



ROYCEMORE



COVID-19 HEALTH & SAFETY PLAN

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Roycemore School's Mission:

Our diverse and intimate community, rooted in academic excellence, inspires students to discover their passions, think without limits, find their voice, and live courageously.

If you have questions, concerns or suggestions related to this Health & Safety Plan, email covidresponse@roycemoreschool.org.

Process & Contact Information

Since the start of the COVID-19 pandemic, Roycemore's Administration and Board of Trustees have actively and strategically worked together with the goal of supporting our students and families during this extraordinary time.

This Health and Safety Plan is designed to protect the health and safety of the entire Roycemore community -- students, families, faculty, staff and visitors. It was developed with the guidance of Roycemore's Health and Safety Task Force and aligns with guidance issued by the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), Illinois Department of Public Health (IDPH) and Evanston Department of Health. In addition, Roycemore has received guidance from professional organizations, peer schools, the National Association of Independent Schools (NAIS), the Independent School Association of Central States (ISACS), the National Business Officers Association (NBOA), and the Lake Michigan Association of Independent Schools (LMAIS).

The goal of this plan from the start has been to provide guidelines for safely operating school and summer programs in-person, on-campus. **As the pandemic has evolved, the plan has evolved with it. This plan reflects our current knowledge and is updated as new information is made available.**

As we continue our work together, we thank you for your partnership in support of your children. The Health & Safety Task Force continues to meet regularly to assess changes in the environment and additional considerations that must be taken into account to ensure a safe campus experience. We appreciate your trust and partnership and invite you to reach out if you have questions, concerns or suggestions about this Health & Safety Plan. Please send your thoughts to covidresponse@roycemoreschool.org.

With Appreciation,

Anita Shah, DO FCCP
Chair, Health & Safety Task Force
Roycemore School Trustee
Roycemore Parent
Board Certified Pulmonary Medicine
Board Certified Critical Care Medicine
Northwest Pulmonary Associates

Chris English
Head of School

Roycemore School's Health & Safety Task Force

Anita Shah, DO, FCCP- Task Force Chair

Board Certified Pulmonary Medicine
Board Certified Critical Care Medicine
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Director of Finance & Operations

Roycemore Community Health & Safety Pledge

Ensuring a safe and healthy campus requires all members of our community to work together to achieve a common goal. **Your commitment reinforces our shared responsibility to each other that extends from our campus to our homes.** Your participation has a major impact on preventing the spread of COVID-19 in the Roycemore community. Therefore we ask that all students, faculty, families and visitors to campus agree to the following, whether on or off campus:

- Adhere to the policies and procedures outlined in Roycemore's Health & Safety Plan
- Stay home when sick
- Wash or sanitize hands frequently
- Inform Roycemore School administration if the student/school visitor or a member of the student's/school visitor's immediate family has tested positive for COVID-19
- Adhering to federal, state and local health and safety guidelines related to COVID-19

While Roycemore cannot eliminate the possibility of someone contracting COVID-19, adherence to the above steps can go a long way to help reduce risk and mitigate spread.



All staff/faculty and students are expected to follow the school's sick policy, per employee and student handbooks and stay home if they are exhibiting any signs of illness, even if the individual has tested negative for COVID. If symptoms arise during the school day, the individual will be sent home promptly. Symptoms of illness include:

- Active vomiting or diarrhea in last 24 hours
- Chills/generalized body aches
- Fever greater than or equal to 100.4 in the past 24 hours without fever reducing medication
- Any signs or symptoms of a respiratory illness (cough, respiratory secretions) with or without fever
- Sore Throat
- Undiagnosed rash or new and/or untreated rash or skin condition i.e. hives, wound with purulent drainage
- If diagnosed with pink eye or strep throat must be on antibiotic treatment for 24 hours

Guiding Principles

The Roycemore Health & Safety Task Force, first convened on May 5, 2020, to develop guidelines to allow for safe in-person, on-campus teaching and learning during the COVID-19 pandemic. The plan was first published on June 3, 2020. The Task Force continues to serve as an advisory body to the administration as it assesses the pandemic environment and implements appropriate mitigation measures for the school.



The guiding principles that have informed our work have been:

- **Safety First!** Providing a safe and healthy learning environment for the Roycemore community is our highest priority.
- **Adhere to leading, evidence-based practices.** Roycemore will follow all CDC and Evanston Health and Human Services Department protocols
- **Foster a sense of community — one of our core values.** Belonging to a community is essential for social and emotional well-being. Roycemore is dedicated to ensuring our values of scholarship, integrity, community, respect, and compassion endure.

Health and Safety Procedures

The guidelines below have been carefully considered to address and promote the safety, health and welfare of our entire school community. The community health guidelines and policies are subject to change as new information becomes available.



Protect : Screening

Anyone coming to campus is attesting that they are illness/symptom free before entering campus each day by answering NO to all of the following:

<input checked="" type="checkbox"/>	Do you have a fever (temperature equal to or greater than 100.4 without taking fever reducing medication)?
<input checked="" type="checkbox"/>	Are you experiencing shortness of breath or difficulty breathing?
<input checked="" type="checkbox"/>	Do you have a cough? Do you have the chills?
<input checked="" type="checkbox"/>	Have you lost your sense of smell or taste?
<input checked="" type="checkbox"/>	Do you have a sore throat?
<input checked="" type="checkbox"/>	Have you experienced any GI symptoms such as nausea, vomiting, diarrhea or loss of appetite?
<input checked="" type="checkbox"/>	Do you have a bacterial infection such as pink eye or strep throat for which you have not been on an antibiotic for 24 hours?
<input checked="" type="checkbox"/>	Have you been asked to self-isolate or instructed to quarantine by a medical professional or local health department official?



Protect: Procedures

	All individuals who enter the school building are making an attestation that they are illness and symptom free.
	Any volunteers, substitutes, outside vendors, or visitors working directly with children (including parents) will be asked to make an attestation that they are illness and symptom free.
	Proper handwashing techniques and covering of coughs and sneezes is taught and reinforced with individuals on campus.
	Windows will be opened as much as possible to enhance air circulation in the building.
	Signage regarding symptoms of COVID-19, proper handwashing, and respiratory etiquette are posted around the School.
	Any individual exhibiting signs of illness during the day will be isolated and sent home.
	Roycemore encourages appropriate vaccines and boosters to protect against the spread of COVID-19. Families are asked to send copies of their child's vaccination cards to forms@roycemoreschool.org for our recordkeeping.
	Athletics & PE will follow ISBE/ IDPH/ IHSA guidelines.



Protect: Masking

Wearing a well-fitting mask consistently and correctly reduces the risk of spreading viruses that cause COVID-19 or other illnesses. We ask that all students have a mask available in case the need arises, and encourage each family to have a discussion about masking. Masks are optional, with the following exceptions:





- Individuals returning from illness, isolation or quarantine.
- Individuals who develop symptoms during the day.

NOTE: Roycemore may alter masking policies and transition to “Mask Recommended” or “Highly Recommended” as needed.





Protect: Disinfect

	Adequate supplies are provided for proper hand hygiene (soap, paper towels, hand sanitizer, and spray).
	Hand sanitizer stations are present at all building entrances as well as in the hallways for each division of the school.
	All disinfectant is approved by the CDC for fighting COVID, and meets EPA standards for child safety and as a green solution.
	Hand sanitizer is available in every classroom and work area to be used by staff/faculty and students.

Specific Protocols:

If: Student or faculty member has symptoms or is asymptomatic and receives a positive COVID-19 test, regardless of vaccination status:

Then: Day Zero through 5 (The day of the onset of symptoms or positive test is Day 0, whichever comes first.)

- Isolate (stay home) for at least 5 calendar days after onset of symptoms.
- Wear a mask around others at home, avoid those who are at high risk.
- Individuals who are asymptomatic or experiencing only mild symptoms may end isolation after five days (return to school Day 6) once cleared to return to school.
- Symptoms must be resolved or be very minimal with the exception of loss of taste and smell, including:
 - Fever free without the use of fever reducing medications for 24 hours.
 - No vomiting or diarrhea for 24 hours.
 - No coughing or sneezing.
- Mild but improving congestion is permissible.
- If fever or symptoms still persist at Day 5 or you had severe illness, individuals should continue to isolate for at least 10 days.

Then: Day 6 through 10:

In order to return to school, individuals must meet above criteria and be able to engage in consistent and correct mask wearing for Days 6-10, after their isolation.

Individuals must also:

- Wear a well fitting mask at all times in public.
- Maintain six feet of distance from others when mask needs to be removed.
- Eat separately to ensure proper distancing and minimizing exposure to others.

Other specific restrictions include:

- Avoid being around people who are at high-risk.

Additional Criteria:

- Students that have COVID-like symptoms and are not tested must stay home for five days. If symptom free, they can return on Day 6.
- If your student is unable to wear a proper fitting mask consistently while at school, they will be required to stay home for the full 10 days.

If: A student, faculty, or staff member has a chronic condition that manifests in one of the COVID-19 symptoms

Then: Have your doctor complete and sign a [Chronic Condition Form](#) and submit to forms@roycemoreschool.org

If: Individual has one of the COVID-19 symptoms listed in the wellness screener

Then:

- Follow the school's sick policy to determine whether they can come to school.
- If individual has a secondary illness, non-COVID, follow physician's guidance for recommended treatment & stay home until symptoms have improved/ resolved per diagnosed condition in [IDPH Communicable Diseases in Schools](#).

If: There is a positive COVID-19 diagnosis in the household, the individual meets the definition of close contact, or suspects exposure to COVID-19.

Then:

- Notify the school
- Take precautions
- Watch for symptoms
- Wear a mask for 10 Days at school and in any congregate setting.
- If any COVID symptoms develop within 10 days of exposure, your child should stay home and get tested even if they recently had a negative test.
- If a subsequent household member tests positive, the 5 day period recommences.

If: There is a positive COVID-19 case in your child's grade or class

Then:

- School will notify parent(s)/guardian(s) that their child's grade/class was impacted.
- If any COVID symptoms develop within 10 days of exposure, your child should stay home and get tested even if they recently had a negative test.
- The grade, class or division will be required to wear masks for 10 calendar days.
- If grade, class, or division has to transition to remote learning, the situation within the grade/class will be monitored to determine when on-campus instruction will resume.

If: Someone develops symptoms during the school day...

Then:

- The individual will be isolated, asked to wear a mask if not already wearing one, and the parent/ guardian will be called to pick up the child or faculty/ staff member will need to go home.

THIS PLAN IS BASED ON THE MOST RECENT INFORMATION AS OF AUGUST 12 , 2022.

ANY UPDATES OR CHANGES WILL BE PUBLISHED AS THEY BECOME AVAILABLE.

UPDATES ARE SENT VIA EMAIL AND POSTED TO THE ROYCEMORE WEBSITE.

Essential Questions

What is considered a “close contact”?

The [CDC defines close contact](#) as the following:

Close Contact through [Proximity and Duration of Exposure](#): Someone who was within [6 feet of an infected person](#) (laboratory-confirmed or a [clinically compatible illness](#)) for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes). An infected person can spread SARS-CoV-2 starting from 2 days before they have any symptoms (or, for asymptomatic patients, 2 days before the positive specimen collection date), until they meet criteria for [discontinuing home isolation](#).

- Exception: In the K–12 indoor classroom setting, the close contact definition excludes students who were within 3 to 6 feet of an infected student (laboratory-confirmed or a [clinically compatible illness](#)) if both the infected student and the exposed student(s) [correctly and consistently](#) wore well-fitting masks the entire time.

This exception does not apply to teachers, staff, or other adults in the indoor classroom setting.

People who are identified as close contacts should follow [CDC recommendations](#) to protect themselves and others from COVID-19. Recommendations for close contacts to [quarantine](#), [get tested](#), and wear well-fitting masks after exposure to COVID-19 will vary depending on vaccination status and history of prior COVID-19 diagnosis within the past 90 days. People who have come into close contact with someone diagnosed with COVID-19 should follow the recommendations outlined on the [COVID-19 Quarantine and Isolation webpage](#).



What conditions would cause Roycemore to close facilities and move to all-school remote learning?

Roycemore will only transition to 100% remote learning if mandated by the Governor or recommended by the CDC, IDPH, or EHHD. There may be scenarios that call for one class or division to move to remote learning while allowing the rest of the school to remain open in accordance with all applicable health and safety guidelines. One such scenario is if there is inadequate faculty to run full programming due to COVID-related issues, or if student absences in a grade, program, or cohort has reduced the number of on-campus students to a threshold whereby the grade, program, or cohort would be better served by going remote for a period of time.

What happens if/when there is a confirmed COVID-19 case within the school community?

If we are notified of a positive case of COVID-19 for an individual on campus, we will make any required notification to the Evanston Health and Human Services Department. Roycemore families will be informed of any COVID-19 close contacts or suspected close contacts.

The figure below contains CDC Recommendations for isolation,masking, and additional precautions for persons with COVID-19. This decision tree informs the policies and procedures for Roycemore.

