout buildings. Staggered schedules and extended class period passing will be used to limit density. Several locations have been created and designated around campus to provide for social distancing for day students during unscheduled times. Boarding students will be asked to return to dormitory halls during unscheduled portions of their academic day.

**Safety Drills**
Safety drill protocols have been modified to allow for social distancing between persons. Most importantly, new meeting locations and attendance procedures have been identified for the event of a fire drill. Fire and lockdown drills will be conducted with the aid of the REACH mobile app, which will allow teachers and advisors to meet with students at designated locations across campus and report attendance remotely. Students and employees will be trained on the new safety drill procedures during the opening days of the school year.
C. OPERATIONAL ACTIVITY

**Cohorts**
We will be using the notion of a “family cohort” to provide a mask-free space in the dorms for boarding students. After every person residing on a hall has completed their 14-day mask-on period, students on THEIR HALL ONLY will be permitted to be mask-free while on their hall. The size of a family cohort will be dependent on the number of students on each hall. Any student or adult visiting another hall will be required to wear a mask. All dorms including the satellite dorms will be treated in the same manner.

Where possible, the school is working to build cohorts of students who are in the same classes. Cohorts will be most readily implemented in grades 9 and 10 where the majority of students are enrolled in the same classes.

**In-Person Instruction**
The school gained important learning from the rapid move to Virtually Emma virtual learning earlier this spring. We have surveyed students, parents, and our faculty to discern how improvements can be made. This information is providing insights into how we can improve and intentionally meet the unique needs of our Emma community and is guiding our planning over the summer. Our approach for the 2020-21 academic year assumes some degree of remote instruction for all students. We have taken into account circumstances that likely include visa and/or travel restrictions, as well as physical capacity limitations.

**Learning Program Outline**
In preparing for the fall of 2020, Emma Willard School has focused on preparing for three scenarios: live learning, hybrid live-asynchronous learning, and fully online learning in the event of a New York State shutdown. The 2020-21 program has been designed to offer flexibility in meeting the needs of the student body, and preparing for transitions between face-to-face and online learning. Emma Willard School’s program will be offered in two models for the 2020-21 school year: Synchronous Learning and Asynchronous (Online) Learning.

**Model 1: Synchronous Learning**
Most students will participate in the “synchronous learning” program. In this model, students will meet with each of their classes multiple times per week during the traditional school day (9:00 a.m. - 3:20 p.m. EST). Students will engage primarily in synchronous—or live—learning with additional asynchronous learning and homework outside of class meeting time. Students can participate in synchronous learning either face-to-face (on campus) or online. Synchronous classes will be strictly limited to a maximum class size of 10 students to ensure social distancing.

**Model 2: Asynchronous (Online) Learning**
Some students will require online learning for the entire first semester AND may live in a time zone multiple hours different from Eastern Standard Time. These students will have the option to choose “asynchronous (online) learning.” In this model, students will engage primarily in asynchronous— or self-paced—learning with weekly synchronous class and community meetings during the hours of 9:00 - 11:00 a.m. EST.

Students in the synchronous and asynchronous models will interact daily during the community meetings (morning reports, class meeting, advisory, clubs and activities) scheduled from 9:00 - 11:00 a.m. (EST).

In the event of a mandatory New York State shut down, all students will be moved to the online learning model, engaging primarily in asynchronous learning with scheduled synchronous class meetings during the hours of 9:00 - 11:00 a.m. EST.
Revised Class Schedule

The 2020-21 school year will feature a semester block schedule. The block schedule will allow students to take three or four classes in both of the 17-week semesters. Students will complete the equivalent of a year-long course in one semester and will have a new schedule of courses each semester.

The school day will start at 9:00 a.m. (EST) for all students. Monday, Tuesday, Thursday and Friday will have a consistent schedule of academic class and community meetings. Wednesday’s schedule will be largely flexible with a variety of activities that will be attended primarily virtually. Some students will be invited to attend Wednesday activities in-person. The schedule is designed with substantial passing time to allow for socially distanced movement around campus.

Extracurricular Activities

Extracurricular activities will be evaluated on an individual basis for safety. The majority of clubs and activities will be offered virtually, as most would otherwise require gatherings of more than 10 individuals. Some extracurricular activities will be suspended and replaced in the short term with complimentary offerings. For example, the school’s robotics club will be suspended for the 2020-21 school year as the club requires shared space and materials. In its place, the school will offer a coding club that aspires to include a competitive element.

Athletics and other physical education will adhere to the NYSED and DOH guidance. Participants will remain at a twelve (12) foot distance on all sides during activities. In the absence of athletics, alternate physical education options that meet NYSED and DOH guidelines will be offered.

Mental Health and Social Emotional Learning

In coordination with the school’s Counseling Center, the school will review it’s school-wide counseling plans and update any plans and procedures to address current needs. The school offers two onsite counselors to students and adults for individual appointments. In addition, the counseling staff hosts weekly all-school and group mindfulness and counseling activities. The Counseling Team will continue its practicing of meeting with school administration on an ongoing basis. The school will continue to provide referrals to mental health support services outside the school upon request.

The school will provide professional development for all employees in deep listening and advising at the start of the 2020 school year. Additional opportunity will be provided throughout the year for conversation among faculty, advisor and counseling staff in how best to support students in their development of coping and resilience skills.

The counseling staff will additionally serve as support for faculty and staff, and will discuss broader support needs for faculty and staff with administration during regular meetings.

Attendance/Chronic Absenteeism

Emma Willard School will collect attendance data every day and in each class for both synchronous and asynchronous learning. Students who are chronically absent from learning will be referred first to the school’s Student Life office and then to the school’s Student Welfare Committee. A supportive course of action will be determined by the CST and implemented.

Accommodations

Students who are at high risk may choose the learning model that best aligns with the appropriate accommodation required. Students requesting additional health-related accommodations may reach out to academic and learning support leadership to discuss additional accommodations.

Employees who are at high risk or live with a person at high risk may request accommodations directly through the school’s department of Human Resources.
D. MOVEMENT AND COMMERCE

Student Drop-Off and Pick-Up
Students can be dropped off or picked up in the front circle or the back-circle of campus. Parents and/or drivers do not need to enter the building and will be required to answer the Visitor Protocol questions and procedures if entry is necessary. Student drop-off is recommended to be the nearest drop-off point to the student’s assigned health check-in station.

Entrances and Exits
Directional markings will guide community members on entrances and exits to buildings avoiding bi-directional contact where possible.

Deliveries
Pick-ups and deliveries will continue to be relegated to Campus Safety or Facilities designated areas.

Shared Objects
Signage and instructions will remind community members that the sharing of servery items, utensils, writing implements, laboratory equipment, electronic equipment, lockers, musical instruments, desks should be avoided and proper hand hygiene maintained before and after use. Hand-sanitizer stations will be placed throughout campus buildings and at all entrances and exits to buildings. Instructional practices are being amended to minimize, and in most cases eliminate, sharing of any items during class. In the event that items may be shared, strict protocols for cleaning and proper hand hygiene will be maintained.
PLACES

A. PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment (PPE)
The school will be providing every community member with three (3) cloth face masks as well as disposable surgical masks as needed. The New York Department of Health guidelines indicate that acceptable face coverings may include cloth-based face coverings (e.g., homemade sewn, quick cut, bandana), and surgical masks that cover both the mouth and nose. Students and employees are welcome to use their own acceptable mask or face covering. However, face shields worn without other face coverings are not considered adequate protection.

Each employee will be provided an emergency PPE kit that will include goggles or face shields, surgical mask, gown and gloves.

Health Center personnel, due to the nature of their work and exposure, will require a higher degree of protection. For these professionals, N-95 respirators or other PPE will be used in accordance with OSHA guidelines.

Facemasks will be available at Campus Safety should an employee or student be in need. All community members and any visitors to campus are required to wear face masks/coverings while in public buildings and when social distancing cannot be maintained outside. Students and staff will be advised of appropriate face mask use and care during opening meetings.

B. HYGIENE, CLEANING, AND DISINFECTION

Personal Cleaning and Sanitizing
- Hand Sanitizers containing at least 60% alcohol and have been approved by the director of the health center will be placed in each classroom and public areas for use upon entrance and exit into the room or building. Students or staff who cannot use hand sanitizer will be advised to use a hand washing station.
- Hand Sanitizer will be placed at various other locations around the school to be used liberally and frequently. Daily cleaning has been augmented in accordance with both CDC and NYS Department of Health standards. Instructional signage will be located near hand sanitizing stations indicating that visibly soiled hands require soap and water cleansing.
- Sanitizing wipes will be available in public areas and classrooms for cleaning shared surfaces.
- Proper hand washing and respiratory hygiene protocol posters are located in all lavatories.
- Receptacles for the disposal of soiled items including PPE and paper towels/tissues are located liberally throughout the campus.

Cleaning and Disinfecting
- Cleaning and disinfection of the bulk of school spaces will be done by the custodial staff. They will keep a written record of their cleaning and the time in which it was done for all high-traffic areas such as classrooms, the dining hall(s), and lavatories. Depending on use, rigorous cleaning and disinfecting will be done at least daily, and in many spaces twice daily, in all public areas.
- In addition to the hand sanitizing stations, there will be sanitizing wipes located in all public areas and all classrooms. Students and staff will be advised and reminded to use the sanitizing wipe liberally to cleanse commonly used surfaces (i.e. desks, chairs, remote controls).
- To also reduce contact with other surfaces, touch-free paper towel dispensers have been installed in all lavatories. Signage will be put in place to advise community members to turn off water faucets with paper towels.
- The school has touch-free water-bottle refilling stations and various trash receptacles placed throughout campus.
Lavatories will be cleaned more frequently with a log kept of times cleaned. Six foot physical distancing will be created. Signage will reinforce healthy hygiene and physical distancing.

Cleaning and Disinfection Following Suspected or Confirmed COVID-19 Case

- The school’s custodial staff will do a deep cleaning and disinfection of exposed areas in the event an individual is confirmed to have COVID-19. The school will follow the CDC's guidelines.
- Exposed areas will be closed off to all others until an appropriate consultation occurs with the Department of Health. Ventilation to outside air will be optimized.
- No cleaning or traffic will be allowed in the affected areas for 24 hours (if possible).
- Once the 24 hours have passed, the custodial staff may conduct their deep cleaning and disinfection of all exposed areas and surfaces and only then will the area be re-opened to traffic.

C. COVID-19 SAFETY COORDINATOR AND PHASED REOPENING

Responsible Parties
Emma Willard School has formed a COVID-19 Response Team of Responsible Parties who have developed this plan, and who affirm and will adhere to the guidance provided by NYSED and Department of Health. The COVID-19 Response Team includes the school administration, health center director, human resources director, and director of business services, and members of the Board of Trustees. The members of the COVID-19 Response Team are: Jenny Rao, Head of School, Meredith Legg, Assistant Head of School, Virginia Arbour, Chief Financial Officer, Ann Dejnozka, Head of Advancement, Suzanne Romero Dewey, Head of Strategic Communications, Jamie Hicks-Furgang, Head of Enrollment Management, Shelley Maher, Dean of Students and Wellbeing, Laura Bernard, Director of Business Services, Jen Bliss, RN, Director of Nursing, Jacki Cioffi, Executive Assistant to the Head of School, Saytra Green, Director of Human Resources. Board of Trustees members serve on the response team and are also an alumna and a current parent.

COVID-19 Safety Coordinator
The school has designated Nursing Director Jen Bliss, RN, to serve as the COVID-19 Safety Coordinator. She will be in charge of coordination with the Department of Health when there is a suspected COVID-19 situation. She will work with the Department of Health to detail and arrange all aspects of the school’s reopening plan after an exposure incident.

Phased Opening of School and Orientation
To protect the health and safety of our students and employees, we will institute a number of public health best practices. A key element will be limiting the density of gatherings. For this reason, we will be having a phased arrival plan for our students. Many of our new campus routines reflect the habits we’ve grown accustomed to during this pandemic and will require additional time and consideration.

Orientation for new students will begin on their arrival date and will be a combination of in-person and virtual orientation. All in-person orientation activities will occur in small groups, socially distanced. Orientation for returning students will be virtual and will begin with the All-School Welcome on August 31. Additional details on gatherings during Opening of School and Orientation can be found above under Gatherings.

Alternate Arrival Plans
Students who are unable to return to campus during Opening Week will be welcomed to campus on designated dates throughout the fall. Designated return dates will allow the school to ensure proper orientation and instruction in procedures and protocols for arriving students.

Boarders participating in synchronous learning may join the campus community for an alternate orientation on September 30 or January 4.
Day students may join the campus community for alternate orientation dates of:
  September 23, 2020
  October 14, 2020
  November 4, 2020

Students who are unable to join the campus community on these dates will continue learning online for the entire fall semester.

Students who transition from asynchronous learning in the fall semester to synchronous learning in the spring may join the campus community for a spring semester orientation on January 31.

D. COMMUNICATION PLAN

Planning for 2020-21
The administration of Emma Willard School has communicated frequently and in different methods to our families, employees, and the Board of Trustees. We held several webinars with question and answer periods while developing and communicating our reopening plan. The following communication occurred:

- June 3 - Parent Newsletter with information about a session with the administration to discuss planning for the 2020-21 academic year.
- June 9 - All-employee virtual meeting to discuss 2020-21 academic year. Evening webinar held for all parents to discuss thinking and concerns for the upcoming school year.
- June 10 - Faculty meeting to discuss the 2020-21 academic year.
- June 16 - Email to all families about plans & information sessions from Academic Dean. Board meeting with senior administrators to discuss planning for 2020-21.
- June 29 - All-employee virtual meeting to discuss 2020-21 academic year plan and roll-out.
- July 1 - Email to all families from the Head of School containing a link to the outlined plan on our website with information and dates for discussions about the upcoming school year.
- July 7 - Webinar for all families discussing the plan for 2020-21.
- July 8-9 - Grade level webinars for families to discuss the 2020-21 plan.
- July 23 - Board meeting with senior administrators to discuss the opening of school and the plan for 2020-21.
- July 24 - All-employee virtual meeting - discussed opening of school & 2020-21 Plan.

The plan for the 2020-21 academic year involved the inputs from students, parents, faculty, and staff. Each administrator reviewed their own areas and worked with their teams in concert with information and guidance from the CDC, NYS, the DOH, and NYSAIS to help construct our reopening plan.

Orientation for New Protocols
The plan for reopening includes opening of school meetings for employees and an orientation schedule for students which will include specific instruction on new social distancing, testing, mask-wearing, and hand hygiene protocols. Signage located around the campus will reinforce our new protocols.

Communication Methods
The school has an email system for students, a web portal for students and parents, and utilizes our website and social media posts to communicate more broadly. We also have a cell phone and email alert system that can be engaged for all employees, students, and parents for any rapid communication. There are large screens in most academic buildings that serve as weekly updates, and the school holds two all-school assemblies twice a week. These assemblies will be virtual for the 2020-21 academic year.
Weekly communication will be sent to families to update them on school issues. In the event of a COVID-19 case on-campus there will be an email sent to all employees, students, and parents through our alert system. The COVID-19 Response team which includes the administration will serve as information disseminators and will be available to answer parent and student questions daily. The school’s communication office will also serve to keep families informed and to answer questions. Director of Nursing Jen Bliss, RN will continue to work closely with Rensellera’s Department of Health throughout the 2020-21 academic year.

**E. RESIDENTIAL LIFE**

In order to allow for social distancing in the dormitories, we have developed strategies to reduce the population density within the dorms by adding an additional dormitory for the 2020-21 academic year. In addition, we will have restricted access to the dorms and family cohorts to allow for mask-free spaces.

All students will be tested (see Screening and Testing) upon arrival to campus and will need to complete a “Fit to Return” form from their primary care provider and submit to the school’s health center in order to have access to campus prior to their arrival on campus.

*Travel-Related Quarantines*

Students coming to the United States from other countries or from states considered “hot spots” by New York State (NYS) guidelines should monitor CDC guidelines for reentry and NYS Travel Advisory, which currently include a 14-day quarantine. The school is facilitating a local accommodation option for students who need to quarantine prior to the opening of the school year and will provide onsite chaperones.

*Family Cohorts*

We will be using the notion of a “family cohort” to provide a mask-free space in the dorms for our boarding students. After every person residing on a hall has completed their 14-day mask-on period, students on THEIR HALL ONLY will be permitted to be mask-free while on their hall. The size of a family cohort will be dependent on the number of students on each hall. Any student or adult visiting another hall will be required to wear a mask. All dorms including the satellite dorms will be treated in the same manner.

*Dorm Density*

Students will be housed in single and large double rooms. We have adjusted the number of double rooms to ensure that social distancing is possible by reducing population density. Student beds and desks will be at least six feet apart. Resident Faculty will continuously monitor their dorms to ensure appropriate capacity limits are maintained.

*Bathroom Use*

Bathrooms will be used with social distancing in place and appropriate handwashing strongly encouraged.

See Clearing and Disinfection Protocols Outlined Earlier

*Weekend Travel*

If a boarding student travels home or away for a weekend, they will be required to return to wearing their mask in their family cohort for a 14-day period before they go mask-free on their hall again.
**Testing Frequency**
Students will be tested when they first arrive on campus and after 14 days. Boarding students who are symptomatic will be tested. Boarding students who travel off campus overnight, including home, will be tested if they become symptomatic upon return.

**Accommodation Over Breaks**
Dormitories will remain open during all long weekends and spring break for the 2020-21 school year. Dormitories will be closed from the Thanksgiving holiday until January 3.

**If Campus Must Be Closed – For Boarding Students**
Each student must have a plan to be removed from campus within 24 hours by a parent or guardian if you are a domestic student and 48 hours if you are an international student. This is necessary if a student becomes COVID+ and needs to be isolated, or in the event the school is required to close.

**Off Campus Appointments**
Nurses will accompany students to all off campus medical appointments except for routine visits such as orthodontist, therapist and physical therapy. Routine visits will occur via a shuttle service.

**Weekend Activities**
We will be adjusting our weekend activities in various ways. We will still undertake off-campus activities, however, these will be limited, carefully planned and will involve more adult chaperoning. Boarding students will not be allowed to go to day student homes over the weekends (this will be reviewed for second semester) and day students will not be permitted in dormitories, at any time.

**Visitor Protocol**
Only essential visitors, as approved by senior leadership of the school, will be allowed on campus beyond campus safety. Essential visitors must answer the following questions and wear a mask at all times while on campus. The visitor policy will continue to be revised as the pandemic evolves.

- Have you or those you live with had close contact with a person under investigation for COVID-19 in the 14 days prior to your visit?
- Have you had a fever and respiratory symptoms in the 14 days prior to your visit?
- Have you experienced flu or cold-like symptoms in the 24 hours prior to your visit?
- Have you traveled internationally or from a state with widespread community transmission of COVID-19 as outlined by the New York State Travel Advisory in the past 14 days?

**Residential Isolation and Quarantine**
- Isolation rooms have been identified in the Health Center with care to be provided by trained registered nurses.
- The DoH will be contacted immediately should a COVID-19 positive patient be identified on campus.
- Contact tracing will be done on-site and with help from the Rensselaer Department of Health (DoH).
- If COVID-19+ patient is a boarding student, they will have 24 hours to come under the care of a parent/guardian off campus. During their time on campus, daily needs including medical care will be supplied via the Health Center staff.
- If COVID-19+ patient is a day student, parent/s of the student will be contacted if the student is diagnosed at school. The student will be taken to the care center, and will remain in the isolation room until they are collected by a parent. If the student is not on campus when diagnosed, they will remain at home for their quarantine period.
- If COVID-19+ patient is an employee and is diagnosed at school, the employee will return home immediately and will remain at home for the quarantine period.
- If COVID-19+ patient is a Resident Faculty, the employee will be moved out of their dormitory accommodation to alternate housing, and will remain in this alternate location for their quarantine period.

Residence Move-Out
In the event of a rapid closure of the school due to infection from COVID-19, students will be asked to remove their personal belongings including clothing, textbooks, laptops, toiletries, and electronic devices. Furnishings, dorm decorations will be left behind until the student returns to campus when it is safe to do so. Resident Faculty in collaboration with the students and the Dean’s Office will work with all students to make sure they have a safe place to stay and create a travel plan, if necessary.
PROCESSES

All community members, day and boarding, student and employee, must have previously submitted the COVID-19 Honor Code (available via Magnus Health Portal on July 27). This practice of adhering to community standards to facilitate mutual understanding and safety will be extended to visitors, cleaning practices, food sharing, and honest communication when concerns arise.

No one will be allowed into the school buildings until they’ve been tested for COVID-19 and their results are clear. If a student or accompanying adult tests positive for coronavirus, they will both be asked to leave campus. The student will be able to participate in opening activities and classes virtually until she tests negative for coronavirus and then may return to campus during one of the designated return times throughout the fall.

A. SCREENING AND TESTING

Health Screening and Temperature Checks
Students and employees will have daily temperature checks and will need to answer a brief health questionnaire before entering class or beginning their workday. There will be designated entry stations staffed by health center personnel and others to conduct these daily assessments. Passage of daily health screenings will be logged in REACH, a student management system designed for residential schools.

- Individuals with a temperature greater than 100 degrees will not be allowed on-campus and will be sent home.
- On-site screening will be conducted in three (3) separate areas during typical arrival hours to avoid individuals intermingling in close contact with one another until after a successful screening.
- While day students and employees will be encouraged to check temperature before departing for campus, a daily health screening will be done for all students and employees upon arrival each day.
- Screening questions for all employees, students, and campus visitors include:
  - Have you or those you live with had close contact with a person under investigation for COVID-19 in the 14 days prior coming on campus?
  - Have you had a fever and respiratory symptoms in the 14 days prior to coming on campus?
  - Have you experienced flu or cold-like symptoms in the 24 hours prior to your visit?
  - Have you traveled internationally or from a state with widespread community transmission of COVID-19 as outlined by the New York State Travel Advisory in the past 14 days?

- Students who must wait to be picked up will be provided with an isolation area within the health center to wait.

Required For Start of School: Every student is required to provide the Health Center a “fit to return” physical clearance note from a medical provider three days before arriving on campus and the COVID-19 Honor Code (both are available via the school’s Health portal). All employees will also need to sign the COVID-19 Honor Code before returning to school.

Testing/Monitoring
We are adding a second, separate health center to assist in the screening, testing, and any necessary isolation. Our health protocols are being updated to meet the unique circumstances presented by the risk of COVID-19 infection. New hygiene standards for community members and mechanisms for routine symptom-checking have been established. Every student and employee will receive a COVID-19 test as follows:

- Upon arrival to campus
- 14 days after their return to campus
- At the return of all major breaks (e.g. winter, spring)
- Retested 14 days after their return from a major break
About the tests:
- We will have on-site/on-demand testing.
- Tests have rapid return results.
- The cost of tests upon return to school, 14 days post-arrival following winter, and spring breaks will be covered by the school.
- Fully-trained nursing staff will administer the tests.

**Employee Testing**
All employees will be tested before the commencement of the school year and any major breaks.

**Containment**
All students and employees who report COVID-19 symptoms or who are exposed to the virus must follow the testing, contact tracing, and quarantine protocols established by the school, and the Rensselaer Department of Health.

Any community member who experiences COVID-19 symptoms and begins to feel ill must first refrain from direct contact with others and report to the Health Center if a boarder. Or if a day student or employee, they must consult with their healthcare provider. If a day student or employee is feeling unwell, they should not come to school and should consult their healthcare provider. If an employee or day student is feeling unwell with COVID-19-like symptoms, they must provide a doctor’s note to return to campus.

**Positive Screen or Test**
Any student or employee who is unable to answer the screening questions favorably, has a temperature in excess of 100 degrees, or who tests positive will be sent home immediately and/or supervised in the health center until a parent/guardian can retrieve the individual. Nursing staff will provide information about health care resources and immediately notify the Department of Health if test results are positive.

If there is a confirmed or suspected positive COVID-19 case, the school will be closed for a period of 24 hours for cleaning and disinfection and contacts will be identified. If the threat of continuing transmission is identified, in consultation with the DoH, the school may determine the need to close certain areas of campus or close campus entirely beyond the initial 24-hour period. Contact tracing protocols in alignment with the New York State Contact Tracing Program will be followed. See Tracing protocols below for more information. If a day student or employee is identified as a contact person, they must quarantine at home. If a boarder or Resident Faculty is identified as a contact person, they can quarantine in their dorm/apartment using a special contact person quarantine protocol.

**Returning to Learning or Work**
An individual who previously screened positive for COVID-19 symptoms may return to in-person learning or on-site work after submitting the following documentation to Health Center personnel:
- Healthcare provider evaluation
- Symptom resolution
- Release from isolation
- Negative COVID-19 test results

The individual will be responsible for alerting Health Center personnel if they later experience COVID-19 symptoms or are re-exposed.

**When to Stay Home**
Safety is a collective effort. All employees, students and their families must commit to supporting Emma Willard School’s health, wellness and safety protocols. Day students and employees must agree to stay at home when they are not feeling
well, have COVID-like symptoms or have potentially been exposed. Each member of the Emma Willard community will be required to complete the COVID-19 Honor Code. The COVID-19 Honor Code is available through the Emma Willard School Health Portal and must be completed with the other medical documents required for the start of school.

**B. SCHOOL HEALTH CENTER**

There are two health centers now on campus which will both have nursing personnel in supervision and will be under the management of Director of Nursing Jen Bliss, RN. One facility will be for wellness visits and the other will be for sick visits and have isolation rooms available.

- PPE for health center personnel caring for sick or suspected COVID-19 positive individuals has been procured. PPE equipment includes N-95 respirator masks, protective gowns, gloves, and eye-protection.
- Cleaning and disinfecting protocols have been reviewed to ensure they comply with DoH and CDC requirements.
- Protocols for asthma-related acute respiratory treatment follow the current standard of care as outlined by the DoH.

**C. TRACING AND TRACKING**

As mentioned earlier, any positive test for COVID-19 for a student, employee, or campus visitor result in a 24 hour campus shutdown and will be immediately reported to the Rensselaer Department of Health. School administration along with the Director of Nursing will implement contact tracing. If the threat of continuing transmission is identified, in consultation with the DoH, the school may determine the need to close certain areas of campus or close campus entirely beyond the 24 hour period.

Tracing protocols in alignment with the New York State Contact Tracing Program will be followed. Confidentiality will be maintained as required by state and federal regulations. School personnel will work cooperatively and collaboratively with state and local health departments. The school will also utilize the electronic tracing system, REACH, to track exposure and share this information with state and local health officials to expedite tracing.

REACH is a Student Management System for Boarding Schools and Residential Campuses. It will be used campus wide for a variety of mechanisms including student and adult tracking. REACH is able to give relevant information rapidly and can be shared amongst designated staff.

School administration will work closely with state and local health department officials to ensure the appropriate quarantine and isolation of any students or employees who have been exposed to or identified with COVID-19.

*Returning to Learning or Work*

An individual who previously screened positive for COVID-19 symptoms may return to in-person learning or on-site work after submitting the following documentation to Health Center personnel:

- Healthcare provider evaluation
- Symptom resolution
- Release from isolation
- Negative COVID-19 test results

The individual will be responsible for alerting Health Center personnel if they later experience COVID-19 symptoms or are re-exposed.
D. CLOSURE

Closure Triggers
In the event of a positive COVID test, the campus will be closed immediately for 24-hours for cleaning and disinfection. Responsible parties will work in conjunction with the local department of health to determine if a longer-term shut down is necessary for parts of all of campus. Community metrics that would inform our decision would include the number of campus contacts and potential for campus infection transmission, as well as local 7 and 14 day infection rate, and test-positivity rate in the local region.

Responsible parties will monitor local infection metrics throughout the year to continuously evaluate if the school will remain open. Metrics will include the 7 and 14 day infection rate (infections per 100,000 people), and the test positivity rate in the region. The region will include but may not be limited to Albany, Rensselaer, Schenectady and Saratoga counties. In addition, responsible parties will monitor.

Communication and Shutdown Plan
Families and employees will be notified via email, website, and emergency text message alert. Communication regarding the plan to resume learning, either online or in person, will occur during the 24-hour shutdown. Should a shutdown notice occur during a school day, boarding students would return to dorm floors and day families would be notified to come to campus to pick up day students. Day students would be kept in socially distant spaces across campus until their family arrived for pick up.

Should a longer-term shut down be required for part or all of campus, the school would notify families via email, website and text message of the shutdown. Notification will include a plan to resume learning, which will include a days-long pause in learning to allow for boarding student travel.

Operational Activity
In the event of a campus shutdown, all learning would be conducted remotely after an initial pause for travel. Campus dining operations would be suspended within 24 hours of the shutdown announcement, upon departure of the majority of the boarding population. Meals would continue to be provided for any boarding students awaiting departure, but may be provided outside of dining services.

Campus operations outside of learning (facilities, business services, etc) would move to remote operation until such time as it is deemed safe and appropriate to return to on-campus operation. Only essential personnel (facilities, housekeeping, campus safety and administration) will be allowed in offices on campus during a campus shutdown. All other security badges will be deactivated, and non-essential personnel will be informed of procedures for requesting and being granted access to campus offices.