Collegiate School

Collegiate Health and Safety Protocols

Collegiate Infection Control Measures
Collegiate will adhere to and promote hygiene, cleaning, and disinfection guidance set forth by the NY State and NYC Departments of Health (DOH) and the Centers for Disease Control and Prevention (CDC). Collegiate will continue to ensure that optimal healthy hygiene practices take place to prevent infections, including the virus that causes COVID-19.

School Entrance:
- Individuals will not be permitted to enter the school building without a proper face mask. School personnel will be scheduled at each entrance to oversee the adherence to this policy every morning, upon arrival at school.
- Touchless hand sanitizer dispensers will be stationed at respective entrances and be used by everyone upon entering the building. This will be overseen by school personnel each morning upon arrival at school.
- All individuals will need to present a completed daily health assessment (see COVID-19 Screening Procedures).

COVID-19 Screening Procedures:
The purpose of this procedure is to identify Collegiate students who may be experiencing COVID-19 symptoms or have had direct exposure to an individual with COVID-19 prior to arriving at school and to instruct them to stay home in order to prevent the possible further transmission of the virus to the wider Collegiate community.

For all students, Collegiate utilizes Magnus Health, an electronic health record system.
- Parents will complete a mandatory Magnus COVID-19 assessment questionnaire for each child, prior to sending their student to school each morning. This questionnaire is accessible via a phone app and details regarding this app will be shared in a future communication prior to return to 301 Freedom Place South. The questionnaire includes a temperature check and symptom assessment. If the parent answers “yes,” to any question in the assessment tool or if the student’s temperature is 100.0 degrees Fahrenheit or above, the Magnus app will instruct the parent to keep their child home.
- Parents or students are required to prove that they completed and passed the Magnus COVID-19 assessment by showing the clearance page on their phone to the designated employee at the school entrance. A paper form will be made available to families who do not have access to a phone app. This form along with a temperature check must be completed and given to the designated employee stationed at the school entrance door before entering the building.
- Nurses will receive a daily Magnus report and follow-up with parents regarding any answers of “yes,” in the questionnaire, as well as, any parents who did not complete the questionnaire.
- Parents who answer “yes” to any questions will be contacted. Parents will be directed to contact their medical providers for guidance and/or a medical evaluation. A written medical clearance note and proof of negative COVID-19 test will be required if necessary for the return to school.
- The Collegiate Medical Advisor and/or the NYCDOH will be contacted for guidance in questionable situations.
situations. Otherwise, the nurse will follow NYSDOH/CDC established guidelines.

- Records of student health data (e.g., the specific temperature data of an individual), will not be kept. Records that confirm individuals were screened and the result of such screening (e.g., pass/fail, cleared/not cleared), may be kept.

**All Community Members Should:**
- Stay home when you are sick and avoid being with those that are sick.
- Wear a mask. We encourage cloth facial coverings.
- Maintain a safe, social distance of 6 feet, and follow the directives of floor markings.
- Cough and sneeze into your elbow. If you use a tissue, throw it in the trash right away. Follow your cough or sneeze with hand washing for 20 seconds.
- Avoid touching any part of your face--eyes, nose, and mouth.
- Wash hands or use Hand Sanitizer frequently, including:
  - upon arrival at school
  - upon arrival to the classroom
  - after outside activities
  - before and after using the bathroom
  - before and after eating snack/lunch
  - after nose blowing, coughing, or sneezing
  - before and after touching one’s face
  - before leaving the building at dismissal
- Wash hands for at least 20 seconds.
- When hand washing is not feasible, touchless hand sanitizers are available throughout the school building. Parents/guardians may inform the school that they do not want their child to use alcohol-based hand sanitizers by sending a written notice to the nurse. Collegiate will provide accommodations for students who cannot use hand sanitizer and allow for hand washing.
- Promote non-contact forms of greeting, such as hand waving.
- Do not share food and/or beverages.

**Travel:**
Students with recent travel to an area with widespread, elevated transmission rates must follow the guidelines of the NY State Travel Advisory before returning in-person to school.

**Student Training:**
Students will be provided training in proper respiratory and hand hygiene, the wear and care of face coverings. Information will be provided to parents/guardians on ways to reinforce this at home via Connect.
Cleaning Measures:
- A dedicated cleaning staff will be available to clean and disinfect school-wide before, during, and after school hours in accordance with the CDC regulation guidelines for hard surfaces, furniture, electronics, copiers, and shared objects. This will be a continual process throughout the day.
- The cleaning staff will be trained by the nurse regarding the wearing of PPE while cleaning.
- Fabric furniture has been removed from student areas.
- Students work at their own desks, which will be sanitized by the cleaning staff after each single usage.
- Cleaning supplies used as specified by CDC guidelines.
- Touchless hand sanitizer dispensers have been installed throughout the school building.
- Sanitizing wipes, tissues, gloves, hand sanitizer dispensers, and paper towels have been installed in each classroom, conference room, and office space.
- Bathrooms will have scheduled cleanings multiple times throughout the school day and additionally, as needed. Hand sanitizer dispensers have been placed at each bathroom entrance. Social distancing will be maintained in each bathroom.
- Only the water bottle filling station option at the water fountains will be in use.
- Sanitizing Sprayer operation by the cleaning staff will be used after surfaces are cleaned with soap and water or wipes.
- Classrooms will be sanitized in between classes by the cleaning staff.

Ventilation:
Collegiate’s HVAC system is new, and the facilities staff have been working with the original design engineers and have made the following changes: from a MERV 12 to a MERV 14 - 2” pleated HEPA filter in all units as a pre-filter with a secondary 12” HEPA main filter. Regarding outdoor air (OA), the building has several DOA (Dedicated Outdoor Air) units that will be reprogrammed to run at 100% OA.

Collegiate Face Coverings/ Mask/PPE Guidelines:
- All individuals are required to wear a face mask while at school. Collegiate is providing reusable, two-layer cloth masks to all students, faculty, and staff. Face shields may be worn in conjunction with a face mask. Individuals who are unable to tolerate an approved face covering will be required to study or teach online.
- Students may remove their masks during meals, while outside, and during defined mask breaks if they maintain the appropriate social distance of 6 feet. Masks may be removed during PE if students can maintain and distance of 12 feet.
- Anyone may choose to bring and wear their own face covering. Acceptable face coverings include but are not limited to cloth-based face coverings that cover both the mouth and nose, if they adhere to the minimum standards of protection and comply with the following guidelines:
  - A cloth face mask should have a minimum of 2 layers.
  - The mask should be able to remain in place especially while speaking.
  - The mask should be simple in color and pattern - no logos or written words.
  - The mask cannot have a valve that allows expired air to escape the mask as that protects the wearer only.
  - Neck gaiters or “buff” type coverings are not allowed.
- Needed assistance will be provided to students who may have difficulty in adapting to wearing a face covering, by the nursing staff.
• All students and employees will be required to attend training on proper use and care of their face covering. This training program will include the importance of masks, how to properly put on and remove masks, and how to properly clean the masks. Face coverings should be cleaned or replaced after use and must not be shared. Students and parents/guardians should take responsibility for maintaining their face coverings.

• Face coverings for students or employees with special needs, including individuals who have hearing impairment or loss, will be made available for use (clear masks to allow for lip reading).

• Appropriate PPE will be worn by healthcare personnel, such as the nurses in the health office, the athletic trainers, and cleaning personnel and maintenance staff as defined by the CDC guidelines.

**Collegiate Health Office Guidelines:**
The current Health Office will be dedicated for those without COVID-19 symptoms. If a student develops COVID-19 related symptoms while at school, the health office has designated three isolation rooms. The student will be cared for by one identified nurse, who will wear appropriate Personal Protective Equipment (PPE) - an N95 mask and/or a surgical mask, isolation gown and eye protection. The nurses will continue to follow infection control practices designed to decrease the risk of transmission.

In order to decrease congestion, prevent cross contamination, and possible exposure to COVID-19, visits to the Health Office should be kept to a minimum. Minor first aid situations will be handled, to the degree possible, by the student and/or teacher in the classroom. Every classroom, divisional office, and conference room will be provided with a touchless hand sanitizer, a bag of first aid supplies, gloves, tissues, paper towels, and sanitizing wipes.

**Nebulizer treatments** for students with asthma will not be administered in the health office during the COVID-19 pandemic. Students who need to be nebulized will be picked up by their parent/guardian for treatment. Students with asthma who need to use medication via MDI (metered dose inhalers) should do so using a spacer or aero chamber.

**Symptoms Requiring Student Absence from School:**
As per the CDC, people with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. The following symptoms may indicate COVID-19:

- Fever (100.0 F or above) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

*This list does not include all possible symptoms. The CDC will continue to update this list as we learn more about COVID-19.*
Student Illness at School:

- If a student presents to the Health Office with one or more illness symptoms (previously listed), the student's parent/guardian will be contacted and asked to promptly pick up their child. Arrangements to have their child picked up must be within the hour, or as soon as possible.

- The student will remain in one of the three “isolation rooms” under the supervision of a dedicated nurse wearing appropriate PPE (N95 mask and or surgical mask, eye protection, isolation gown), until parent/guardian pick-up. The student will be dismissed through Stairway C and exited from the courtyard.

- The nurse will identify the location of the student that day such as classrooms used, seating, and transportation used in the event tracking/tracing is required.

- The parent/guardian will be advised to follow-up with their child’s healthcare provider for evaluation and guidance as to the requirement for COVID-19 testing.

- Parents/guardians must inform the Collegiate nurses of any positive and/or negative diagnostic testing performed such as and not limited to a COVID-19 test.

- The Health Office will require that students submit documentation from a health care provider following evaluation and return to school. This documentation is required to indicate that the student is cleared to return to school. Additionally individuals must meet ALL of the following requirements:
  - A minimum of 10 day quarantine period despite a negative COVID-19 test result,
  - Symptoms are greatly reduced for at least 24 hours,
  - Fever free (below 100.0 F) for at least 24 hours without the use of fever reducing medications.

- The Health Office will remain in close contact via phone/email with the student's parents/guardians to coordinate the student’s date of return.

- Students who are required to stay home may arrange to learn online.

- The Health Office will maintain daily records of positive COVID-19 cases and alert the NY State and NYC Departments of Health in the event of an increased cluster of positive cases, as guided by the metrics laid out by the NYS and NYC Departments of Health. The Health Office will also report any diagnosed cases of COVID-19 to the NYC Department of Health, as well as the Head of School and Divisional Heads of School.

If there has been exposure to a known positive COVID-19 individual:

A quarantine of 14 days is mandatory, even if there has been a negative COVID-19 testing result. Contact your health care provider and provide written documentation indicating medical clearance is required upon return to school after the 14 days have been completed.

NYC School Closure Guidelines:

NYC has established School Closure Guidelines that we will adhere to and we have summarized the current guidance below.

If a Student Feels Sick

- If a student begins experiencing symptoms in school, they will be isolated and monitored by a dedicated staff member until they are picked up by their family.

- Whether symptoms begin at home or in school, there will be a clear flow of information to facilitate fast action and prevent spread. A positive confirmed case will trigger an investigation by NYC Test +
Trace and NYC DOH to determine close contacts within the school.

- Collegiate will work in tight coordination with the NYC DOH and the Test + Trace Corps to identify, isolate, and prevent spread of COVID-19. If there is a laboratory confirmed case in a school, all students and teachers in that class are assumed to be close contacts and will be instructed to self-quarantine for 14 days since their last exposure to that case.

- Additionally, the DOH and Test + Trace Corps will begin an investigation into the risk of exposure to the school community and work with Collegiate to issue clear guidance and decisions for next steps based on the outcome.

- These protocols center the health of our students and employees at the very core of this school year, while pursuing the resumption of in-person learning and educational services. The City will continue to closely monitor health conditions, and if community transmission begins to rise across the boroughs, a decision may be made to close all schools and switch to full-time online learning.

- Whenever a student is quarantining at home, the expectation is that they continue engaging with online learning if they are feeling well enough. We will not reopen the school building without confirmation from public health experts that it is safe to do so.

- As determined by the NYC DOE, for all scenarios outlined below, all post-investigation decisions on classroom quarantines or whether full school closure is required will be dependent on the specific facts of each investigation. The following has been provided by the NYC DOE. These are the minimum standards required. However, Collegiate reserves the right to close the school at their discretion depending on each investigation presented.

<table>
<thead>
<tr>
<th>Conclusion of Investigation:</th>
<th>During Investigation:</th>
<th>Post Investigation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 confirmed case</td>
<td>Close classroom</td>
<td>Classroom remains closed for 14 days; students and staff in close contact with positive case self-quarantine for 14 days.</td>
</tr>
<tr>
<td>At least 2 cases linked together in school, same classroom</td>
<td>Close classroom</td>
<td>Classroom remains closed for 14 days; students and staff in close contact with positive case self-quarantine for 14 days.</td>
</tr>
<tr>
<td>At least 2 cases linked together in school, different classrooms</td>
<td>Close school</td>
<td>Classrooms of each case remain closed and quarantined, additional school members are quarantined based on where the exposure was in the school.</td>
</tr>
<tr>
<td>At least 2 cases linked together by circumstances outside of school</td>
<td>Close school</td>
<td>School opens post investigation; classrooms remain closed for 14 days.</td>
</tr>
<tr>
<td>At least 2 cases not linked but exposure confirmed for each one outside of school setting</td>
<td>Close school</td>
<td>School opens post investigation; classrooms remain closed for 14 days.</td>
</tr>
<tr>
<td>Link unable to be determined</td>
<td>Close school</td>
<td>Close school for 14 days.</td>
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</tbody>
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