

ROCKBRIDGE

A C A D E M Y

COVID-19 Preparedness & Response Guide

2020-2021 School Year



COVID-19 Preparedness and Response Guide: 2020-2021 School Year

Rockbridge Academy is a K-12 private school of approximately 330 students currently located on two campuses. The Grammar School (K-6) operates at 608 Evergreen Rd. in Crownsville while the Upper School (7-12) operates at 911 Generals Hwy, Millersville.

The following COVID-19 Preparedness and Response Guide defines *precaution levels* and *prevention protocols* for the coming school year. Precautions and protocols were created referencing recommendations from the federal, state, and local government and best practices shared among private schools. Rockbridge Academy is committed to instruction that is seamless and effective regardless of whether it is delivered in person or remotely. We would like to acknowledge the ongoing contributions of Rockbridge Academy faculty, staff, parents, and health professionals in our community, resulting in this and future refinements to our community's response to this pandemic.

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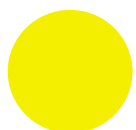


PRECAUTION LEVELS

Color designations signal precautionary actions appropriate to the level of COVID risk present. State and local risk levels and tools such as [Harvard Global Health Institute \(HGHI\) local risk tracking tool](#) will be consulted.



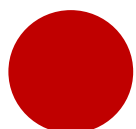
GREEN: *Low Risk*, normal level of activity on campus, with prevention protocols only as needed. This level will likely coincide with HGHI code green or overall Maryland Phase 3.



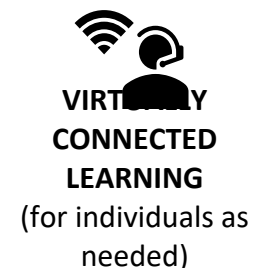
YELLOW: *Moderate risk* with necessary prevention protocols. Likely coincides with HGHI code yellow or orange or with Maryland Phase 1 or 2.



ORANGE: *Increased risk* with necessary prevention protocols. Likely coincides with HGHI code orange, with Maryland Phase 1 or 2, or increased local concern.



RED: *High risk* necessitates school closure for any duration. Likely coincides with State shelter-in-place orders, HGHI code red, or in the event of staff or student COVID-19 diagnosis.



NOTE: Descriptions above are general. The Administration will set the Precaution Level after weighing all circumstances contributing to safety and practicality. Individual classrooms or the respective campuses may be required to adhere to more restrictive precautions based on the circumstances.








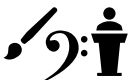

PREVENTION PROTOCOLS







Color designations signal precautionary actions appropriate to the level of COVID risk present. State and local risk levels and tools such as [Harvard Global Health Institute \(HGHI\) local risk tracking tool](#) will be consulted.

PROTOCOL MATRIX

	COVID-GREEN Low Risk	COVID-YELLOW Moderate Risk	COVID-ORANGE Increased Risk	COVID-RED High Risk
Access to Campus 	<ul style="list-style-type: none"> Complete a symptom self-assessment along with normal check-in procedures. 	<ul style="list-style-type: none"> All staff, parents, visitors will be asked to: <ul style="list-style-type: none"> ✓ Wear a mask ✓ Complete a symptom self-assessment through <i>School Pass</i> ✓ Temperature check ($\leq 100.4^{\circ}$) ✓ Use hand sanitizer at entry points 	<ul style="list-style-type: none"> Essential visitors only to follow yellow access protocols at entry. 	Restricted access
Aftercare Operations 	Normal Operation	<ul style="list-style-type: none"> Reduced number of students No drop-ins allowed Students will sanitize hands prior to entering and leaving classroom Aftercare employees will sanitize hard surfaces For dismissal, parents to ring and wait at door 	Same as Yellow	N/A
Athletics 	<ul style="list-style-type: none"> All regularly scheduled activities allowed with administrator approval 	<ul style="list-style-type: none"> Outdoor contact sports (soccer/lacrosse): No competitive league play. Intramural training and scrimmaging for Varsity and Middle School. Outdoor non-contact sports (cross-country): training and competitive meets held with social distancing protocols in place 	Same as Yellow	No Athletics

	COVID-GREEN Low Risk	COVID-YELLOW Moderate Risk	COVID-ORANGE Increased Risk	COVID-RED High Risk
Classroom Ventilation 	Normal Operation	<ul style="list-style-type: none"> Teachers encouraged to open windows, doors, or set AC units on fan mode to ensure consistent circulation of air. Filters will be changed/cleaned consistently. 	Same as Yellow	N/A
Classroom Setup-Cohorting 	Normal operation	<ul style="list-style-type: none"> K-6 students segregated into classroom cohorts through the day. 7-12 teachers move between classes. As much as possible students remain in same classroom. All classroom desks socially distanced and class size limited based on room size. Teachers and students will sanitize their hands prior to entering and leaving classroom 	Same as Yellow	N/A
Cleaning 	<ul style="list-style-type: none"> Normal nightly cleaning & disinfecting routine by janitorial staff 	<ul style="list-style-type: none"> Office Staff to disinfect bathroom sinks mid-day. Students and teachers disinfect their surfaces in middle and at end of the day. Normal nightly cleaning & disinfecting routine by janitorial staff 	Same as Yellow	Deep cleaning of entire facility before school resumes

	COVID-GREEN Low Risk	COVID-YELLOW Moderate Risk	COVID-ORANGE Increased Risk	COVID-RED High Risk
Communication and Contact Tracing 	<ul style="list-style-type: none"> Normal operation 	<ul style="list-style-type: none"> School Pass app to be used for daily management of symptom assessments. Health officer will track School Pass data, absenteeism, and word of mouth reporting, communicating with administration, families, and Health Department as needed. 	Same as Yellow	As Needed
Dismissal 	<ul style="list-style-type: none"> Normal operation 	<ul style="list-style-type: none"> EVERGREEN – Normal operation with facemasks. Carline cue socially distanced. BALDWIN – Normal operation with facemasks. Students must exit building immediately. Facemasks required outdoors. 	<ul style="list-style-type: none"> Same as Yellow 	N/A
Electives (Upper School) Specials (Grammar School) 	<ul style="list-style-type: none"> Normal operation 	<ul style="list-style-type: none"> Grammar students will sanitize their hands prior to entering and leaving gym, music room, etc. Teachers/students will sanitize hard surfaces between classes. Upper School Electives: Teachers and students must wear a face mask. 	<ul style="list-style-type: none"> Grammar specials teachers to instruct in classrooms, must wear a face mask, and must sanitize hands upon entering classrooms. Elective functions may be modified to limit mixing of grades. 	N/A
Facemasks 	<ul style="list-style-type: none"> Optional in classrooms, indoor public areas, and outside. 	<ul style="list-style-type: none"> Indoor Public Spaces: Masks required (hallways, bathrooms, etc.). K-3rd grade students: Masks may be removed upon entering the classroom.* 4th-12th grade students: Students may remove masks in classrooms when the entire class is seated.* Teachers: Face shields or masks to be used by teachers while teaching in front of class but may be 	<ul style="list-style-type: none"> Indoors, Public Spaces and Classrooms: Masks required for all except for eating, drinking, and other short breaks at the teacher's discretion. * Teachers: Masks to be used by teachers while teaching in front of class. Outdoors: Masks required when not socially distanced or engaging in 	N/A

	COVID-GREEN Low Risk	COVID-YELLOW Moderate Risk	COVID-ORANGE Increased Risk	COVID-RED High Risk
		<p>removed at desk.</p> <ul style="list-style-type: none"> Outdoors: Masks required when not socially distanced or engaging in physical activity. <p><i>*Teachers may exercise discretion requiring masks with certain activities.</i></p>	<p>physical activity.</p> <p><i>*Teachers will be required to incorporate mask breaks throughout the day at a minimum set by the admin.</i></p>	
Field Trips 	<ul style="list-style-type: none"> All regularly scheduled activities allowed with administrator approval 	<ul style="list-style-type: none"> Outdoor field trips only if approved by administration. Masks worn if carpools are used. 	<ul style="list-style-type: none"> No Field Trips 	No Field Trips
Hallway Transitions   	<ul style="list-style-type: none"> Normal operation 	<ul style="list-style-type: none"> Teachers will transition; students will not move except for co-curricular classes (grammar) or electives and math/Latin tracking (upper school) Upper School, announced, cascading hallway transitions when needed. Restroom Breaks – Visits staggered by class, socially distanced as they wait. Staggered locker visits 	Same as Yellow	N/A
Lunch 	<ul style="list-style-type: none"> Normal operation 	<ul style="list-style-type: none"> Lunch outside when possible. Lunch in classroom. Students must remain seated. 	Same as Yellow	N/A
Morning Drop-off 	<ul style="list-style-type: none"> Car line drop-off Parent walk-in allowed 	<ul style="list-style-type: none"> Car line drop-off only Parents who need to enter must park and be screened at office 	Same as Yellow	N/A

	COVID-GREEN Low Risk	COVID-YELLOW Moderate Risk	COVID-ORANGE Increased Risk	COVID-RED High Risk
Programs & Events 	<ul style="list-style-type: none"> All regularly scheduled activities allowed with administrator approval. 	<ul style="list-style-type: none"> Events outside of classrooms will be held virtually unless approved by administration, subject to social distancing considerations 	<ul style="list-style-type: none"> All virtual unless approved by administration 	All Virtual
Recess 	<ul style="list-style-type: none"> Normal operation 	<ul style="list-style-type: none"> Students will sanitize their hands before and after use of community equipment Staggered recess schedule 	Same as Yellow	N/A
Restroom 	<ul style="list-style-type: none"> Normal operation 	<ul style="list-style-type: none"> Staggered breaks that are scheduled while practicing 6' social distance protocol 	Same as Yellow	N/A
Supplies 	<ul style="list-style-type: none"> Normal operation 	<ul style="list-style-type: none"> Students will sanitize their hands prior to use of community supplies and tools Classroom teacher will sanitize hard surfaces and community supplies and tools periodically throughout the day 	Same as Yellow	N/A
Symptom Screening (less than 100.4°) 	<ul style="list-style-type: none"> Students and staff to check temperatures and symptoms at home. before coming to school. 	<ul style="list-style-type: none"> School Pass app to be used for daily symptom assessments Student temperatures will be spot checked at car line. Staff/Faculty will self-assess symptoms before entering school building. 	<ul style="list-style-type: none"> All student temperatures will be checked at car line. Staff/Faculty will self-check temperatures at building entry. 	N/A
Transportation 	<ul style="list-style-type: none"> As normal 	Families providing their own transportation to and from school, athletics, and any school events.	Same As Yellow	N/A

Attachment

Decision Aid: Exclusion and Return for Laboratory Confirmed COVID-19 Cases and Persons with COVID-19-like Illness in Schools, Child Care Programs, and Youth Camps

For the purposes of this decision aid, COVID-19-like illness is defined as: New onset cough or shortness of breath **OR** At least **2** of the following: fever of 100.4° or higher, chills, shivering, muscle pain, sore throat, headache, loss of sense of taste or smell, and gastrointestinal symptoms (nausea, vomiting or diarrhea). **NOTE:** This definition was adapted from the clinical criteria in the [CDC case definition of a probable case of COVID-19](#).

Person (child, care provider, educator, other staff) with **ONE NEW** symptom not meeting the definition of COVID-19-like illness.

Exclude person and allow return when symptoms have improved and criteria in the [Communicable Diseases Summary](#) have been met as applicable. If person develops symptoms of COVID-19-like illness, follow processes below for person with COVID-19-like illness.

An **asymptomatic person** (child, care provider, educator, other staff) tests positive for COVID-19.

The asymptomatic person should stay home for 10 days from positive test.

Close contacts should stay home for 14 days from the date of last exposure **even if they have no symptoms or they have a negative COVID-19 test done during quarantine.**

Person (child, care provider, educator, other staff) with COVID-19-like illness.

- Exclude person and recommend that they talk to their health care provider about testing for COVID-19 or whether there is another specific diagnosis.
- The person should isolate pending test results or evaluation by their health care provider.**
- Close contacts of the ill person should quarantine per [CDC guidelines](#).**

Person has positive test for COVID-19.

Person does not receive a laboratory test or another specific alternative diagnosis by their health care provider.

Person has negative test for COVID-19.

Health care provider documents that the person has another specific diagnosis (e.g. influenza, strep throat, otitis) or health care provider documents that symptoms are related to a pre-existing condition.

The ill person should stay home at least 10 days since symptoms first appeared **AND** until no fever for at least **24 hours** without medication **AND** improvement of other symptoms.

The ill person should stay home until symptoms have improved and criteria in the [Communicable Diseases Summary](#) have been met as applicable.

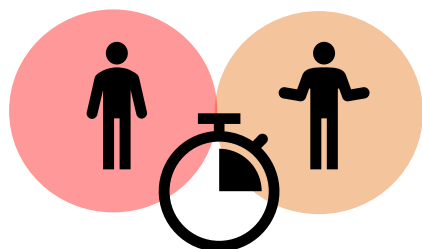
The person should consider being tested/retested for COVID-19 if symptoms do not improve.

Close contacts DO NOT need to stay home as long as they remain asymptomatic.

I have no symptoms, but I may have been exposed to COVID-19. What do I do?

Answer these 3 questions in order...

1 Was it significant?

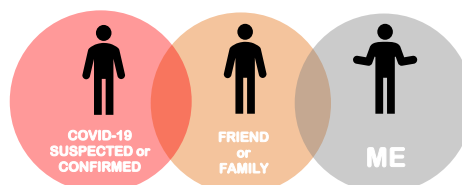


Significant Exposure means close contact (less than 6 feet, masked or not) with an individual for more than 15 minutes.

YES? Go to steps 2 & 3.

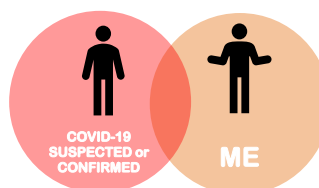
NO? No action needed.

2 To what degree?



2nd Degree Exposure?

I was exposed to someone who was exposed to a person with suspected² or confirmed diagnosis. Exposures were significant.



1st Degree Exposure?

I was exposed to someone with suspected² or confirmed diagnosis. Exposures were significant.

3 What may I do?

	Exposed to a suspected case of COVID-19	Exposed to a confirmed case of COVID-19
2nd Degree Exposure	I am clear for campus.	I am clear for campus but must log my exposure with my principal for follow-up.
1st Degree Exposure	Quarantine 14 days since last exposure or until the person I was exposed to is cleared. Use VC-Learning ¹	Quarantine 14 Days or until I have a clear test taken a minimum 4 days after last exposure. Use VC-Learning ¹

¹ Virtually Connected Learning

² A suspected case is a situation where the individual has not tested positive but is being tested or has been directed to self-quarantine based on symptoms.

Notification Procedures for Confirmed Cases of COVID-19

- Internal tracking and management of COVID-19 self-assessments and cases will be the responsibility of the school's health officer through the tracking and notification system ***School Pass***[®], attendance records, and information collected from the community.
- Parents are expected to disclose confirmed cases within the family to the school immediately through the health officer.
- In the event of a confirmed case of COVID-19 for student, teacher, or staff, the following steps will be initiated:
 1. Immediate quarantine of 1st degree contacts. This could require quarantine of just a student cohort, the entirety of one of the school campuses, or the entire school itself.
 2. The local health department will be contacted.
 3. The school will work with the local health department to identify persons who may have had close contact with the person testing positive for COVID-19.
 4. Written notification will be sent to all identified contacts. This notification will include:
 - ✓ When to seek medical care
 - ✓ How to monitor for symptoms
 - ✓ Who to contact and how to contact them if they develop symptoms of COVID-19 while under quarantine
 - ✓ The projected length of quarantine if they remain asymptomatic
 - ✓ Plan for maintaining remote learning for those who remain well enough to engage in learning while under quarantine
 - ✓ Information about local COVID-19 sites.
- For second degree exposures within a classroom cohort or on a particular campus, the school administration will notify families within the cohort or within the respective campus while maintaining confidentiality.

Isolation, Exclusion, Quarantine and Return to School Plan

If a student or school staff member develops symptoms of COVID-19-like illness during the school day, RA staff will:

1. Safely isolate the person in the designated isolation area and place a surgical mask on the person if they are not wearing a cloth face covering as appropriate.
2. The RA staff member will don the appropriate PPE and conduct the appropriate determination of the student's condition based on presenting symptoms.
3. Begin the process for the person to vacate the school as soon as possible.
4. When Rockbridge Academy is informed of a laboratory confirmed case of COVID-19 in a student or school staff member, regardless of whether the person has symptoms, the school will begin the process for identifying close contacts and begin the notification process in collaboration with the local health department.
5. Rockbridge Academy will follow the decision trees in this manual regarding quarantine, exclusion, and return to school protocols for close contact and confirmed COVID-19 cases.
6. If the number of laboratory confirmed cases of COVID-19 or persons with COVID-19-like illness meets the definition of an outbreak, the response decisions, including possible school closure, will be made by the local health department.