TREVOR DAY SCHOOL

2020–2021 Reopening Plan for Families as of November 20, 2020
November 13, 2020 : A Letter from the Head of School

Dear Trevor Community,

I write today to our entire community—students, parents, faculty, and staff—on a matter of great import.

We have all witnessed the increasing rates of COVID-19 infection in New York City over the last several weeks. Many experts say that we are heading into the expected second wave of the virus. In today’s news, the mayor said that should rates continue to increase, public schools may be closed as early as Monday.

I want to reiterate that while public schools may soon close and go completely online for the foreseeable future, we, at Trevor, will offer the in-person program as long as the governor’s guidelines allow or as long as it seems prudent and safe for our students and faculty.

We will, of course, continue to monitor the infection rates in the city and school, and we are prepared to pivot to online learning if and when we deem it necessary for the community’s safety.

Informing this decision are the low positivity rates in the Trevor community—results confirmed by regular PCR testing of our students, faculty, and staff. Our medical advisors concur in this decision. We are employing DOH guidelines regarding social distancing, face coverings, and handwashing, and diligently tracing any suspected or confirmed cases of COVID-19 in our community.

So far, our efforts have met with success, and I remain hopeful that we will continue to provide our in-person program. But please expect to see some modifications in the coming weeks, as we work to test our students, faculty, and staff more frequently in an effort to maintain in-person learning. More details will be shared after our next testing session on Wednesday, November 18th.

These continue to be challenging times, and I have been overwhelmed by the good wishes and support from parents and students alike. And our faculty and staff have been heroic in their efforts to make the in-person program possible. I thank you all.

Be well, stay healthy, wear masks, stay distanced, wash your hands, and avoid gatherings of ten or more, per Governor Cuomo’s guidance.

Yours,
Scott R. Reisinger
Head of School
Reopening

What informs Trevor’s reopening decisions?

We have based our reopening plan on New York State Department of Health and New York City Department of Health mandates, recommendations, and phasing protocols—all of which help to determine occupancy guidelines, social distancing measures, and health requirements. CDC guidelines and other scientific data available worldwide also help to guide the plan.

The New York State Education Department, the New York State Board of Regents, and the New York City Department of Education all offer models from which we have extracted best practices for how to best reopen.

NYSAIS, the New York State Association of Independent Schools, and the Guild of Independent Schools of New York City have been important sources for the faculty and administration on topics of health & wellness, curriculum, technology, and overall planning for the fall and beyond.

We have also reviewed other states’ guidelines for reopening schools—including New Jersey, Connecticut, and Massachusetts. And, in addition to reviewing best reopening practices for schools, Trevor has examined best practices throughout the world for reopening businesses and organizations.

Planning Committees

In addition to the ongoing work of the Board of Trustees and the Trevor Leadership Team (TLT), Trevor created planning committees (comprised of administration, faculty, staff, and parents) to collaboratively plan for a range of scenarios that may unfold during the upcoming academic year. They are:

- Calendar & Schedule
- Facilities
- Health & Wellness
- Curriculum & Distance Learning
- Technology Needs
- Board & Administration School Reopening Committee

Reopening Plan Requirements

Like all other New York schools (public, private, secular and non-secular), we must post our Reopening Plan on our website. The most up-to-date version can be found at http://www.trevor.org/fall-2020-reopening.

We have submitted reopening plans to the New York State Department of Health (DOH) as of July 30, 2020 and to the New York State Education Department (NYSED) as of August 4, 2020, as well as a singular revision for both agencies as of August 27, 2020. Please note that this document, Trevor Reopening Plan For Families, was also updated on October 5th and is current, as of November 20, 2020.

As necessary, further changes to the plan will be updated for the community in subsequent versions of the plan (and renamed with the respective new publication date).

Distance Learning Continues

Trevor began the 2020–21 school year online only, and continued on that basis through October 9, 2020. During that time, we continued to employ the TREVORLINK Distance Learning Program.

Trevor Day School has a uniquely interconnected community. Such strong relationships and connections are an outstanding foundation for a Distance Learning Plan such as TREVORLINK.

Any time that we utilize TREVORLINK, our faculty will partner with families at all grade levels to engage students in learning experiences that not only advance the Trevor curriculum, but that also stretch students’ capacities for inquiry and intellectual growth. Teachers will continue to play their instrumental roles of guiding, supporting, and challenging students to synthesize knowledge toward long-term academic growth, as they embrace this approach to learning.

Academic teachers and specialists will work with students primarily using three platforms: the Portal, Zoom, and Google Suite. Teachers may also employ additional online tools appropriate to their content and subject—ensuring that students are engaged in rich learning experiences. As new tools are introduced, teachers and tech support staff will work to ensure that parents and students are well supported. All academic teachers, specialists,
administration, and support teams will continue to communicate with parents through email, the pushpage system, and the Portal.

Trevor also facilitated several opportunities for students and teachers to meet in-person, September through mid-October, in the safest ways possible—allowing students to connect with their teachers, peers, and administrators, and slowly phase into an in-person environment.

**Reopening of Trevor Facilities For In-Person Instruction**

**A Differentiated Plan for Each Campus—Began October 13th.**

The **Lower School** welcomed back all students for in-person instruction with appropriate social distancing on a daily basis, and also provided an online distance learning program for those families who chose to have their child/ren remain at home.

Within the **Middle and Upper Schools**, students returned to in-person instruction with appropriate social distancing in an A/B schedule. Every two weeks, two groups of students rotate between in-person and synchronous distance learning. This means that Middle and Upper School students will go to class in-person for two weeks and then attend the same classes virtually from home, via Zoom, for two weeks. Of course, students from the same family will be in the same A or B cycle.

We also provided the option for a full-time distance learning program for those families who chose to have their child/ren remain home.

We have already stocked both campuses with an ample supply of personal protective equipment (PPE)—including face masks for all students, faculty, and staff. Trevor currently employs one full-time nurse each at the East and West Campus.
SCHEDULE

We asked all families to prepare Middle and Upper School students to attend classes—online only—on Thursday, September 3rd, and Friday, September 4th. Lower School teachers held opening family conferences on these two days—in Central Park for those who preferred to meet in person, and via Zoom for those who preferred to meet remotely.

This schedule began two days earlier than the 2020–2021 academic calendar originally indicated. These two extra days allowed us time to build community, and troubleshoot technical issues before academic instruction began.

Tuesday, September 8th, the day after Labor Day, was reserved as a faculty professional development workday.

Online classes began on Wednesday, September 9th.

Going forward, it’s likely that there will be adjustments to vacation schedules or extending class days at the end of the academic year.

TESTING PROTOCOLS & RESPONSIBILITY

REQUIRED COVID-19 TESTING BEFORE RETURNING TO TREVOR’S IN-PERSON PROGRAM

COVID-19 testing and proof of a negative test result is periodically required of all students, faculty, and staff in order to attend Trevor in person. For the convenience of its community, Trevor contracted with Quality Laboratories and offered COVID-19 PCR testing to all students, faculty, and staff.

Students, faculty, and staff can, instead, be tested through their primary care provider or other available testing facilities. Either the CDC 2019 Novel Coronavirus (2019-nCoV) Real-Time Reverse Transcriptase (RT)–PCR Diagnostic Panel or the CDC Influenza SARS-CoV-2 (Flu SC2) Multiplex Assay are accepted. Rapid Antigen tests are not acceptable.

SOCIAL DISTANCING

Department of Health (DOH) Guidelines mandate that social distancing (of at least 6 feet or a physical barrier) is maintained between individuals while in school facilities and on school grounds, including in the cafeteria, unless safety or the core activity requires a shorter distance or individuals are in one household.

Therefore, when we returned to in-person learning:

CLASSROOM CONFIGURATION

Classrooms and other available spaces were reconfigured to allow 6 feet between each person.

LOCKERS

Lockers in the Lower School were assigned in cohorts.

ELEVATORS

Elevators are restricted to adults and students whose physical conditions require their use. The limit is four people per elevator, socially distanced.

STAIRWAYS

On both campuses, stairways are designated as up only or down only. Faculty and staff work with students on traffic patterns, following the rules of social distancing and mask wearing.

CHORAL & BAND PROGRAMS

Programs that involve singing or playing instruments do not take place in-person—but, instead, are held via distance learning. The in-person music curriculum has been supplemented to include music theory and appreciation.

PHYSICAL EDUCATION (PE)

PE is offered both in-person and virtually, following all DOH required 12-foot social distancing guidelines for these activities. The Lower School utilizes Central Park as frequently as possible for its physical education program.
Lunch
DOH Guidelines mandate social distancing while eating in the school cafeteria or serving meals in alternate designated areas or via staggered meal periods and prohibits any sharing of food and beverages (e.g., buffet style meals, snacks), except between family members.

Therefore, when we returned to in-person learning:

Grades N–5
Lunch is eaten in the homerooms, with appropriate social distancing.

Grades 6–12
Lunch will be eaten in classrooms—or in other designated spaces (the third floor gym for the Upper School, for example)—with appropriate social distancing.

Arrival and Dismissal
In accordance with DOH Guidelines, arrival and dismissal times are staggered for all grade levels.

Bussing
Because bussing is run by the Department of Education (DOE), Trevor cannot dictate a specific policy. Trevor expects that the DOE will maintain standards for social distancing. Students should expect to wear a face mask while entering, exiting, and seated on the bus.

Masks: When & Where?
Whenever we are gathered in person, all students must wear a mask. Faculty, staff, and parents must wear masks...*

- When arriving, attending, and leaving school; and
- In the classroom and all common areas (e.g., the lobby, hallways, stairways, restrooms, etc.).

*If a community member is medically unable to tolerate a face covering, accommodations will be made for them.

We schedule breaks during the day—both inside and outside—when students can remove their masks, during which they must stay at least 6 feet apart.

DOH Guidelines mandate that schools provide acceptable face coverings (including, but not limited to, cloth-based face coverings and surgical masks that cover both the mouth and nose) to any student who does not have their own (at no cost to them); and to all faculty and staff who directly interact with students or members of the public (at no cost to them).

Thank you to everyone. Trevor continues to do what they do best!
–TREVOR PARENT
Therefore, when in-person learning resumed:

- We had purchased and distributed five cloth-based face coverings for each student and employee. We also stock disposable face coverings for anyone who has forgotten their face covering or needs to change it. Students and staff may, of course, choose to wear their own appropriate face coverings.

- As needed, Trevor’s school nurses provide mask-wearing instructions, as well as directions on removing PPE, hand washing, and other protocols.

- Posters placed throughout each campus list public health protocols and instructions.

- The school psychologist—one on each campus—is available to support students who have difficulty adapting to wearing a face covering.

- We have purchased and tested transparent face coverings for teachers who instruct the youngest children, for children with hearing impairment or requiring language services, and/or for all other instruction that requires visualization of the movement of the lips or mouth.

**Our New Norm: Logistics & Policies**

*As recommended in DOH Guidelines, Trevor has taken measures to decrease density and congregation in school facilities and on school grounds, placed students in self-contained cohorts with reasonable group sizes, and prohibited visitors and opportunities to congregate—all limiting potential exposure to the virus, whenever possible.*

**LOWER SCHOOL (NURSERY–GRADE 5)**

We brought the entire Lower School back to campus for full days of in-person learning on October 13th.

For those families who prefer to have their child/ren remain at home, they will have the option at any time to opt into a full-time distance learning program.

To best manage the hybrid schedule and provide for the health needs of students in cohorts, we will consider requests to transfer from distance learning to the in-person program, with two (or more) weeks notice, prior to the following entry dates: January 5, 2021, and April 5, 2021.
Our New Norm: Logistics & Policies

Arrival and dismissal times are staggered, thereby relieving crowding and congestion. Schedules have been created in which students are with a teacher in small cohorts of 6–8.

Lower School teachers will generally not teach synchronously in-person and online. Some teachers will be designated to teach the children in-person in their classrooms; other teachers will be designated for distance learning instruction—teaching all children in a certain grade level participating in distance learning via Zoom and a variety of online platforms.

Special subject teachers (i.e., Spanish, art, music) will either present their classes in the cohorts’ set homerooms, or teach entirely via Zoom, whether students are at home or in school.

All lunches are served in classrooms. To make sure there is no cross contamination, individual lunches for students and employees with food allergies are prepared before the rest of the student lunches. Hand washing or hand sanitizing are required before and after all meals.

Central Park will be an even more frequent destination for recreation, physical activity, and study.

Middle and Upper School (Grades 6–12)

Middle and Upper School students are operating on a two-week rotation—employing an A/B schedule in which approximately half of the student body are in classes for a period of two weeks, while the other half works at home via distance learning. As such, all classes will involve hybrid, synchronous in-person and online instruction from the teacher. We believe that this arrangement allows students an equity of experience—whether they participate in the hybrid model or the full-time distance learning model. We also believe that this schedule allows for optimal sanitation opportunities to mitigate the risk of infection.

Beyond the A/B cohorts, we applied a cohort model to Middle School students. This means the same group of 6–8 students stay together for their core academic courses: English, history, mathematics, and science.
Middle School and Upper School academic hours have been adjusted to stagger schedules to reduce congregate upon arrival, dismissal, and during the course of the day. To further reduce arrival congestion, students in grades 7–12 are not required to arrive at school until their first class of the day, even if it is after the first period. Students in grades 6–12 can leave after their last scheduled class of the day, even if it is before the last period of the day.

In Middle School, all lunches will be served in classrooms. Upper Schoolers eat in the third-floor gym. To make sure there is no cross contamination for students and employees with food allergies are prepared before the rest of the student lunches. Hand washing or hand sanitizing are required before and after all meals.

For those families who prefer to have their child/ren remain at home, they have the option at any time to opt into a full-time distance learning program. To best manage the hybrid schedule and provide for the health needs of students in cohorts, we will consider requests to transfer from distance learning to the in-person program, with two (or more) weeks notice, prior to the following entry dates: January 5, 2021, and April 5, 2021.

Throughout the course of an in-person learning day, we provide as many opportunities as possible for students to go outside—either on the fourth- or fifth-floor terraces, or on the rooftop garden.

Policies regarding visitors and events
Throughout the duration of this public health emergency, visitors—including parents/legal guardians and caretakers—may not enter either campus. Drop off and pick up takes place in designated areas outside of each building. Of necessity, all field trips and events involving in-person congregation (i.e., assemblies) have been cancelled.

Teaching & Learning Via a Hybrid Model
Trevor faculty prepared for in-person instruction, distance learning, and a hybrid model of instruction that combines both in-person and online teaching. From March through June 2020, while Trevor was physically closed, we developed and implemented our distance learning program: TREVORLINK. Based on that experience and evaluation (which depended heavily on parents’ invaluable input), the technology committee standardized our approach to distance learning—while leaving sufficient room for teachers to experiment and innovate.

We also developed an innovative solution for this year’s greatest challenge: hybrid, synchronous teaching and learning in the Middle and Upper Schools.

Trevor’s technology committee evaluated a wide range of video-conferencing platforms in an effort to identify technologies that can adequately support a hybrid learning environment—one in which teachers are tasked with simultaneously teaching in-person and online.

We continue to use Zoom as the video-conferencing software, because it was so successful during distance learning in spring 2020. The committee tested a variety of systems and devices in classrooms, to determine what worked best with multiple participants in the classroom and others joining from home via Zoom.

The committee found that conference speakerphones provide strong audio intelligibility, in which remote participants could understand everything that was said in the classroom. They have been provided in all classrooms for use as appropriate.

To further integrate in-person and distance learning students within a single classroom, the committee also tested a variety of headsets. In this scenario, the teacher and each student in the classroom run Zoom individually and wear a headset with a noise-canceling boom microphone. Remote participants can hear each classroom participant perfectly and Zoom is able to highlight the student who is speaking. Moreover, breakout rooms are completely supported.

The committee purchased noise-cancelling headsets for all in-person Middle and Upper School students. They evaluated the best headsets for Lower School students.

The primary video source for the hybrid classroom is the camera on the teacher’s laptop. Teachers may share documents through Google Drive, their screens through Zoom, and the virtual whiteboard. Any resources shared can be projected simultaneously on the Epson Brightlink for in-classroom participants and on Zoom for distance learning participants.
In some situations, the teacher might conduct a discussion on Zoom with all members of the class, both those in class and those at home. At other times, a teacher might use their laptop primarily to stream home to students an explanation or demonstration that students in the classroom see and hear in person.

Additional external cameras may be used to show physical resources in the classrooms—such as instructions on the whiteboards, science lab work, artwork, or movement. We have started the year with enough cameras for all interested teachers to experiment.

Naturally, we also fully utilize the Trevor Portal and Google Classrooms—which are accessible to all members of the school community as gateways to our digital environment. The Portal and Google Classrooms include class pages, assignments, schedules, calendars, and announcements.

Trevor also maintains a “toolbox” for faculty that includes other essential digital resources: Seesaw, Loom, Pear Deck, Kahoot, Quizizz, BrainPOP, FlipGrid, and EdPuzzle. Each department chair also maintains lists of subject-specific resources.

To best facilitate communication between teachers/advisors, students, and parents, Trevor continues to incorporate G Suite across all divisions and set clear expectations for its use (including Gmail, Google Calendar, Google Drive, Docs, Slides, Sheets, and other apps). Google Drive will enable teachers and students to have organized and coordinated digital filing systems. Teachers and advisors worked with students at the beginning of the year to provide guidance in this area.

The entire Trevor community has learned from this challenge and, as a result, has become a stronger institution. Teachers have embraced diverse technology and found new ways to foster collaboration and interdisciplinary and cross-divisional initiatives.

Trevor’s commitment to inquiry-based learning remains steadfast. The faculty will keep lessons varied, fresh, and exciting through virtual field trips and guest speakers, group work in breakout rooms, interactive digital tools, and independent projects.

Despite universal obstacles in maintaining physical connections during this public health crisis, faculty and administrators will endeavor to create dynamic virtual community experiences such as student clubs, grade-level lunches, and divisional assemblies.

**Work Done for Your Return**

**Hygiene, Cleaning, and Disinfection**

Over the summer, Trevor was deep-cleaned and disinfected. The HVAC systems in both buildings have been cleaned and disinfected, and we have installed higher efficiency air filters in both buildings, based on the manufacturer’s recommendations. We also purchased and installed new air purifiers for each classroom.

Drinking fountains have been inactivated. The bottle refill stations will continue to operate, and we encourage everyone to bring their own water bottle. Disposable cups are also available.

Trevor has followed all CDC and DOH requirements regarding hygiene, cleaning, and disinfection. This includes maintaining logs that cite the date, time, and scope of such cleaning and disinfection.

The Physical Plant staff maintains hourly cleaning and disinfecting of restrooms and high-touch areas, using Environmental Protection Agency (EPA)-approved disinfectants. Teachers will disinfect desks and chairs after each class.

As recommended by the DOH, Trevor limits object sharing as well as the use of shared surfaces, such as conference tables. Students will sit at individual desks. All devices (iPads, Chromebooks, and laptops) are one-to-one per student; they cannot be shared.

Lower School children have each been given their individual supplies for the academic year. In the Middle and Upper School, to eliminate sharing, art supplies have been organized into packets for individual students. Where this is not feasible, equipment will be sanitized after every use.
Work Done for Your Return

Trevor has installed portable hand-washing sinks. Hand sanitizer is available in every classroom, office, and common area. All students and staff members must use hand sanitizer prior to entering the building.

In all restrooms, hand dryers have been disconnected. In their place, disposable paper towels are available. Toilet covers have been added to all toilets to reduce the possibility of water spray during flushing.

Extracurriculars
All field trips and events involving in-person congregation (e.g., assemblies) have been cancelled. All faculty meetings, assemblies, and other activities involving congregations larger than cohorts will be held online.

All interscholastic contests have been cancelled through January 3, 2021. More information will be communicated as it becomes available.

Before & After School
All students attending AfterSchool will be in cohorts to the greatest extent possible, including members from the same household. We continue to maintain social distancing policies and require adults and children to wear face masks during AfterSchool. Trevor also offers an online AfterSchool program.

Supervised, designated spaces are available to Middle and Upper School students before and after school. We continue to maintain social distancing policies and require that children and adults wear face masks in these spaces. Students are not allowed to leave the building and then return to these designated spaces.

Full-Time Distance Learning
Families had the option to begin the year in a full-time distance learning program and can opt into distance learning at any time. (Families determined their preference in a survey.) We believe that this arrangement allows all students an equity of experience, and also afford families who do not send their child to an in-person educational environment the option to engage in dynamic and concurrent distance learning.

I think that the online schooling format is fantastic: the structure, amount of homework, plus free time for physical activity.

—Trevor Parent
To best manage the hybrid schedule and provide for the health needs of students in cohorts, we will consider requests to transfer from distance learning to the in-person program, with two (or more) weeks notice, prior to the following entry dates: January 5, 2021, and April 5, 2021.

**Transportation**
Trevor provides a shuttle bus that transports students in the mornings and afternoons between its two campuses. Shuttle buses follow all social distancing requirements and all riders (including the driver) must wear face masks at all times.

As many Trevor students, faculty, and staff rely upon public transportation, we are asking everyone to follow state-issued public transit guidance—including wearing face masks during their trips to and from school—on a daily basis. **Before starting the commute to school,** Trevor requires that all parents conduct health screenings and report through the Magnus Health App.

**Mental Health & Emotional Support Services**
Trevor’s two full-time school psychologists have taken the lead in handling the mental health, behavioral, and emotional needs of students, faculty, and staff. Their responsibilities include monitoring student mental health, communicating with division heads and the Head of School, and providing guidance to the professional staff in working to address any mental health and wellness concerns.

They also communicate with parents about available resources and host parent meetings with outside experts to manage the stresses of this crisis.

**Communication**
Trevor recognizes the crucial importance of clear and timely communication between administrators, faculty, students, and families. We always strive to create a culture of transparency, feedback, and continuous improvement. Trevor has surveyed parents—specifically asking their preferences (if applicable) for children distance learning at home full time or being in-person in school, following indicated social distancing protocols. We offer parents grade-level meetings that aim to answer their questions.

Trevor hosts two internal web pages for the community: One provides resources regarding the COVID-19 public emergency. The other offers resources and information regarding distance learning.

All new protocols and safety measures, as well as the signs and symptoms of illness are documented in a new COVID-19 section of divisional and employee handbooks and shared via the Pushpage (email) system.

This documentation is also available on the COVID-19 Community Resource page on the Portal. We also post public health protocols and instructions in the form of posters throughout each building.

**Monitoring Health Conditions**

**Screening**

**DOH guidelines mandate health screenings—including temperature checks—of students, faculty, staff, and outside contractors or vendors.**

Therefore:

**Screening via the Magnus Health App**
DOH guidelines mandate health screenings—including temperature checks—of students, faculty, staff, and outside contractors or vendors. Therefore, all Trevor parents (for their child/ren) and employees must complete a mandatory daily health screening on the Magnus Health App before departing for school. If the pre-screening has not been completed, students and employees are screened upon their arrival at school.

By avoiding screenings at the entrance, where person-to-person transmissions could be possible, this at-home screening process (including a daily temperature check), helps us maintain the safest possible environment for students, faculty, and staff.

At the completion of the survey each morning, parents receive a message for the student’s attendance instruction for that day. As this is a web-based system,
parents have continuous access to their child’s health record, as well as the ability to make updates (as needed) to any health history. All health form updates can be completed through this new app as well.

_all parents must submit the screening each morning no later than 7:30 am._

If your child is distance learning and will not attend any in-person classes or activities, you do not need to complete the daily screening; it is only for in-person learning and entry into any Trevor building.

For any technical issues with the mobile app, such as log-in issues, or problems completing the screening, kindly contact customer support at Magnus Health SMR by phone (877.461.6831) or by email at service@magnushealthportal.com. Also, please feel free to consult the Magnus Health Privacy and Security page at www.magnushealth.com/privacy-and-security/.

The Magnus Health App questions are as follows:

1. Have you knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had any symptoms of COVID-19?

2. Have you tested positive through a diagnostic test for COVID-19 in the last 14 days?

3. Have you experienced any symptoms of COVID-19, including a temperature of of 100.0° F in the past 14 days?

4. Have you traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the last 14 days?

School health professionals performing any in-person screening activities must be appropriately protected with PPE. Disposable PPE is available for approved visitors, if needed. Any individual who, if screened outside, screens positive for COVID-19 exposure or symptoms, or who presents with a temperature higher than 100.0°F, will not be allowed to enter school—or must be sent home with instructions to contact their health care provider for assessment and testing. Students sent home because of
a positive screen must be immediately separated from other students and supervised in an isolation room until they can be picked up.

Travel Restrictions
For any traveler to New York State from out of state, exempting the contiguous states (CT, MA, NJ, and PA), the guidelines for travelers to test-out of the mandatory 14-day quarantine are below:

For travelers who were in another state for more than 24 hours:
- Travelers must obtain a test within three days of departure from that state.
- The traveler must, upon arrival in New York, quarantine for three days.
- On day four of their quarantine, the traveler must obtain another COVID test. If both tests come back negative, the traveler may exit quarantine early upon receipt of the second negative diagnostic test.

For travelers who were in another state for less than 24 hours:
- The traveler does not need a test prior to their departure from the other state, and does not need to quarantine upon arrival in New York State.
- However, the traveler must fill out the traveler information form upon entry into New York State, and take a COVID diagnostic test 4 days after their arrival in New York.
- Local health departments will validate tests, if necessary, and if a test comes back positive, will issue isolation orders and initiate contact tracing. The local health department must make contact with the state the traveler came from, to ensure contact tracing proceeds there as well. All travelers must continue to fill out the traveler information form upon arrival into New York State to contribute to New York State’s robust contact tracing program.

Who needs to quarantine?
Anyone who has been in close contact with someone who has COVID-19. This includes people who previously had COVID-19 and people who have taken a serologic (antibody) test and have antibodies to the virus.

What counts as close contact?
- You were within 6 feet of someone who has COVID-19 for at least 15 minutes. Note that shorter, but repeated, contacts that add up to 15 minutes over a 24-hour period do count as close contact.
- You provided care to someone sick with COVID-19.
- You had direct physical contact with the person (touched, hugged, or kissed them).
- You shared eating or drinking utensils.
- They sneezed, coughed, or somehow got respiratory droplets on you.

In that case, stay home and monitor your health.
- Stay home for 14 days after your last contact with a person who has COVID-19.
- Watch for fever (100.0°F), cough, shortness of breath, or other symptoms.
- If possible, stay away others, especially people who are at higher risk for getting very sick from COVID-19.

For more information, visit the CDC website.

Containment Protocols

School Health Offices
As mandated by DOH Guidelines, we have developed protocols for safely caring for a student, faculty, or staff member, should they develop symptoms of COVID-19 during the school day. If a student is identified as symptomatic, the respective faculty or staff member will contact the school nurse, who will immediately come to the classroom to assist the student to the isolation room for further evaluation.

Isolation & Collection
As mandated by DOH Guidelines, we have developed procedures to isolate anyone who screens positive upon arrival or becomes symptomatic while at school; provide appropriate PPE for school health professionals caring for the symptomatic individual; and provide for safe transportation, including pickup arrangements, if needed, for symptomatic students, faculty, and staff.

Each building has a dedicated isolation room and other rooms available to convert into an isolation room, as needed.

We are asking all families to have a parent or caregiver available to pick up their child within an hour, should COVID-19 infection be suspected. In that case, the student will remain with a designated staff member in an
isolation room, both of whom will wear appropriate PPE. The parent will be directed to have the student seen by an outside health professional. The student cannot return to school until cleared, in writing, by a physician.

**Infected Individuals**
If a faculty, staff member, or student presents to the school nurse with COVID-19 symptoms, they will be isolated and sent home with a recommendation to see a healthcare provider; if the healthcare provider recommends a COVID-19 test, the individual must remain at home for 14 days or until cleared, with documentation, by their physician. The school also requires individuals to immediately disclose if and when their responses to any of the health screening questions change—if, at any time, for example, they begin to experience symptoms.

**Suspected Exposure & Exposed Individuals**
In the event of a suspected COVID-19 case, the exposed cohort/classmates and teacher will be moved to another classroom. The nurse will take temperatures of all and assess for signs and symptoms of COVID-19. If no signs or symptoms are noted, individuals may remain at school. An email will be sent home to all parents of classmates/cohort members with instructions to observe for signs and symptoms at home and to notify the school of any concerns.

In the event of a confirmed COVID-19 case, the DOH will be immediately contacted to begin contact tracing. If the individual was in a Lower School or Middle School cohort, those students and teachers will be instructed to quarantine at home for 14 days and to report any change in status to a private physician and the school nurse for further instruction. If we are notified of a confirmed case in the Upper School, contact tracing by the DOH will guide which close contacts will be required to quarantine for 14 days. An email and BrightArrow text/voice alert will be sent to all Trevor parents with instructions to observe for signs and symptoms at home and to notify the school of any concerns.

**Hygiene, Cleaning, and Disinfection**
Following a potential exposure to COVID-19, Trevor’s housekeeping staff and outside cleaning contractors will follow all CDC guidelines on cleaning and disinfecting. The classroom(s) of an infected student or faculty member will be closed for 48 hours to allow for the dispersal of air particles, followed by deep cleaning and disinfection.
Contact Tracing
Trevor currently has six staff members certified through a contact-tracing course run by Johns Hopkins Bloomberg School of Public Health, including the school nurses.

Trevor has developed a plan with local health departments to trace all contacts of an infected individual, in accordance with the New York State Contact Tracing Program. As required by federal and state regulations, confidentiality will be maintained.

Communication
Parents will be required to read and sign Trevor’s new COVID-19 documentation, which will be added to the divisional Handbooks. Similarly, all employees will be required to read and sign the school’s new COVID-19 documentation, which will be added to the Employee Handbook. This language will review all protocols and safety measures, as well as the signs and symptoms of illness. This documentation will also be available on the COVID-19 Community Resource page on the Portal.

To communicate about suspected exposure, Trevor will use the Pushpage email system to reach affected members of the community.

To communicate about confirmed exposure, Trevor will use the Pushpage email system and the BrightArrow Emergency voicemail and text system to reach all members of the community.

Closure Contingency Plans
Trevor will keep abreast of data provided by the DOH and CDC regarding COVID-19 transmission. In addition, Trevor’s administration and health professionals will monitor attendance of both students and faculty to gauge the safety of the continuation of in-person learning.

The school nurses will conduct contact tracing in an efficient and rapid manner, as well as remain in communication with state and local health departments, in order to recommend if cohorts of students should move from in-person to online instruction. Should either external or internal conditions dictate against our in-person program remaining open, the Head of School (with counsel from the Division Directors and Board of Trustees, and in consultation with state and local health departments) will decide to discontinue in-person instruction.

If Trevor’s operations should be decreased or ceased, the Head of School will direct that all students shift entirely to TREVORLINK, our distance learning program.