KENT PLACE SCHOOL
COVID-19 GUIDELINES AND INFORMATION
RETURNING TO CAMPUS FOR THE 2020–2021 ACADEMIC YEAR

AS OF SEPTEMBER 3, 2020
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ACADEMIC PROGRAM

ACADEMIC CALENDAR
Should Kent Place School make an adjustment and move to an all-remote program, the Academic Calendar may be subject to change. Please check MyKPS on a regular basis for calendar updates.

SCHOOL SCHEDULE
The schedule in each division has been modified to accommodate new protocols for arrival and dismissal. The schedule has been created with the following priorities in mind:

• To provide the Kent Place academic experience in an environment in which each student thrives — whether on campus or within a virtual setting
• To be compliant with and adhere closely to safety guidelines from the state of New Jersey
• To maintain our strong sense of community
• To ensure access and equity for all students
• To deepen school–parent partnerships
• To establish innovative and effective use of campus spaces and places

PRIMARY SCHOOL
Students in Kindergarten through grade 5 will arrive at school between 8:00 and 8:25 a.m. and proceed directly to their classrooms; Junior Pre-Kindergarten and Pre-Kindergarten will arrive between 8:30 and 8:50 a.m. Primary School students will remain in cohort groups, commonly referred to as pods, of their grade-level classmates. Specialist teachers will rotate and teach within each grade-level classroom.

MIDDLE AND UPPER SCHOOL
Students will arrive at school by 8:15 a.m. and proceed directly to their advisor’s classroom, which will serve as their home base. US students who have a PE/athletic bag will drop it off in an assigned location in the Field House before going to their advisory classroom.

LUNCH (see Meals and Food on Campus on page 8)
Students in all divisions will have staggered lunch pick-up within these time frames, which may be scheduled next to recess and/or club time.

• Primary School 11:15 a.m.–noon
• Middle School noon–12:30 p.m.
• Upper School 12:30 p.m.–1:25 p.m.
ASSEMBLIES AND MORNING MEETINGS
All in-person, large-group gatherings will be suspended until further notice. In lieu of meeting in Hauser Hall, Atwood Hall, or the Great Room, large-group meetings will be streamed into each classroom. Thus, we are able to retain community “time” and communications by division, just in a new and modified way.

LEARNING TOGETHER: AT SCHOOL AND AT HOME
We believe that most students thrive when they are able to connect in-person with classmates. That said, if students need to stay home, we will offer live-streaming of classes, opportunities to connect and collaborate with peers, and periodic individual teacher–student support. Our faculty pivoted quickly in the spring to provide online instruction; this summer, 100 percent of them took part in professional development to enhance their skills to teach in hybrid and remote environments. In addition, we have made significant educational technology upgrades that will optimize a smooth transition between in-school and at-home learning.

At the start of a new year, students will benefit from meeting and getting to know their teachers and peers as we build our 2020–21 school community. This is particularly important at a time when students have been apart for six months. Thus, we hope that families for whom in-person learning is an option will make the commitment to join us on campus.

At the same time, we remain sensitive to the varying needs and circumstances within each KPS family and understand the value of maximum flexibility. Therefore, remote learning will be an option for all families. Regardless of whether students join us in person or remotely, we expect them to participate fully in their daily courses and activities.

ATTENDANCE
As is our current policy, in order to take part in on-campus after-school activities — such as athletics (Upper School), enrichment programs, and aftercare — a student must be in school (remote or on campus) by 10:30 a.m. Middle School students who wish to take part in athletics must attend school in-person.

Although individual families will be able to select in-person or remote learning on a day-by-day basis for the first weeks of school, we recognize that inconsistency and lack of predictability in a student’s life can have a negative impact on a student’s mind-set, sense of belonging, and performance. To avoid that, we encourage families to keep their children to a routine and make changes only when absolutely necessary. Beginning on October 5, families will need to inform their child’s division of a decision to change whether their child learns remotely or on campus. From that point forward, the student who is learning remotely can return to campus after a minimum of 10 consecutive school days.

Parents/guardians of students who are unable to attend school in-person or remotely or will be late must email or call the Attendance Hotline, attendance@kentplace.org, or call extension 340. Please provide your student’s name, grade, and the reason for the absence or lateness.
FOR IN-PERSON AND REMOTE LEARNERS:

- All Primary Students are to check in directly with their classroom teacher, whether in person or remotely, and be prepared for the start of the school day.
- All Middle and Upper School students must be present for their first scheduled activity of the day (advisory or community time) by 8:15 a.m. This is applicable whether a student is physically on campus or learning remotely.

OUTSIDE THE CLASSROOM

CAMPUS OPERATING HOURS

Official campus hours for students are 7:15 a.m. to 6:00 p.m. Our contracted cleaning company works from 4:30 to 10:00 p.m. Care must be given to not interfere with their work after spaces have been cleaned and sanitized.

ARRIVAL AND DISMISSAL PROCEDURES

All students, whether arriving by car, bus, or on foot, will undergo a brief temperature check before they may enter their division-specific building.

Guidelines

1. All students arriving by car will be temperature-checked before exiting the vehicle. Primary School students, if arriving by car, must be dropped off through the Primary School car line. Note: If a student fails the temperature check (100.4°F or higher), the individual will not be allowed to stay at school.
2. Students will enter the building via designated, division-specific doors.
3. Students will be directed to use hand sanitizer upon building entry.

ARRIVAL

Drop-off Periods

- **Primary School.** Grades K–5: 8:00–8:25 a.m.; JPK/PK: 8:30–8:45 a.m.
- **Middle School.** 7:45–8:10 a.m.
- **Upper School.** 7:15–8:00 a.m.

CAR LINE

Procedures

- Drop-off area has been extended to allow for multiple cars to be processed at once.
- Staff members, wearing masks and gloves, approach the car.
- Student’s mask is on.
- Driver, wearing a mask, rolls down the back window.
- Staff member completes the temperature check. A student whose temperature is 100.4°F or higher will not be allowed to stay at school.
• Once approved, student exits the car.
  – Primary School. JPK/PK entry is through JPK/PK playground gate; Kindergarten entry is through K playground gate; and Grades 1–5 entry is through main PS entrance, accessing classes via the Front Stairway. Students go directly to their homeroom classroom with all of their belongings.
  – Middle School. Students use the MS Lobby entrance and go directly to Atwood Hall. Should we reach maximum capacity in Atwood Hall, a secondary location at the Middle School/Upper School Library will be open for students, physically distanced and supervised by an adult, until 8:10 a.m. At that time, students will head to their advisory locations with all of their belongings.
  – Upper School. Students use the CFI entrance and go directly to their advisory classroom with all of their belongings.
• Hand sanitizer is used upon entering any building.

**BUS**

**Procedures**

• With a mask on, student exits the bus.
• Staff member completes temperature check. *A student whose temperature is 100.4F or higher will not be allowed to stay at school. Students must wait under the overhang of the Dining Hall for the nurse protocol.*
• Follow procedures for “Car Line” building entry (see above).

**TRAIN SHUTTLE BUS**

**Procedures**

• The train shuttle bus will continue to operate as usual, but students must be masked while boarding, riding, and exiting the bus.
• The shuttle enters the bus loop and follows the bus protocol (above).
• Students also have the option to walk from the train station, and should follow the “On-Foot” procedures.

**ON-FOOT/SELF-DRIVEN**

**Procedures**

• Primary School. Students who walk to campus should complete their temperature check at the Primary School before entering the building. Parents are not allowed to return home until the temperature check has been completed.
• Middle and Upper School. Students who walk to campus or park in the Senior Lot will complete their temperature check by the Field House/Arts Center screener. Students who walk to campus and/or park in the North Lot will complete their temperature check at the bus loop and wait in a physically distanced line. *A student whose temperature is 100.4F or higher will wait on the outside porch of the Arts Center or under the overhang of the Dining Hall until the nurse arrives.*
  – MS students will then enter the building using the MS Lobby entrance.
  – US students will then enter the building using the CFI entrance.
LATE ARRIVALS (AFTER 8:30 A.M.)

- **Primary School (K–5).** All parents will approach the bus loop (not Primary School entrance) for a temperature check. Security will call the Primary School Office to relay the “all clear.” Parents then drive students to the Primary School and walk them to the entrance only.

- **Middle and Upper School.** All parents will pull into the main visitor lot and approach the Customer Service Kiosk for a temperature check. Security will call CFI reception to relay the “all clear.” Students enter the CFI building following “Car Line” protocol. Students who arrive late by foot should also report to the Customer Service Kiosk for temperature check.

ADDITIONAL ARRIVAL CONSIDERATIONS

- Students will be allowed in a building at the assigned entrance.
  - PS: Main entrance for grades 1–5; Kindergarten entrance for K students; and JPK/PK entrance for Junior Pre-K/Pre-K students as scheduled
  - MS: MS Lobby doors
  - US: CFI entrances only

- Students will enter the building without parents, at their assigned entrance door. No parents will be allowed to accompany students into buildings.

- Students should minimize items in their hands. A backpack or one bag holding all items is helpful.

- US students who have a PE/athletic bag must drop it off in their assigned location in the Field House after their temperature check and before they proceed to the CFI.

DISMISSAL

**Pick-up Periods**

- **Primary School.** JPK/PK: 2:30–2:45 p.m.; K–5: 2:55–3:30 p.m.
- **Middle School.** 3:30 p.m.
- **Upper School.** 3:30 p.m.

CAR LINE

**Procedures**

**Primary School**

- Drop-off area has been extended to allow for multiple cars to be processed at once.

- Primary School staff identifies the cars in the queue and calls for the students via radio to proceed to the pick-up line.

- Staff member, wearing mask and gloves, approaches the car.

- Student’s mask is on.

- Staff member opens the car door and the student gets in the vehicle.
Middle and Upper School

• Parents arrive and stage in the lot to await dismissal.
• Students will wear their masks and exercise physical distancing.
  – MS students can exit through the MS Lobby entrance or the east door along Norwood Avenue.
  – US students can exit through the CFI entrance, Music Wing, or the door in Stairwell #3.
• Students will enter their parents’ car.

BUS

Procedures

• Students will stage wearing masks and exercising physical distancing in the area of the bus loop/Dining Hall. During inclement weather, students, wearing masks and exercising physical distancing, will wait in the Dining Hall.
• When the bus arrives, students, still wearing masks and exercising physical distancing, will board.

TRAIN SHUTTLE BUS

Procedures

• The train shuttle will operate as usual, but students must be masked while boarding, riding, and exiting the bus.
• The shuttle enters the bus loop and follows the “Bus” procedure (above).
• Students have the option to walk to the train station; if they choose that, they should follow the “On-Foot” procedures.

ON-FOOT/SELF-DRIVEN

Procedures

• Primary School. Parents, wearing a mask, will check in with the car-line leader to call the student to be released.
• Middle School. MS students who are riding with a sibling who drives will proceed, wearing masks and practicing physical distancing, to the Senior Lot or the North Lot.
• Upper School. US students who drive to campus will proceed to the Senior Lot or the North Lot while wearing a mask and exercising physical distancing.

OFF-CAMPUS PRIVILEGES AND CAMPUS BOUNDARIES

All off campus privileges and food deliveries have been suspended. No student (including those who are age 18) is allowed to leave campus, other than at dismissal time, unless the individual is escorted by a parent/guardian or has a parent/guardian-approved appointment. The campus boundary is defined as the sidewalk that borders Norwood Avenue, Morris Avenue, and Kent Place Boulevard.
COMMUNAL AND SHARED SPACES
As part of our commitment to safety and physical distancing, students are asked to adhere to divisional guidelines regarding the use of lounges.

- **Middle School Student Lounge.** During the month of September, the Middle School Lounge will not be open to students, as it is our central point of arrival and departure. We will reassess the use of this space as we approach October.

- **Upper School Class Lounges.** These will be open for students but each will have a posted maximum capacity, to be strictly observed. If students exceed the capacity or do not maintain physical distancing, the lounges will be closed.

- **Lockers.** Middle and Upper School students will be assigned individual lockers for the start of the 2020–21 academic year. Students are encouraged to bring to school only those things they need for the day.

BATHROOMS
Bathroom occupancy will be limited to the number of toilets in each space. For example, a bathroom with three toilets will have a maximum capacity of three students. Occupancy signage has been posted and masks are required in bathrooms.

DRESS CODE

**PRIMARY SCHOOL**
Kindergarten–Grade 5 students will wear a “Uniform by Choice” selected through Lands’ End (www.landsend.com). The preferred-school number is: 900134826 (refer to the uniform program on the Primary Parent page on MyKPS). All students should wear sneakers daily and be PE ready, without changing footwear or clothing. Students should come prepared for daily outdoor activities with outerwear, rain gear, rain boots, gloves, umbrella, and so on. Teachers will advise accordingly.

**MIDDLE SCHOOL**
When selecting “tops,” students are asked to adhere to our Uniform with Choice options as available through Lands’ End (www.landsend.com). Our KPS preferred school number is 900134826. On-campus and remote learners are asked to adhere to our expectations for tops.

To ensure that students do not need to change their clothing prior to participation in Physical Education/Athletics, we will now permit the following “bottoms”: leggings, track pants, sweatpants, and (in warmer weather) shorts of an appropriate length. Please note that these “bottoms” do not have to be worn under other garments, such as skirts or tunics, but can be “stand-alone” items. If students choose to wear shorts to school, these should be athletic shorts. Shorts do not need to be KPS athletic wear, though these continue to be available for purchase. We ask students to refrain from wearing denim or spandex shorts. However, spandex shorts may be worn under athletic shorts.

- Every day, all students must come to school wearing sneakers.
• Please note that Grade 6 students participating on-campus in dance (one trimester) are asked to purchase ballet shoes that will be worn only in the KPS Dance Studio. (These are included in the Grade 6 School Supplies List via the Grade 6 Summer Assignments.)

**UPPER SCHOOL**

Last year’s Senate proposed several changes to the Dress Code that were accepted. You will find the new Dress Code printed in the 2020–2021 Handbook for Students and Families. Due to COVID-19, and the need for students to be in “PE-ready” clothing (locker rooms will be closed), leggings and sweatpants will be allowed every day. The rest of the Dress Code as outlined in the handbook will be enforced.

**MEALS AND FOOD ON CAMPUS**

Lunch will continue to be served; however, students will pick up their food from the Dining Hall and will eat lunch in their classrooms, outdoors, or in small groups in less traditional locations.

When possible, groups of students will eat outside. We will continue to offer a variety of healthful menu choices, from hot options, to wrapped sandwiches, to daily specials. All self-service areas, such as drink machines and the salad bar, have been discontinued. Plexiglass shields have been installed to protect all community members when food is being picked up. All students and staff must use hand sanitizer or wash their hands for 20 seconds before and after eating snacks or lunch. We have discontinued the use of shared utensils. Faculty have been provided disinfectant and paper towels to thoroughly clean the tables after students have eaten. Members of the food-service team will follow CDC guidelines for food service and are required to wear a face covering at all times while in the Dining Hall. Dining Hall snack procedures will be as usual, with individually wrapped items.

**SCHOOL STORE**

The School Store will remain open and adhere to executive orders regarding retail maximum capacity in the state. While in the store, face coverings and physical distancing are required.

**TRANSPORTATION**

Buses will operate according to the published schedule and route structure. District-provided busing will also run per district schedules or parents will have access to aid in lieu of transportation. Students and drivers must wear face coverings at all times. Drivers will instruct students to physically distance as best as is practicable and board the bus from back to front. Buses will operate with windows open, as the weather allows. Buses will be cleaned and sanitized after each use. Students should wash or sanitize their hands before leaving the house to board the bus. Parents must comply with School-wide health assessments before their child boards the bus. Temperature checks will take place in the bus loop upon arrival. Please contact Deb Wilson, wilsond@kentplace.org with questions.
COMMUNITY

AFTERCARE AND ENRICHMENT PROGRAM

Kent Place Kids in Primary School and the 3:30 Club in the Middle School will run a modified program, beginning on Monday, September 14. To ensure greater consistency of program and safety, we will suspend the “drop-in” option for both Primary and Middle School aftercare, and allow attendance for only those families who require the service five days a week and those in an “emergency” childcare situation. Aftercare will run only (and families will be billed only) when the campus is open. All afterschool enrichment classes will be offered virtually and are available to all Primary and Middle School students. For those enrolled in the aftercare program, enrichment classes are included in its cost. Specific pick-up procedures and additional protocols for all programs will be communicated directly with parents before the first scheduled day of aftercare. For all questions related to aftercare and enrichment programs, please contact Donna Ray, at rayd@kentplace.org.

ATHLETICS

Kent Place is committed to fostering student engagement in interscholastic athletics as long as risk-mitigation measures sufficiently reduce the risk of infection. Based upon the guidelines put forth by the New Jersey State Interscholastic Athletic Association (NJSIAA), the National Federation of High School Sports (NFHS), and other state athletic and local associations, we have protocols in place for players, coaches, spectators, and Kent Place staff to return to organized athletic activities. NJSIAA Sports Advisory Task Force.

- KPS will follow all regulations and guidance issued by the state of New Jersey and the New Jersey State Interscholastic Athletic Association (NJSIAA) concerning the participation at sporting events. We will adhere to all rules and guidance issued, for example:
  - Student-athlete health screening and safety, mask wearing while not engaged in active play, use of public facilities, conduct during an athletic event
  - Permitted number of coaching staff, health screening and mask wearing for coaching staff
  - Limits on spectators, to reduce crowds, or absence of spectators
  - Specific safety measures before, during, and after practices and competitions.

- During the COVID-19 crisis, the decisions, guidelines, and regulations that have an impact on the varsity Upper School sports schedules and/or seasons will be applied similarly to all Upper School athletic programs. Although we will make our best attempt to fulfill all seasons, it should be noted that it is possible that different levels of athletic programs will feel different impacts of various decisions. At this time, we intend to offer MS sports, but not interscholastic competition at the MS level.
**BUSING**
- If interscholastic competition is allowed, KPS will provide busing to games. Masks are required; physical distancing when possible.

**LOCKER ROOMS**
- At this time, we are not opening the locker room for use by student-athletes.

**ATTENDANCE**
- **Upper School.** As is our current policy, in order to take part in athletics, a student must be in school (remote or on campus) by 10:30 a.m.
- **Middle School.** In order to take part in athletics, a student must attend school in-person.

**COUNSELING SERVICES**
Counselors will be introduced to students at the start of the school year. If a student is in need of individualized counseling services, the individual will be able to schedule an appointment with a divisional counselor. When a student, in any division, needs respite, more public space will be provided. Students will be asked to check in with the adult supervisor, so that we know where they are at all times.

**GLOBAL TRIPS**
We are placing a pause on planning school-sponsored international travel for the upcoming academic year. We strongly value the Global Learning program’s contribution to the development of students’ global competence. We look forward to the return of our global-trips program next year.

**LIBRARIES**
We have discontinued the use of libraries for the traditional function of the circulation of booksprinted materials. In addition, students will not be permitted to browse books/materials in the divisional libraries. Instead, our libraries have been repurposed as instructional, meeting, and work spaces for students and break space for adults.

In the Middle and Upper Schools, if a class is not actively meeting in the library, students may use the space for individual work/study or quiet conversation, assuming strict physical distancing. Students will be expected to sign in and sign out of any library so that we know who has shared the space, for contact-tracing needs.

**PERFORMING ARTS**
Our focus will be education in the arts through performance. All performance classes will have a robust and sequential design that will build creative and artistic skills. All performances will look different this year. We are developing a range of creative virtual ideas so that students can continue to experience the vulnerability and growth that comes with every performance opportunity. There will be no in-person singing or in-person playing of windbrass instruments on campus.
Our rehearsals and instructional classes are being designed as hybrid models. Students will have in-person instruction in how to use audio/video tools for their independent practice at home. All these performances will be virtual. String ensembles and percussion ensembles have more opportunities for in-person rehearsals (physically distanced and masked). Choreography and theater staging/blocking will incorporate the physical-distancing guidelines for the safety of all. Some of this work will happen in small ensembles rather than large groups. We intend to use the theater and dance studio for classes.

**Physical Education**

The Physical Education Department will focus on forging connections and building community and relationships that support students on or off campus. Class instruction will center on personal enjoyment, personal health, social interaction, locomotor skills, movement concepts, skill development, personal responsibility, self-management, and self-awareness.

Physical-distancing guidelines will be followed inside and outside of the facility during classes; most classes will be held outside. Students will receive their own Physical Education or Fitness pack with personal equipment that will be used on campus and can go home with them in cases of remote learning. Students will not change clothes for physical education; they should wear comfortable clothing and athletic footwear to school every day.

**Physical Education Exemption**

Physical Education exemption is offered to students in grades 7–12. In order to fulfill the physical education requirement, modifications for the 2020–21 academic year is as follows:

Criteria for outside training MUST:

1. Demonstrate a major commitment (at least two years in the sport) and high-level training for a sport that KPS does not offer or is currently not in season.*
2. Meet a minimum of 10 hours per week* or have a metabolic equivalent of task (MET) assignment of 7.0 or higher.**
3. Meet the standard for the Presidential Fitness Assessment
4. Must include the following: Fitness and Specific Skill Training***

*Martial Arts programs and Studio Dance programs do not qualify for exemption.
**These hours do not include travel time.
***Speed, Agility, and Strength Training may be a part of the training program but will not qualify as the only source of activity. Competitions throughout the exemption period are required.

Due to the COVID-19 restrictions, we understand that teams may not be competing throughout the exemption period and have put the following adjustments in place:
1. All US exemption students must attend at least one hour of physical education per week. This will be adjusted to one physical education class each week in a remote learning situation. We encourage our exemption students to take advantage of the restorative and meditation classes we offer as a way to stay connected with classmates and to support their overall health and well-being.

2. All MS exemption students must attend at least one physical education per week on campus or during the remote learning period. We encourage our exemption students to take advantage of these classes as a way to stay connected with classmates and to support their overall health and well-being.

VISITORS

Although we understand that some members of our community will be disappointed, campus access for visitors will be extremely limited. We will not resume on-campus or in-classroom volunteer opportunities until further notice. All essential guests will be by appointment only and must:

• Check in at the Customer Service Kiosk (CSK), located at the main entrance off Norwood Avenue.
• Be escorted by a Kent Place employee if entering any building other than Mabie House.
• Submit to a temperature check and complete a personal-health questionnaire.
• Wear a face covering (anyone over the age of 2).
COVID-19 PRECAUTIONS

COMMUNITY HEALTH PLEDGE
If we all work together, we can build and sustain a culture that takes seriously our health, public health, and the safety of others. Returning to campus and being connected in the Kent Place community will help all of us thrive and succeed.

As outlined in the Kent Place Community Health Pledge, we expect that all community members commit to a strong regimen of personal hygiene (especially hand washing) that protects individuals and the community. In turn, KPS has developed an intense sanitizing and cleaning plan for classrooms and other common spaces.

Signage is posted across campus to reinforce the message of personal responsibility to protect the health and safety of the community. Please attend to the expectations displayed on these signs and encourage others to join you.

We recognize that many procedures will be unfamiliar to students, new and returning, in our changed school landscape. In the opening days of the school, each division will orient students to new procedures and norms.

COVID-19 POINT OF CONTACT
If you have any questions related to the campus-wide policies or procedures set forth in this document, please contact Chris Bonner, Director of Operations, at bonnerc@kentplace.org.

If you have questions about your student’s academic experience on campus, please contact your Division Director.

HEALTH SERVICES AND STANDARDS
In alignment with the New Jersey Department of Health Guidelines, Kent Place will have separate isolation and injury rooms located in both the Primary and Middle/Upper School Health Offices. The nursing staff has been provided with all necessary personal protective equipment, such as gowns, face shields, masks, and gloves.

Students are not to be in school if they show any symptoms of illness. Any student who presents with any symptom(s) will be respectfully and safely escorted from class or upon bus arrival and isolated from others to determine the individual's health status.

COVID-19 SYMPTOMS:
- Fever (temperature equal to or greater than 100.4F)
- Chills
- Cough
- Shortness of breath, difficulty breathing
- Sore throat
- Body aches, muscle soreness
• Nausea, vomiting, diarrhea
• Congestion, runny nose
• Headache
• Fatigue
• Rash
• New loss of taste and smell
• Pain or pressure in the chest

STUDENT ILLNESS AND NURSE VISIT PROTOCOLS
• Well students. Well students (bumps, bruises, headaches) will be escorted or sent to the designated well-student space (Health Office) in their respective building.
• Sick students. Sick students (fever, vomiting, coughing) will be sent or escorted to the isolation space in their respective building.
• If a student needs to see the nurse, a member of the faculty or staff will:
  1. Ask the reason.
  2. Call or text nurse.
  3. Report symptoms and/or injury.
  4. Nurse will determine whether the student should remain in the classroom and then be escorted to the Health Office. Students will enter either an isolation or injury room, based on the nursing assessment.
• If the student presents any symptoms, a call will be placed to the individual’s home and pick-up will be expected within one hour.
• A student can return to school after a case of COVID-19 when the following criteria have been met: The student should remain home for a minimum of 10 days from the time of diagnosis and three days without any symptoms. This means that if the student still has symptoms of illness, the student must stay home until they are well.
• A medical note from the student’s physician clearing the individual to return to school must be provided to the school nurse.
• If a person who has been at school is confirmed (or suspected) to be infected with COVID-19, the Health Office must be informed, in order to implement contact tracing. It is recommended that anyone with proven or suspected COVID-19 isolate themselves as much as possible in the home away from other family members and avoid all physical contact with others who live there.
• Kent Place will comply with the school physician, the CDC, the New Jersey Department of Health, and the local Department of Health regarding up-to-date, next-step protocols.
• If the cause of the symptoms is other than COVID-19, the student upon return to school must supply the nurse with a medical note from their physician.
If a student is exposed to COVID-19 at home, in school, or outside of school, the individual must inform the Health Office and expect to self-quarantine and monitor symptoms for fourteen (14) days from the date of exposure. The student should stay home until the test results are back from the person under investigation for COVID-19.

Individuals experiencing symptoms of COVID-19 are encouraged to get tested. Any isolation area that has been occupied by a staff member or student who is thought to have signs/symptoms of COVID-19 will be closed until thoroughly cleaned, sanitized, and disinfected.

**DAILY SCREENING**

Every morning, all Kent Place parents/guardians will be sent via text message and/or email an electronic personal-health questionnaire, which must be completed before they arrive on campus. Results will be reported to the Health Office and remain confidential. A daily temperature check for all employees, guests, and students will take place on arrival. Students who have a fever, report COVID-19-like symptoms, or may have been potentially exposed must stay home, and will be required to contact the Health Office for further assessment.

**CONTACT TRACING**

In the event of a positive diagnosis of COVID-19 by a student, faculty, or staff member, the school nurse will contact the Westfield Regional Health Department, at (908) 789-4040, for guidance.

*Close Contact:* Someone who was within 6 feet of an infected person for at least 10 minutes starting from two days before illness onset (or, for asymptomatic patients, two days before specimen collection) until the time the patient is isolated.

Data is limited to precisely define the “prolonged exposure” to determine “close contact”; however, 10 minutes of close exposure can be used as an operational definition for contact investigation. Factors to consider when defining close contact include proximity, the duration of exposure (e.g., longer exposure time likely increases exposure risk), whether the individual has symptoms (e.g., coughing likely increases exposure risk) and whether either the case patient or the contact was wearing an N95 respirator (which can efficiently block respiratory secretions from contaminating others and the environment). At this time, differential determination of close contact for those using fabric face coverings is not recommended.

In healthcare settings, it is reasonable to define a prolonged exposure as any exposure greater than 10 minutes because the contact is someone who is ill. Brief interactions are less likely to result in transmission; however, symptoms and the type of interaction (e.g., did the person cough directly into the face of the individual) remain important. The CDC explains Contact Tracing:
WHAT YOU CAN EXPECT TO HAPPEN DURING CONTACT TRACING IF YOU HAVE BEEN DIAGNOSED WITH COVID-19:

1. If you have been diagnosed with COVID-19, a public health worker will call you to check on your health.
   a. That person will ask you whom you’ve been in contact with and where you spent time while you were sick and may have spread COVID-19 to others.
   b. Any information you provide to public health workers is confidential.

2. You will also be asked to stay at home and self-isolate.

3. Continue to monitor your health. If your symptoms worsen or become severe, you should seek medical care. Severe symptoms include trouble breathing, persistent pain or pressure in the chest, confusion, inability to wake or stay awake, and bluish lips or face. If you need support or assistance while self-isolating, the health department or a local community organization may be able to help.

WHAT TO EXPECT IF YOU MAY HAVE BEEN EXPOSED TO SOMEONE WITH COVID-19:

1. If you have been in close contact with someone who has COVID-19, a public health worker will call you to inform you that you may have been exposed to the virus.
   a. Any information you give to public health workers is confidential.

2. Stay at home and self-quarantine for 14 days, starting from the last day you may have been exposed to COVID-19.
   a. Self-quarantine means staying home, monitoring your health, and maintaining social distancing (at least 6 feet) from others at all times.

3. The public health worker can provide information about COVID-19 testing in your area.
   a. If you need support or assistance while in self-quarantine, the health department or a local organization may be able to help.

4. Take your temperature twice a day; notify your health department if you develop symptoms.

5. If you become ill during the 14 days of self-quarantine, notify the health department and seek medical care if your symptoms worsen or become severe. Emergency warning signs include trouble breathing, persistent pain or pressure in the chest, confusion, inability to wake or stay awake, and bluish lips or face.

FACE MASKS AND PERSONAL PROTECTIVE EQUIPMENT

Students and employees will be required to wear a mask on the first day of school and every day thereafter. Face coverings will be required when indoors and on buses. Use of a mask outdoors will be determined by the ability to be physically distant and the activity. We will provide five masks to each student; students are welcome to use their own if desired. We understand that prolonged use of a mask could be difficult for some students (especially our younger girls and boys), and will maximize outdoor times to provide breaks from wearing them. We recommend that student names or initials be placed on masks. Gaiter masks and masks with vents are not allowed.
Any person while in common spaces will be required to wear a face covering at all times, regardless of occupancy. If in an enclosed space (classroom/office) alone, the individual will be permitted to remove the mask. Masks must be worn in bathrooms.

**STUDENT EXPECTATIONS**

**EXITING AND ENTERING THE CLASSROOM**

Students must sanitize their hands upon entering the classroom. They should wash their hands for 20 seconds or use hand-sanitizer after recess, after PE/athletics, after using the toilet, and any other time they enter the room after movement around campus. Touchless faucets and toilets have been installed in every bathroom.

**SHARED MATERIALS**

- Students will not be able to share most class materials. They should bring their own pencils, pens, whiteboard markers, and so on. In the Primary School, students will be issued a bin for their materials.
- Students should not “borrow” materials from the classroom to take home.

**EXPECTATIONS AT HOME**

Keeping our community safe and healthy will be achieved through a strong partnership between our school and our families. We strongly urge all families to maintain a firm commitment to state executive orders that are applicable while school is in session. Kent Place will strictly follow quarantine recommendations for travel outside of New Jersey. Please refer to the Community Health Pledge on page 13 for a reminder of all the steps you can take to contribute to the safety of our community.

**CONFIRMED OR SUSPECTED COVID-19 CASES**

Kent Place will closely adhere to and reserves the right to be more restrictive than the State of NJ Department of Health COVID-19 Public Health Recommendations for Local Health Departments for K-12 Schools

**CONFIRMED POSITIVE CASE OF COVID-19:**

- Notify the administrator on duty.
- The nurse will call the Westfield Regional Health Department and begin contact tracing.
- Quarantine will begin for all primary contacts (14 days).
- Proceed with other directives from the Westfield Regional Health Department and the student’s/employee’s home Board of Health.
- Clearance note from a doctor will be required upon return to school.

**STUDENT IS SUSPECTED BUT IS DETERMINED TO BE ILL WITH OTHER DIAGNOSIS:**

- Student will be sent home.
- Clearance note from a doctor will be required upon return to school.
IF A HOUSEHOLD MEMBER TESTS POSITIVE FOR COVID-19:
• Stay home and contact the Health Office.
• Student will be required to quarantine until 14 days after household member has recovered, unless alternative arrangements are made to isolate.

AN INDIVIDUAL BECOMES ILL WITH COVID-19 SYMPTOMS AND MEETS COVID-19 EXCLUSION CRITERIA WHILE IN SCHOOL:
• Immediately close off areas used by the person who is sick with COVID-19 symptoms (e.g., offices, bathrooms, classrooms, and common areas), open outside doors and windows to increase air circulation in the area, and wait 24 hours before cleaning and disinfection.
• Cleaning staff will clean and disinfect all areas used by the ill person, such as offices, classrooms, bathrooms, common areas, focusing especially on frequently touched surfaces.
• Once an area has been appropriately disinfected, it can be opened for use.

RETURN-TO-SCHOOL STANDARDS
In all cases where a student or employee has been absent due to illness, a clearance note from a healthcare provider is required on return to campus.

Disclaimer: An entity’s use of the Hackensack Meridian Health ("HMH") Endorsement Seal of Approval ("Seal") establishes that the entity has formally engaged HMH to guide its documentation and processes with respect to the entity’s preparations for the return of its workforce and customers. The content in any document or any particular process guidelines containing the Seal is based on the acquired knowledge, experience and best practices established by HMH in its involvement with COVID-19, which took into account the then current governmental and regulatory guidelines (as of date provided by HMH). The Seal establishes HMH’s recommendations. The Seal is not an endorsement or guarantee that any particular document or process is superior to other documents or processes and should not be construed by the entity or any third party as such, including but not limited to the entity’s workforce, customers or visitors. The Seal should not be relied upon as a basis for making any business, legal or any other decisions by the entity or the entity’s workforce, customers or visitors. The entity, as well as the entity’s workforce, customers and visitors agree that the entity’s use of the Seal does not afford any of them the ability to make a claim of any kind against HMH, or any of its affiliated entities, or their respective directors, officers, trustees, employees, agents or subcontractors for any and all damages that result from the use of the Seal. And the entity, as well as the entity’s workforce, customers and visitors, understand that much of the content provided by HMH remains relevant, but that the governmental and regulatory guidelines continue to change and although a Seal is provided, the governmental and regulatory guidelines may require further updating of the documents and/or processes.