



RANDOLPH



NICHOLS ACADEMIC BUILDING



RETURN TO SCHOOL PLAN 2020-2021

*Updated on 01/06/21

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INTRODUCTION

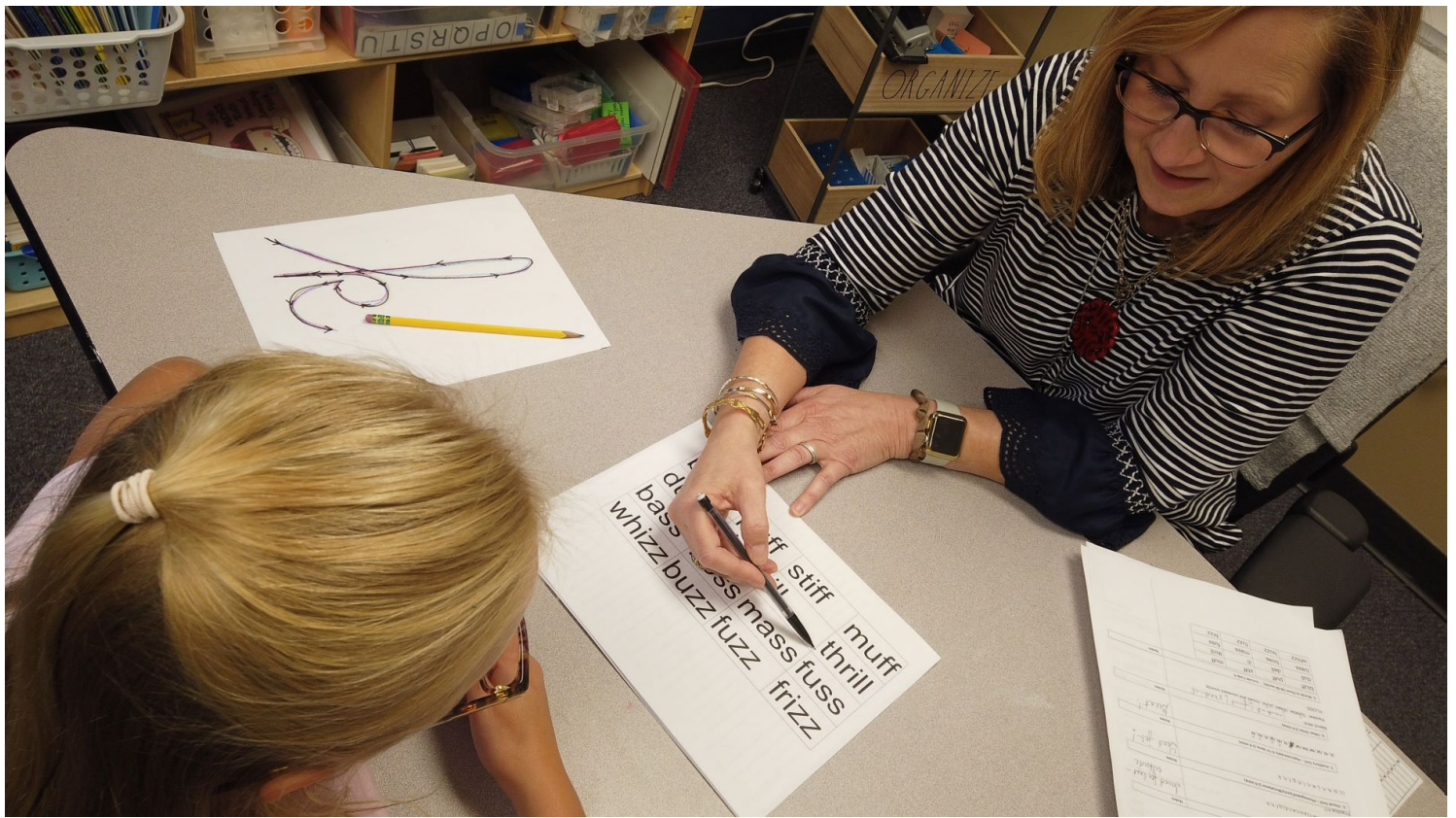
Randolph School is responding to COVID-19 and its impact on our academic experience with an emphasis on safety, flexibility, and understanding. *The health and well-being of students, faculty, staff, and families remain our highest priority.*

We want to ensure that all members of our school community feel safe and engaged. *Please note that current guidelines are subject to change and will be updated as needed.*

OUR APPROACH

The ideal teaching and learning environment is one in which students and teachers are able to interact with one another face-to-face. We are committed to creating a campus environment that addresses the health and safety concerns of our students, faculty, and staff. Our Return to School Plan seeks to balance our fundamental belief in the need for relational learning with the ongoing health and safety concerns of our current environment.

This plan represents the thoughtful work of our Summer Planning Teams, a series of small working groups composed of faculty, staff, board, and community partners, working in close collaboration with School administration. It is a plan that invests heavily in the critical components of a safe return to campus, including a robust set of stringent health and safety measures. It is also a plan that is designed to allow the School to adapt to the changing conditions of the pandemic and still provide for the continuous education of our students.



ABOUT OUR APPROACH *Continued*

At all times, we will calibrate our school operations and teaching to public health conditions.

While it is difficult to predict the ways in which our current health context might change in the future, one thing is constant – our steadfast commitment to the ongoing growth and learning of our students. Across the School, our dedicated faculty and staff are redoubling their efforts to prepare for the new school year. We cannot wait to see your children again, and we look forward to a healthy and successful year ahead!

COMMUNITY EXPECTATIONS

The greatest opportunity for a successful school year lies in the commitment of every family to exhibit care for all members of our school community.

All members of the Randolph School community have a shared responsibility to prevent the spread of illness when they are aware or suspect that they have contracted or had exposure to a communicable disease. It is imperative that all members of our school community remain committed to the safety policies and procedures listed in this and future communications to help keep students, staff, and faculty safe.

»**Follow Federal, State, and Local Orders.** All families are expected to adhere to the directives of applicable federal, state, and local government health departments, including the CDC, regarding physical distancing and face coverings in public and other measures to reduce the spread of COVID-19.

»**COVID-19 Testing and Notification.** If your child or someone in your household tests positive for COVID-19, you must notify [a school nurse](#) as soon as possible.

»**Stay Home if Sick.** If your child is sick, has a temperature of 100.4 F or above, or exhibits symptoms of COVID-19, you are expected to keep them home from school and notify [a school nurse](#). (More information provided on page 15.)

COMMUNITY EXPECTATIONS

Continued

»**Stay Home If Exposed.** If anyone in your household has been notified by the State Health Department or knows otherwise that they were in contact with an individual infected with COVID-19, you are asked to notify a [school nurse](#). Based on the circumstance, you may be asked to keep your child home from school for a period of time. During this time, your child will be able to continue classes via virtual learning.

»**Stay Home Until Test Results are Received.** Anyone who has tested for COVID-19, regardless of reason, should self-quarantine at home pending test results and follow the advice of your health care provider. Individuals should then follow School Participation guidelines prior to returning to school.

»**Temperature Checking.** If your child presents with a temperature that is higher than 100.4 F, parents/guardians will be contacted to arrange immediate pickup or departure.

COMMUNITY EXPECTATIONS

Continued

»**Face Coverings.** Send your child to school with a face covering every day he or she is attending on-campus classes. Teach your child how to properly use and remove a face covering. If using fabric coverings, ensure that your child's mask is cleaned regularly. (Additional guidelines regarding face coverings may be found on page 17.)

»**Hygiene.** Practice and reinforce good hygiene at home, in particular, the importance of frequent handwashing and appropriate coverings of coughing and sneezing.

COVID-19 MONITORING

Members of the Pandemic Response Committee* will convene regularly to monitor regional and state health indicators, as well as the health of our School community. In these daily meetings, the team will track:

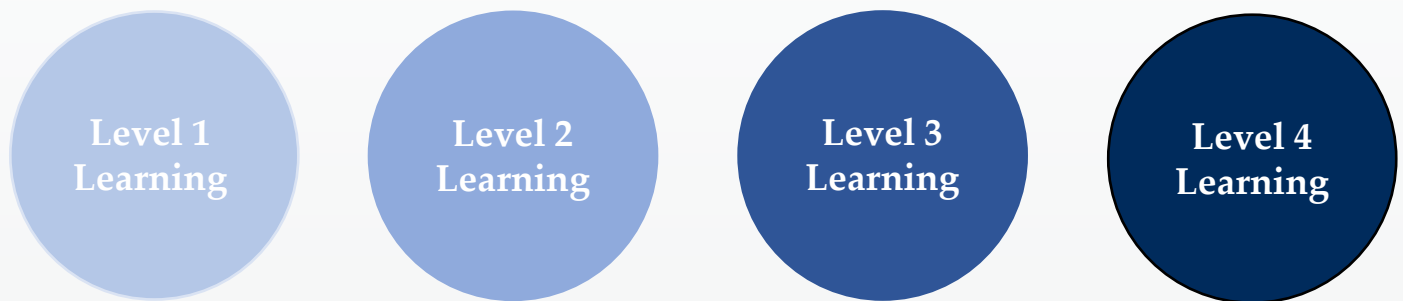
- COVID-19 data for the county and state;
- the number of students and employees on campus who report illnesses;
- attendance and a host of other data points that will factor into our community's daily health status to inform any actions our School will take.

We will monitor and analyze these indicators for predictive trends and anomalies. Any changes to our health protocols will be shared with our community.

**The Pandemic Response Committee includes school nurses, administrators, and health care professionals.*

LEARNING LEVELS AND COMMUNICATIONS





Our overall goal will be to calibrate our school operations and instruction to the public health conditions present at the time. Based on daily monitoring, Randolph will use a four-tiered level system to help define the learning environment for our students. These tiers provide general guidelines for activities on and off campus.



The learning level will be shared on the Randolph School website and in MyRandolph Portals, and any changes in status will be communicated to families via email. Updates and information will be provided in the Randolph Weekly Bulletin and other correspondence as needed.






At all times, we will strive to provide families with as much preparation time as possible for any potential changes to our learning environment.

LEVELS OF OPERATION

Learning Level	Learning Environment
 <p>Level 1</p>	<ul style="list-style-type: none"> » Campus is open » All students on campus » Open all days » Limited cohort mixing
 <p>Level 2</p>	<ul style="list-style-type: none"> » Campus is open » All students on campus » Open all days » Elevated safety measures and PPE » Further reductions in cohort mixing
 <p>Level 3</p>	<ul style="list-style-type: none"> » Blend of on-campus and virtual teaching and learning » Reduced number of students on campus at a given time
 <p>Level 4</p>	<ul style="list-style-type: none"> » Virtual learning for all students






HEALTH AND SAFETY MEASURES

The health and safety of our community is our highest priority. The following is a list of safety measures that we are planning to put in place at the start of the school year.

 <p>Face Coverings</p>	<p>Students and employees will wear face coverings throughout the school day. (Additional guidelines regarding face coverings may be found on page 17.)</p>
 <p>Physical Distancing</p>	<p>Movement on campus will be controlled and directed to reduce the mixing of students. In classrooms, students will be seated with spacing to minimize transmission risk with additional safety measures and greater supervision in place.</p>
 <p>Cohorts and decreased mixing of students</p>	<p>Academic schedules and classroom use will be designed to keep students in smaller, consistent groups during the day, where possible. This will reduce the risk of viral transmission and allow for discrete cohorts to quarantine in the event of infection without requiring that the entire campus close and shift to virtual learning.</p>
 <p>Health Screenings</p>	<p>Families will be asked to check for COVID-19 symptoms (see page 14) each morning, and students and employees should not proceed to campus if they exhibit symptoms. Daily temperature checks will be conducted for all students upon arrival to campus. School employees will observe students throughout the day, and students with symptoms will be monitored in isolation rooms while parents/guardians are contacted to arrange immediate pick-up or departure.</p>
 <p>Visitors on Campus</p>	<p>Visitors and volunteers will be limited to essential activities only. For the safety of students and employees, all visitors to campus, including parents, tutors, technicians, and service providers, must have permission and make an appointment to come onto campus. Those with an approved appointment will be screened upon arrival to include temperature checks. (These provisions will not apply to parents who remain in cars while dropping-off or picking-up students.)</p>






HEALTH AND SAFETY MEASURES

Continued

 <p>Hand Hygiene</p>	<p>Students and faculty will follow a regular schedule of hand washing or use of hand sanitizer throughout the day. Hand sanitizer dispensers will be available throughout the facilities and at each entrance to ensure convenient access.</p>
 <p>Quarantine and Positive Cases</p>	<p>If a student has a positive test for COVID-19 <i>or</i> is required to stay home for the purposes of quarantine, provisions will be made to support continuity of learning from home during quarantine periods. The Pandemic Response Committee, comprised of healthcare professionals and school administrators, has developed, in conjunction with CDC and ADPH guidelines, specific protocols for returning to school. (More information provided on page 15.)</p>
 <p>Clinic Adjustments</p>	<p>Each campus has been outfitted with an isolation room that is separate from the Nurse's Clinic and is on a separate HVAC system.</p>
 <p>Self-Care and Well-Being</p>	<p>Pedagogy and classroom practices will provide greater attention to student mental health and well-being to build resilience and cope with the stress or anxiety students may experience in this pandemic context. Additional counseling personnel will be added for the school year.</p>
 <p>Other Safe Classroom Practices</p>	<p>Teaching methods will be adjusted to minimize shared equipment or learning materials between students. Classroom practices will reduce transfer of objects between home and school and touching of other students' personal belongings. Classroom furnishings will be minimized to ensure effective cleaning.</p>

HEALTH AND SAFETY MEASURES

Continued

 <p>Facility Updates</p>	<p>All HVAC units have been adjusted to bring in the maximum amount of outside air and filters have been upgraded to the highest possible level for each unit.</p>
 <p>Enhanced Cleaning</p>	<p>Daily cleaning practices will be compliant with CDC recommendations, including the types of cleaning products used and the frequency of cleaning. Additional cleaning personnel will be added for each campus. Special attention will be paid to the cleaning of high touch surfaces throughout the day.</p>
 <p>Community Time, Assemblies, and Other Large Group Gatherings</p>	<p>The School will continue to monitor guidance from health officials regarding gathering sizes. Large group gatherings will be minimized and follow guidelines regarding physical distancing and/or health official guidance.</p>
 <p>Cafeteria and Food Services</p>	<p>Food service options will be reduced. Food options will be provided to students in designated spaces, outside where possible, and with maximum possible distancing when indoors. Self-serve options will not be available. Detailed information for division-specific dining will be provided. As always, students will be able to bring home lunches to school as well.</p>
 <p>Off-Campus Trips</p>	<p>All grade-level overnight trips and multi-day off-campus experiences will be suspended. Decisions regarding local field trips and athletic competitions will be assessed individually, depending on conditions at the time.</p>

COVID-19 SCREENING

As part of the School's safety and health efforts during the COVID-19 pandemic, parents or guardians will screen students each morning prior to the beginning of the school day.

Parents should not send their child to school and should contact the school nurse if their child exhibits any of the symptoms listed in section 1 or has tested positive or had potential exposure, as defined in section 2, below. Anyone who has tested for COVID-19, regardless of reason, should self-quarantine at home while awaiting test results.

The School will conduct daily temperature checks and parents will be contacted to arrange for immediate pick-up or departure for their child if he or she exhibits any symptoms or indications as noted below*.

Section 1: Symptoms

- Fever or chills
- Sore throat
- Cough
- Shortness of breath or difficulty breathing
- Diarrhea, nausea or vomiting
- New loss of taste or smell
- Muscle or body aches or fatigue

Section 2: Confirmed Case / Close Contact / Potential Exposure

- Tested positive for COVID-19 in the past 14 days
- [Close contact](#) (within 6' for at least 15 minutes) with a person with confirmed COVID-19 within the past 2 days

**Screening list will be updated as necessary to follow CDC, ADPH, and local community health and safety guidelines and will be shared with parents.*

Additional Athletics Screenings: Students who are participating in after-school athletic practices or competitions will be re-checked for fever prior to practice / competition.

SCHOOL PARTICIPATION

[Click here to view a detailed flowchart](#) providing the most current guidelines for students or employees on the progression back to school after illness, based on recommendations from the CDC and ADPH.

The school nurse will work directly with individual cases, to include a consultation prior to the return to school. Current guidelines for school participation follow and will be updated and communicated as needed.

Screening Section 1 (symptoms)	Screening Section 2 (exposure / positive)	School Participation
No	No	Eligible to participate immediately
Yes	No	Fever-free without fever reducing medication for 24+ hours AND symptoms have significantly improved
Yes	Yes	10 days from onset of symptoms AND 24 hours fever-free without fever reducing medication AND symptoms have significantly improved
No	Yes, tested positive	10 days since positive test AND 24 hours fever-free without fever reducing medication
No	Yes, confirmed exposure	10 days since exposure AND remains asymptomatic AND continues to monitor through day 14

NOTE: Asymptomatic individuals who have had a confirmed case of COVID-19 in the past 3 months are excluded from quarantine requirements AFTER consultation with a school nurse.

SCHOOL RESPONSE TO POTENTIAL/CONFIRMED CASES

- The school will have specific protocols for responding to potential or confirmed cases of COVID-19 in students or employees. **In all cases**, individuals who present with symptoms or exposures defined in sections one or two of the screening noted previously will be isolated under the supervision of a school nurse, will leave campus immediately, and will be referred to their healthcare provider. School participation protocols will then guide the return to school.
- **In all instances**, the school nurse or appropriate administrator, and Human Resources in the event of an employee, will follow up with the individual / family.
- **When a student or employee develops or reports symptoms, with no known exposure**, the school will follow cleaning and sanitation protocols, after which the activity (class, practice, office work) may continue.
- **When a student or employee develops or reports symptoms and has a known close-contact exposure, or when the school receives a report that an individual has tested positive for COVID-19**, the school will follow cleaning and sanitation protocols for all areas occupied by the individual. The school nurse will notify families of individuals who have been in class, practice, or otherwise had contact with that individual of the situation. Should there have been a known close-contact exposure (within 6' for at least 15 minutes with or without a face covering), the notification will indicate that and the individuals in close-contact will follow school participation protocols. If there has been no known close-contact exposure, the class / team / office may continue following cleaning protocols.

FACE COVERINGS



Face coverings are a practical piece of personal protective equipment as we deal with the pandemic, which is why they are to be worn by all students, employees, and visitors on campus. Randolph School requires that face coverings:

- Cover the nose and mouth
- Be a minimum of two layers of fabric
- Be sized appropriately for your child
- Loop over the ears or head (so that they need not be tied)
- Be appropriate for an educational setting and not cause a distraction to the classroom environment or learning process.
- Be free of large print text or large logos (Randolph/Raider logos and educational graphics are acceptable)

Additionally:

- Solid colors and patterns are best, with no limits on colors.
- Label your child's face covering with his or her name.
- Face shields may be worn in addition to masks, not as a substitute.
- Any respirator or mask with an exhalation valve must be covered with a cloth or disposable face covering.
- Neck gaiters/buffs are only allowed to be used by students engaged in exercise during athletic practices.
- To ensure appropriateness for the educational setting, any designs outside of the listed requirements above must receive advance approval from the division offices prior to students wearing them to class and school-related events.

CAMPUS VISITORS

Safety is our number one priority, and Randolph is committed to doing everything we can to prevent the spread of COVID-19 and protect our students, faculty, and staff. To minimize risk, our Visitor Protocol for 2020-2021 limits campus visitors during the pandemic.

We encourage all families to refrain from scheduling student appointments (e.g. dentist visits) during your child's scheduled on-campus time. Should it be necessary for you to drop off or pick up your K-8 child outside of the scheduled arrival and dismissal times, please notify the appropriate division office in advance. When arriving on campus, parents should remain in their car and call the division office so that your child may be accompanied by school personnel. You will be required to sign the child in or out, per directions provided by the division office. Students in Upper School will follow the check-out / check-in procedures, which require parent permission.

Campus access this year will be limited to students, employees, and essential visitors only. While in a typical year, we love to welcome parents, alumni, and others to campus, this is not possible this year in order to minimize the number of persons on campus and thus reduce the potential for any exposure to COVID-19.

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CAMPUS VISITORS

Continued

- Essential visitors (e.g. equipment repair persons) must have permission and make an appointment to come onto campus.
- Appointments should be scheduled between 8:00 a.m. and 4:00 p.m.
- Essential visitors to the Drake Avenue campus will enter through the main doors to the 7/8 Building, and those to the Garth Road campus will enter through the front door of the Nichols Academic Building.
- Masks are required for all visitors on campus, and visitors will be temperature checked and required to complete a screening questionnaire.
- Upon successful completion of the screening questionnaire, the visitor will receive a visitor badge and be escorted by their point of contact throughout their visit.

Boxes will be available outside primary campus building entrances for parents or others who may need to drop off an item for their child or an employee during the school day. In these instances, the individual should ring the doorbell and let the administrative assistant know that they are leaving an item. The School will then retrieve the item and deliver it to the student or faculty member.

We look forward to the time when we can again safely welcome parents, alumni, tutors, and other guests to campus, and we are grateful for the understanding and support of all during this challenging time. Together we can work to provide a safe and healthy learning environment for Randolph students.



ACCOMMODATIONS AND SUPPORT

Raider Relief Fund

The Raider Relief Fund provides direct support to our students in the upcoming school year whose families have been impacted by COVID-19 and are finding it difficult to provide tuition, school supplies, uniforms, and other direct educational expenses. If you have questions, contact us at raiderrelief@randolphschool.net.

Health Services

We are aware that feelings of anxiety can be heightened in situations such as this. Our Health Services team is here to support you. If your student has any social, emotional, academic or health concerns, please reach out to school counselors [Vanessa Robinson](#) (Lower School), [Savannah Short](#) (Middle School), [Leslie Shelor](#) (Upper School), or nurses [Deb Smith](#) (Garth Campus) or [Kim Dunar](#) (Drake Campus).

FREQUENTLY ASKED QUESTIONS

All information provided here is subject to change as guidance is updated from the CDC, ADPH, and other guiding agencies. Updates will be provided as guidance changes.

Can an individual who has had a [close-contact exposure](#) to COVID-19, but has not experienced symptoms, return to school after receiving negative COVID-19 test results?

Not until they have quarantined for the prescribed period defined in the Return to School plan and cleared their return with the school nurse. We have adopted a time- and symptom-based strategy for a return to campus, per guidance of the CDC and ADPH. Concerns of accuracy, predictability (negative one day does not mean negative the next day), and of protecting limited testing supplies support this position.

Does the School require a negative test for Return to School for a person who has previously tested positive for COVID-19?

No. The School is following the current CDC guidance for isolation for individuals who have tested positive for COVID-19 which call for a time- and symptom-based strategy. Concerns of accuracy and of protecting limited testing supplies support this position. This guidance is consistent with that of the ADPH and has been reviewed with the School's Medical Advisory Team.

If a person has recovered from COVID-19, do they still have to quarantine if they have a new exposure?

Per [CDC guidelines](#), people who have tested positive for COVID-19 do not need to quarantine or get tested again for up to 3 months as long as they do not develop symptoms again. These individuals should consult with a school nurse.

FREQUENTLY ASKED QUESTIONS

Continued

How do I know whether my child should be tested for COVID-19?

The decision to test for COVID-19 should be made in consultation with an individual's primary physician or healthcare provider.

How is the decision made to change learning levels?

Randolph's Pandemic Response Committee evaluates community and school metrics on a daily basis and consults regularly with our Medical Advisory Team to assess health and safety conditions that affect our learning environment. Any decision to change learning levels will be carefully evaluated and communicated with families as quickly as possible.

May students participate in virtual classes any time they are absent?

Student participation in virtual classes should be coordinated through division heads and division virtual learning coordinators. Depending on the division, it may take a day or two to enroll a child in our virtual learning program. Students should not join virtual classes without permission from the virtual learning coordinator and should work with their division heads and individual teachers to coordinate schoolwork during that waiting period.

Continued

FREQUENTLY ASKED QUESTIONS

Continued

When could a quarantine extend beyond 10 days?

The School Participation Guidelines outline the criteria for a return to school, including permission from a School Nurse. Quarantine is intended to physically separate a person exposed to COVID-19 from others. The quarantine period of individuals who have been exposed to COVID-19 is 10 days from the LAST date of exposure, if the quarantined individual remains asymptomatic and continues to monitor symptoms through day 14. Thus, individuals who live in a household with a COVID-positive person must remain physically separate from that person for the quarantine period, as that person is considered positive for 10 days. When separation is not possible, the quarantine period extends for 10 days from the last date of exposure. (e.g. An individual who does not separate from the positive person will be quarantined for the full isolation period of the positive individual plus 10 days.

What are the guidelines for individuals who require rescue inhalers?

Students or employees may not use rescue inhalers in an enclosed space unless they use an AeroChamber (spacer). Lower and Middle School students should see the School Nurse for rescue inhaler use. Upper School students and employees may use rescue inhalers outside, or inside with an AeroChamber. We will not be using nebulizer treatments on campus. Individuals requiring treatment with a nebulizer should be treated at home.