ADDENDUM TO 2020-2021 UPPER SCHOOL STUDENT HANDBOOK

SAFETY PROTOCOLS AND PLANS FOR ON-CAMPUS TEACHING AND LEARNING

The Upper School on-campus protocols reflect a commitment to the health and safety of the students and faculty while also maintaining the integrity of our school’s mission: a personalized educational program. One of the core tenets of a Currey Ingram education is our small-class size (4-10 students in academic classes), which innately supports the distancing measures and allows us to maintain many of our current systems and structures. See below for changes that will be implemented.

Training

- Specific protocols will be reviewed with both parents and students in the beginning of the year conferences that will be scheduled on August 7 and the afternoons of August 10 and 11. Topics that will be covered include:
  - Arrival and dismissal expectations
  - Traffic patterns through hallways and stairways
  - Hygiene routines for handwashing and high-touch surface disinfecting
  - Specific health policies and protocols for returning to school
  - All new students to the Upper School will receive some training at the virtual orientation session on Friday, August 7 at 10:30 a.m.
  - Students will receive additional training throughout the first week of school.

General Safety Procedures

- Currey Ingram Academy’s mission is guided by evidence-based instructional practices. As educators, we need to listen to scientists and those who are in medical and epidemiology fields that study safe practices. We are steadfast in wanting to utilize the best practices to protect our students and our staff during this unprecedented time with an unpredictable virus.

- The School will require all students, faculty, and staff to wear face masks in accordance with guidance outlined in this document and recommended by local health officials and the School’s Medical Advisory Group. We view these masks as an important way to protect each other.

- Research has shown that face masks without filters are the safest. We will also allow the option of a face shield that goes below the chin and wraps about the face. If the face shield is not long enough or does not wrap around the face, the student will be required to also wear a face mask under the shield. When not in use, face masks should be carefully folded so that the outer surface is held inward and against itself to reduce contact with the outer surface during storage. The folded mask can be stored between uses in a clean paper bag or breathable container. It is
suggested that students bring three cloth face masks to school -- wear one and store the other two in a paper bag in their locker to be used if needed.

- Hallways will be divided by colored tape to ensure traffic patterns flow in one direction and limit intermingling. The stairs nearest the entrance will be the up stairs and the stairs on the East end of the school (nearest Frist Hall) will be the down stairs.

- No elevator use except when needed due to injury or disability.

- We will begin the school year by strictly limiting access to the Upper School building to faculty, staff, students and essential workers.

- Water fountains will not be in use. Students should bring a water bottle labeled with their full name to be refilled throughout the day. Two refill stations are being installed in the Upper School, one on each floor. The water bottle will be sent home each afternoon to be sanitized.

- The sharing of school supplies, materials and other equipment will be minimized. If items are shared in the Science Lab, Art Room, Photography Class, Music Room, or in other areas of the building, items will be sanitized after each use. Students in math class are required to bring their own calculator to school.

- Large gatherings, including Convocation, pep rallies, division events, etc. will occur virtually or be designed with physical distancing protocols in place.

- Anyone who has a temperature of 100°F or exhibits symptoms of COVID-19 will not be allowed to attend school, and it is recommended the individual be tested for COVID-19

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**At Home Procedures**

- **Screening**: Each person must complete a self-screening and temperature check through the school’s Magnus Health App. Please submit results by 7 a.m. each morning before leaving home for school.

- **School supplies**: Make sure you have packed all your school supplies for the day, including:
  - A clean face covering (with two extra, clean masks to be stored in the student’s locker)
  - A paper bag that can be sealed for your face covering
  - A refillable water bottle labeled with the student’s first and last name

- **Wash** your hands before leaving home.

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**Arrival and Dismissal Procedures**

- Students will put on their face masks before getting out of their vehicle.

- To eliminate the clustering of students, all students should arrive at the Upper School between 7:35 - 7:55 a.m. Upon arrival, students will use the hand sanitizer provided at the front of the
building or should wash their hands, go to their locker, and then proceed to their mentoring class. At least for the first semester, no gatherings in the Common Areas will be permitted. Don’t hug, fist-bump, high-five, or touch anyone with whom you come in contact.

● Upon entering the building, all students will be required to wear face masks and use hand sanitizer. Teachers will monitor the hallways during this time.

● Students will be dismissed in staggered time frames on M, T, Th, & F using the normal dismissal procedures.
  ○ Seniors: 3:25 p.m.
  ○ Juniors and Sophomores: 3:30 p.m.
  ○ Freshman: 3:35 p.m.
  ○ All bus riders will be dismissed at the time for his/her grade and proceed to their lockers and then to the bus.

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**Walking Through the Building and Transitioning from Class to Class**

● In order to provide a mission-aligned program, students will continue to be assigned to academic groups that align with their strengths and challenges.

● Students must wear face masks or approved shields when walking in the hallways and transitioning between classes.

● Students will follow one-way arrows in the hallway and stairs to ensure physical distancing protocols.

● The elevator will only be used for individuals with medical or physical needs.

● Note for Bathrooms: The number of students allowed in the restroom at the same time are determined by the number of sinks. No more than three students are permitted in the bathrooms at the same time.

● Drinking water from the water fountains is not permitted. Students will refill their water bottles at the watering station found on each floor.

● Upon arrival to a class, students will be required to wash their hands (if facilities are in the classroom) or use hand sanitizer (if no sink is in the classroom).

● Students will be assigned lockers; however, two precautions are in place: 1) Where possible, we will have an empty locker on each side of the student and 2) students in each grade will be dismissed at the end of the day at different times (see dismissal times listed above).

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**Classroom Protocols**

● Desks will be turned to face in the same direction (rather than facing each other), or students will sit on only one side of tables, spaced apart. If the size of the classroom or number of students in the class will not allow physical distancing, the class will be conducted in a larger physical space (i.e., Henderson) and students will continue to wear masks.

● If possible, one window will be open in the classroom for additional air circulation. However, our HVAC system circulates fresh air from outside at all times.

● Students and teachers will not share items that are difficult to clean or disinfect.
• Students' belongings will be separated from others' belongings.
• Backpacks will be left in the locker to avoid transferring germs into class.
• Books that are used by multiple students will not be stacked. They will be spread out on the floor, bookcase, or table top.
• To the extent possible, students will minimize sharing of high-touch materials. We will limit the use of supplies and equipment by more than one group of students at a time and clean and disinfect between use.
• Students and teachers will avoid sharing electronic devices, books, calculators, pens, pencils, and other learning aids. Students should provide their own calculator, pens, pencils, etc.
• After each use, the resources that are shared will be sanitized.

Testing Positive Guidelines

• If a student or faculty/staff member tests positive for the coronavirus, the individual will not be allowed to return to School until all guidelines below have been met:
  ○ 48 hours without a fever (and rash),
  ○ Symptoms have improved,
  ○ 10 days since symptoms first appeared or test was administered, and
  ○ Assessment of whether the individual is safe to be back at school by a licensed medical professional (MD, DO, Nurse Practitioner or Physician Assistant under the supervision of a doctor).

Break/Snack

• While the weather permits, snacks will be eaten on the terrace. Snacks will be individually wrapped or with the server wearing gloves (i.e., apples, carrots). All "grab and go" snacks will be eliminated.

• Snacks will be pre-packaged and will be distributed in a manner to avoid crowding.

• Students will maintain physical distancing of six feet at the break or wear a mask. After the break, students will put on their mask before entering the building.

• Students will either wash their hands or use hand sanitizer when they enter the building.

Lunch Protocols

• General protocols include:
  • No self-service options such as drink stations or salad bar availability
  • Dining staff will serve all food in biodegradable packages.
● Drinks will be pre-packaged.
● Distancing will be maintained through service lines.
● Only students, faculty, and staff will be permitted in the dining hall.
● Students will have staggered lunch time.
● Lunch locations will be assigned with options ranging from dining hall, patio, US terrace, or outdoors.

Field Trips and Community Service Projects

● At least during the first semester, no field trips will be taken. If situations improve, we will consider again.
● Community Service Projects will be conducted on campus at least during the first semester. All safety protocols will be implemented during these projects.

Athletics and Field House Protocols

● When athletics resume, Upper School students will come to the Field House at dismissal.
● Physical distancing and face coverings will be required when not participating in athletic practices or games, and during transitions.
● Numbers will be limited, when possible and necessary.
● Locker rooms will be treated like bathrooms and follow the same protocol.
● Teams will avoid huddles, handshake lines, high fives, etc.
● Student-athletes will be required to provide their own water bottle labeled with first and last name.
● Athletes must bring their own towel.
● Equipment sharing will be limited, where possible. Equipment will be cleaned between use.
● For practices, parents and guardians should remain in their car and pick-up students in a carline outside the Field House (same as previous years). Student-athletes will have a stagger release of practices. Students waiting at the Field House for rides will practice physical distancing.
● Students riding school transportation to games will practice distancing and wear a face covering.

Learning Commons (Library) Protocols

● Physical distancing guidelines will be in place.
● Small classes can visit the space from the Upper School Divisions on Tuesdays and Thursdays.
● If US teachers want their class to go to the Learning Commons in Frist Hall, the teacher will schedule the time with Learning Commons staff only on Tuesdays and Thursdays.
● A contactless check-out process will be in place.
● No back-to-back classes will be allowed so that cleaning can occur between classes.
● Librarians will wipe down surfaces after each class.
● Furniture has been rearranged for physical distancing and should not be moved.
Afterschool Activities for Students

- **BUS PROTOCOLS**
  - Limited to eight riders per day.
  - Students must wear face coverings.
  - Students will have assigned seats.
  - The bus will be sanitized in the morning and afternoon after drop off.
  - Upon arrival and before entering the building, all students will be required to wear masks and use hand sanitizer.
  - Students will go immediately to their locker, and then proceed to their mentoring class. At least for the first semester, no gatherings in the Common Areas will be permitted. Don’t hug, fist-bump, high-five, or touch anyone with whom you come in contact.
  - Upon dismissal, students will go directly to the bus after gathering their items from their locker.
- **CLUB PROTOCOLS**
  - At dismissal, students will wash their hands before entering the club location.
  - Club procedures are the same as those during class.
  - Before or upon leaving the club location, students will wash their hands before going to their locker to gather items before leaving the building.
  - Go directly to the dismissal area.

Families Who Choose to Remain Home

- If a student will not be attending class for an extended period of time (more than one week), a camera will be in the classroom with a built-in microphone so the student will have the information from the class. In this model, the student at home will be able to ask questions related to the topic. All remote classes must be approved by the Head of School. Also, students who do remote learning will not be eligible to attend social events. If additional support is needed by the student, he/she may request time with the teacher during office hours, and this will be by Zoom.

Handwashing Protocol
● Hand wash before arriving on campus.
● Hand wash after arriving on campus.
● Hand wash before and after meals/snacks.
● Hand wash after bathroom breaks, coughing, sneezing, blowing nose.
● Hand wash after outdoor breaks.
● Washing hands with soap and water for 20 seconds.
● If someone cannot hand wash, hand sanitizer that contains at least 60% alcohol will be used.

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**Bathroom Protocol**

● The number of students allowed in the restroom is limited. In the US, three students may be in the bathroom at the same time.
● Wash hands before leaving the bathroom.

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**Health Protocols for Sick Student**

● The student exhibiting symptoms is brought to the designated health room in the Upper School while the nurse is called to meet the student.
● The parents of a sick student should be notified as soon as possible and a request to pick up the sick child within 30 minutes (preferred) or at a maximum of one hour. Have the parent call the Division office when the parent arrives in front of the building.
● The health room door will be closed, but the window, if available, will be open to allow for air circulation.
● The nurse will escort the child to the parent’s car and provide additional instructions.
● Contact 9-1-1 if sick individual is exhibiting acute signs of distress (oxygen saturations <90%, lips are "blue", having difficulty breathing, etc.). Notify SFM if 9-1-1 is called to ensure rapid arrival to the correct area on campus.
● Staff will wait up to 24 hours or as long as possible before cleaning or disinfecting the health room to allow respiratory droplets to settle. Cleaning and disinfecting of all areas used by the person who was sick, such as desks, lockers/cubbies, bathrooms, and common areas will be completed.
● Staff will activate contact tracing protocols.

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**Residence Hall Protocols**

● Students will follow a “clean in/clean out” system, in which they utilize a hand sanitizer station (located at each entrance/exit) immediately upon entering the building and as they exit.
● Students that live on campus will not be required to wear a mask/face covering once inside the dormitory; however, they will abide by all other face covering-specific protocols and procedures when outside the residence hall (both on campus and in the community).
● Students and/or Residential Life staff will see to a frequent and thorough cleaning of reusable masks/face coverings.
● Day students that have been cleared to attend school are permitted to join any scheduled Residential Life event that takes place outside of the dormitory as long as they have not left campus that day and are not exhibiting symptoms connected to Covid-19. This may involve an additional temperature check before joining the activity.
● No visitors (even family members) will be allowed within the residence hall after orientation/move-in unless properly cleared and approved by school administration and Residential Life staff until otherwise noted.
● Boarding students will undergo a daily health screening by a member of the Residential Life Staff to ensure they are cleared to attend in-person classes.
● Boarding students will abide by campus-wide procedures if they present symptoms connected to Covid-19 and/or produce a positive test.
● In the case of a positive test of any student or staff member living on campus, all persons living in the Residence Hall will be highly encouraged to undergo testing for Covid-19, and must observe a mandated 14-day quarantine period.
● Students are able to sign-out if and when approved by all parties involved (Residential Life staff, parent/guardian, etc.); however, students will undergo a health screening upon re-entering the dorm. If the student exhibits conditions which bring his/her health into question, they will be quarantined in their room and their symptoms will be monitored for subsequent days.

Visitor Management

● Only essential faculty and staff will be permitted in the building.
● No guests will be permitted to eat lunch with a student.
● If a parent or guardian needs to come to the Upper School, he/she will wear a face covering, ring the doorbell (or call the office to open the door), use hand-sanitizer at the entrance, and go immediately to the office once the door is opened.
● SFM staff will regularly sanitize the building, which includes the door handle and doorbell. However, all guests are encouraged to use a tissue or other cloth to press the doorbell and avoid touching the door handle.

Students Arriving Late to School

● Parent/guardian drives to the Division entrance or student driver parks in the specified location.
● Student walks into the office wearing a mask.
● A staff member will sign in the student. The student must have completed the daily screening before arriving to school.

Students Leaving School Early
● If a student will leave prior to dismissal, the parent/guardian should email or call the school in advance.
● The parent/guardian should drive to the division entrance and call the office.
● A staff member will sign out the student and send the student to the car.

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**Deliveries to Campus**

● All companies delivering packages (Amazon, FedEx, UPS, USPS, etc.) have built in protocols in place in regards to health and safety. It is reasonable to rely on those procedures that employees are coming to work healthy or pass screening so when they arrive on campus they are welcome to make their deliveries.
● Deliveries are only made to Frist Hall.

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**Diagnostic Center Visitors**

● See Diagnostic Center Protocols