



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

This document provides guidelines for protecting the health and safety of the entire Roycemore community — students, families, faculty, staff and visitors. It was originally developed during the COVID-19 pandemic 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 receives 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.**

The Health & Safety Task Force is now a standing committee on the Board of Trustees. This committee 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.

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

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. This goal requires **a shared responsibility for the wellbeing of others that extends beyond campus and into individual homes and workplaces.** Participation has a major impact on preventing the spread of COVID-19 or other communicable illness in the Roycemore community. Therefore students, faculty, families and visitors to campus must 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 or other transmissible illness.
- Adhere to federal, state and local health and safety guidelines related to COVID-19 or other transmissible illness.

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 guiding principles that have informed the Health and Safety Committee are:

- **Safety First.** Provide a safe and healthy learning environment for the Roycemore community is the 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.** Belonging to a community is essential for social and emotional well-being. Roycemore is dedicated to ensuring the 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

The school reserves the right to conduct health screening at the door in the event of an escalation of transmissible illness. All students, parents, employees, and Roycemore community members should be familiar with the Health and Safety Plan. Anyone entering the school building is attesting that they are illness/symptom free. While we are not actively engaged in screening at the door, the expectation is that each member of our community can answer NO to all of the following:

- Do you have a fever (temperature equal to or greater than 100.4 without taking fever reducing medication)?
- Are you experiencing shortness of breath or difficulty breathing?
- Do you have a cough? Do you have the chills?
- Have you lost your sense of smell or taste?
- Do you have a sore throat?
- Have you experienced any GI symptoms such as nausea, vomiting, diarrhea or loss of appetite?
- 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?
- 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 a personal 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.
- HVAC settings are adjusted to enhance fresh 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. All students should have a mask available in case the need arises. The school encourages each family to have a discussion about masking. Masks are optional, with the following exceptions:

- Individuals returning from illness, isolation or quarantine who do not have two negative antigen tests conducted 48 hours apart.
- 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

Each day, Roycemore takes the following precautions to disinfect our facilities:

- Adequate supplies are provided for proper hand hygiene (soap, paper towels, hand sanitizer, and spray).
- Hand sanitizer is available at multiple locations throughout the school.
- All disinfectant is approved by the CDC for fighting COVID, and meets EPA standards for child safety and as a green solution.
- Nightly cleaning of high touch surface areas.

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 or obtain two negative antigen tests spaces 48 hours apart.
- Maintain six feet of distance from others when mask needs to be removed.

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.
- Student who are unable to wear a proper fitting mask consistently or have not tested negative on two antigen tests 48 hours apart 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:

- The school will not notify parents due to a single case of COVID-19 in a grade level.
- The school may notify parents if there are multiple students in a single grade level and the risk of spread at school is apparent.

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 SEPTEMBER 5 , 2023.

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

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

Additional Resources

Please visit the Center for Disease Control and Prevention [website](#) for additional guidance on Isolation and Exposure. Use the Isolation and Exposure Calculator to help you make decisions about mitigating risk to others.