



HEALTH AND SAFETY PLAN

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Mission Statement

To provide a learning environment that is appropriate for academically bright and gifted children who are motivated to learn and have demonstrated the potential for the scholastic achievement necessary to succeed in a challenging academic program in order that they may become positive, productive, and respectful members of society.

I. Process & Contact Information

The Administration and Board of Trustees members have teamed to establish our response to COVID-19. In a collaborative effort, ACS created a School Re-Opening Committee with two task forces: *SAFE ACS* and *Academic Continuity and Scheduling Task Force*.

Our health and safety protocols are designed to protect the entire Avery Coonley community—students, families, faculty, staff, and visitors. With guidance issued by the Centers for Disease Control and Prevention (CDC), Illinois Department of Health (IDPH), the DuPage Department of Health, Illinois State Board of Education (ISBE), ACS created a plan for safely resuming school for the fall of 2020. Additionally, guidance from 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) was considered in establishing safety protocols and procedures.

The goal of this plan is to guide a safe re-opening of campus. This plan reflects our current knowledge and will be updated as new information is made available.

As we continue to work together to navigate the COVID-19 pandemic, we appreciate your partnership with Avery Coonley to support the education of your children. We invite you to reach out if you have questions, concerns, or suggestions about this Health and Safety Plan. Please send your thoughts to: covidresponse@averycoonley.org.

We are committed to serve you and your children in extraordinary ways in the year ahead.

With appreciation,

Paul Druzinsky, Head of School and the Senior Administrative Team

II. Task Force Committee Members

Peter Brown
Assistant Head of School/Chief Financial Officer

Rose Ciccione
School Nurse

Andrew McCormick
Director of Facilities

Dr. Raj Goyal
Physician/Trustee/ACS Parent

Dr. Julia Espel
Pulmonary Specialist/ACS parent

Caer-Eve McCabe
President of the Home & School Association/ACS Parent

JP Ramirez
Vice-President of the Home & School Association/ACS Parent

Katie Arnold
Group One Teacher

Lauren Evans
Early Childhood Teacher

Donna Wetta
Middle School Science Teacher and Department Chair

Neola Edwin
Group Eight Student/Student Council President

III. Confidence in Our Community

Even though the way we gather, share, and celebrate may change, ACS is dedicated to maintaining our values of academic achievement, character development, self-reliance, self-confidence, independent thought, and personal fitness. Just as we re-imagined and shifted our graduation ceremony for our Group Eight Class of 2020, transformed the end-of-the-year Spring Fair event, and celebrated the last days of school via pick-up and drop-off, students will continue to enjoy the traditions of ACS next year in a safe and responsible way.

Providing a safe and healthy learning environment for the ACS community is our highest priority. The Health and Safety Task Force has developed guidelines to allow for a safe start of the 2020-2021 school year for in-person, on-campus teaching and learning during the COVID-19 pandemic.

IV. Re-Entry Planning

ACS is preparing for potential waves of interruption to on-campus learning. If our local community experiences a spike in COVID-19 cases and an interruption of physical operations occurs, a shift to distance learning will happen immediately. If the determination to move to distance learning is made prior to 3:00 PM, then distance learning will occur the following day. If the decision is made after 3:00 PM, the following day will be a non-attendance day.

Students will be equipped with a distance-learning kit if on-campus instruction transitions to a distance learning model. While the materials will vary by group level and LS/MS division, books and supplies will be readily accessible if an interruption occurs.

Avery Coonley School will publish a detailed re-entry plan for each division on August 3, 2020. A determination about the specifics of grouping strategies, staggered entry and dismissal procedures, movement flow throughout the building, and interdivisional class structure will be shared at that time. Specific information about our re-entry plan will be posted on our website at www.averycoonley.org under the parent tab and the COVID-19 Response button.

V. Health and Safety Procedures

Procedures to protect the health and safety of the Avery Coonley community fall into three main categories: Protect, Distance, and Disinfect.

Protect

All faculty, students, and staff must stay home if they are exhibiting any signs of illness. If symptoms arise during the school day, parents will be notified and the individual will be sent home promptly. Any siblings of the ill student will also be sent home. A student is expected to be picked up within a 45-minute time period. If a parent is not able to arrive within that time frame, the next emergency contact will be called. Any student with infectious symptoms will remain in a separate, monitored isolation room, while students with injuries will remain in the Health Office.

Symptoms of illness include:

1. Vomiting or diarrhea during the last 24 hrs.
2. Fever/chills/generalized body aches *Fever is noted as 100F, oral or temporal.
3. Bacterial infections that are within the first 24 hrs of treatment (strep throat, bacterial conjunctivitis).
4. Rash (medical clearance note required to attend school).
5. COVID-19 signs and symptoms including cough, shortness of breath, fever, chills, body aches, headache, sore throat, loss of taste or smell, abdominal discomfort, nausea, vomiting, or diarrhea.

Individuals experiencing signs or symptoms of COVID-19 are advised to contact their health care provider (not a family member) for an evaluation and test. A medical note and/or school nurse approval is required to return to school. If COVID-19 is diagnosed, a student/staff/faculty member may not return to school until they are illness/symptom-free for 24 hours without medication and 10 days have passed since the start of the symptoms. Household members and close contacts must isolate at home while awaiting laboratory test results. If no test is performed and COVID-19 is suspected, the student and all household members must stay home for 14 days. With an alternative diagnosis (not COVID-19) confirmed by a physician, the student may return when symptom free for at least 24 hours without fever reducing medication.

The school will contact the DuPage County Health Department if notified of a positive diagnosis of COVID-19 by a parent or staff member. ACS will follow the direction of the Health Department and assist with contact tracing. ACS will follow all CDC and Health Department protocols to sanitize or temporarily close any at-risk areas of the school.

The ACS school community will be notified via email of any known COVID-19 illness by the school nurse within 24 hours.

During Phase 4, the School will have limited hours of operation. Please be aware that families will not be allowed to arrive on campus prior to 8:00 am. Anyone arriving before 8:00 am will be asked to leave and return when the campus is open.

All individuals who enter the school building must have their temperature taken upon arrival and be symptom free. Each school day, prior to 7:30 am, all students, faculty and staff members will complete a symptom questionnaire, including a temperature check, using the SchoolPass app. Temperatures will be checked by school personnel as students exit their vehicles in the car line. Students must have a mask on as they exit their vehicle.

Drop-off Procedures:

If dropping off a *Middle School* student, please follow these procedures:

- Pull all the way forward to the sign located in front of the music rooms.
- Make sure your child(ren) have their masks on.
- Have the child exit the car and wait next to it.
- A staff member will take the child(ren)'s temperature. If the temperature is below 100.0°F, the child will be instructed to enter the building at the main entrance (by the Bell Tower.) Then, proceed to drop off any Lower School student or leave the campus.
- If a child has a temperature in excess of 100.0°F, they will be asked to get back in the car. Follow the protocols in place for a child with a fever.
- All students are asked to wash their hands at either one of the exterior sinks or one of the sinks once they enter the building.

If dropping off a *Lower School* student, please follow these procedures:

- Pull all the way forward to the white canopy.
- Make sure your child(ren) have their masks on.
- Have the child exit the car and wait next to it.
- A staff member will take the child(ren)'s temperature. If the temperature is below 100.0°F, the child will be instructed to enter the building at the main entrance (by the Bell Tower.) Then, proceed to drop off any EC student or leave campus.
- If a child has a temperature in excess of 100.0°F, they will be asked to get back in the car. Follow the protocols in place for a child with a fever.
- All students are asked to wash their hands at either one of the exterior sinks or one of the sinks once they enter the building.

If you are dropping off an *EC student*, please follow these procedures:

- Pull all the way forward to Gatehouse entrance.
- Make sure your child(ren) have their masks on.
- A faculty member will reach in and take the temperature of the child. If the temperature is below 100.0°F, the child will be instructed to enter the building. Then, exit campus.

- If your child has a temperature in excess of 100.0°F, you should then follow the protocols in place for a child with a fever.
- All students will be asked to wash their hands once they enter the building.

If you have children in multiple divisions, please drop off the Middle School child(ren) first, then the Lower School child(ren) and finally EC child(ren).

Pick-Up Procedures:

The school will be using School Pass this year to automatically sense cars' arrival on campus. Once a license plate has been detected, a message will appear on the display in the student(s) classroom, letting the teacher know that the family vehicle has arrived. Students will have washed their hands, gathered their belongings, and will walk directly outside using either the South door (LS) or Main door (MS) to wait for their car to pull up at either the LS or MS drop off spot. EC students will be brought out to waiting cars.

There will be After School care available, except on early dismissal days. After School will be indoors and students will remain at individual, socially distanced, tables.

Carpooling is permitted; however, we strongly recommend students share carpools within their cohorts only. If a student registers a fever of 100F or higher when checked at the car line, that student (and any other students in the car) will not be permitted to enter the campus and must follow the health and safety guidelines.

Visitors will be restricted to those who are essential. All visitors must wear a mask, have their temperature taken at check-in, and sanitize their hands.

The school nurse will monitor absenteeism and identify any illness trends amongst the students and staff.

All ACS employees will wear a face mask while in shared spaces on campus. Students must always wear face masks when indoors on the campus. If students are unable to maintain six feet of social distancing outside, they must wear a mask outside as well.

Face masks must cover the individual's face and mouth; masks should fit snugly but comfortably, and be easy to apply and remove independently. Masks may be disposable or fabric and must be fastened securely with ear loops or ties. Any face mask that contains a valve undermines the protection for which they are intended and is therefore unacceptable. Medical clearance is required of any child or staff member if there is a diagnosis (such as difficulty breathing) that would preclude them from using a mask.

Students should bring two clean masks daily to school. At the start of the year, parents are asked to provide two additional masks as back-ups, which will be kept in the classroom in the child's personal bin. Students must also bring two plastic zip-top sandwich bags with the student's name on each bag. One bag should be labeled "clean" and the other bag should be labeled "dirty" to help students organize their masks. If a student forgets a mask, a disposable one will be provided.

Classes will not rely on shared supplies (crayons, scissors, pencils, etc.) to reduce the risk of contamination. All students will be supplied with their own, individual, set of supplies that will be kept in a bin at their desk. Additionally, lockers/cubbies will not be used this year. Each student will be provided a large bin next to their desk in which to keep their outerwear and any school supplies that would typically be stored in their lockers/cubbies.

Proper handwashing techniques and covering of coughs/sneezes will be reinforced daily.

For students' protection, water fountains will be closed. However, water bottle filling stations will be available, and each student should continue to bring in a filled water bottle every morning.

Signage regarding the signs and symptoms of COVID-19, proper handwashing, respiratory etiquette, and how to properly wear a face mask will be placed around the school.

All Heating, Ventilation and Air Conditioning (HVAC) systems will be set to allow for the maximum amount of outside air to enter, as possible for each system, while still maintaining proper temperature for the room.

ACS is installing 54 active ionic oxidation air purifiers in the building's air side HVAC equipment that utilizes Photocatalytic Oxidation (PCO) technology to help to neutralize COVID-19.

Distance

Six foot social distancing will be practiced whenever possible.

In order to keep everyone safe, parents, caregivers, and other family members will not be allowed to exit their vehicles on campus or enter school buildings while the State of Illinois is at Phase 4, unless otherwise directed by the administration. If deemed essential and pre-approved by the administration, any visitors who are permitted on campus, must wear masks, have their temperatures taken, and sanitize their hands upon entering the school at the receptionist's desk.

No field trips will occur until it is deemed safe for the students to travel outside of the school community.

Interdivisional student interactions will be limited to virtual interactions. Early School students will not physically mix with Lower School students; Lower School students will not physically mix with

Middle School students. Further restrictions within divisions will limit the total number of students with whom any one student will interact during the day, creating student “cohort” groups.

Zones will be designated for recess to limit intermixing of “cohort” groupings. Outdoor space will be utilized to its full potential for instructional and social purposes.

Desks will be spaced apart to allow for social distancing. Current plans are for six foot spacing between desks. Desks/tables in many rooms will have plexiglass dividers attached to them. This will allow students the opportunity to remove their masks in order to eat their lunches. Removing masks during lunch will be the only time that students may remove their masks while indoors. To help prevent cross contamination, microwaves will not be available for use. Parents are asked to send students to school with lunches that do not require heating. To limit the number of individuals entering the building, delivery of lunches by family members or delivery services will not be permitted.

Spaces in the building may be modified to serve as either additional classroom space or breakout space for classes. Circulation up and down stairwells and will be monitored and controlled. Travel through the cloister will have a one-way traffic flow at certain times of the day.

Classes will be held outside, whenever feasible. Please make sure your student is adequately dressed for the weather. Each grade level will have their own outside space for the day, and each student will be provided a portable seat cushion to be used for outdoor lessons.

Recess will be held outdoors as frequently as possible. Each cohort of students will have their own pre-determined area of the grounds on which to play. Within their cohorts, as long as students remain socially distanced, masks may be removed.

There will be a rotating schedule outlining locations for each cohort’s recess area for each day. Classes will alternate between open areas, the black top, the playground, and the challenge course. Cohorts will be socially distanced from each other during recess.

Disinfect

Adequate supplies will be provided for proper hand hygiene (soap, paper towels, hand sanitizer, disinfecting wipes, and spray).

High touch surfaces of the building will be wiped down throughout the day and deep cleaned each evening. All desks/tables/chairs in the classrooms will be disinfected throughout the day and deep cleaned at the end of each day. All disinfectant is approved by the CDC for fighting COVID-19 and meets the EPA standards for child safety.

Respiratory etiquette must be practiced at all times. Etiquette includes: covering the mouth and nose when coughing or sneezing, using tissues and throwing them away after each use, and washing hands or using hand sanitizer after each occurrence.

Hand sanitizer stations will be placed at all building entrances. Bottles of hand sanitizer will be available in every classroom and work area to be used by faculty, staff, and students. Hand washing areas will also be available throughout the school.

Ongoing hand hygiene will be consistently reinforced when entering the building, changing environments, after using the washroom, and before and after eating.

Washrooms have many touch points (flushing valves, toilet seats, sinks, paper towel dispensers, door handles, etc.) and also toilets spread virus via aerosol droplets when flushed. In order to help protect everyone, ACS has adopted the following washroom procedures:

- All washroom doors will be propped open to prevent the need for touching door handles.
- Only one student will be allowed in a washroom at a time.
- The school is working on replacing washroom faucets with automatic faucets to reduce the need to touch handles.
- Each sink has a touchless 20 second countdown timer. Students are asked to start the timer by waving their hand in front of the sensor when they begin washing their hands and then again when it completes its 20 second cycle.
- Whenever possible, washrooms will be disinfected by staff between uses.
- All washrooms will be thoroughly cleaned and disinfected several times per day.

This health and safety plan document is subject to revision to reflect changes in state health guidelines.