



LAKE FOREST ACADEMY

Midwestern Heart. Global Mind.



2020-2021
Reopening Booklet

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Health & Safety Protocols

- The Academy will continue to adhere to and exceed the guidelines of the Centers for Disease Control and Prevention (CDC) and the Illinois Department of Public Health (IDPH).
- All community members must wear a face mask when they are in school buildings.
- Community members are also required to wear face masks when they are outside school buildings if they are unable to maintain social distancing.
- LFA is following the guidance for Personal Protective Equipment (PPE) issued by the CDC.
- A daily symptom tracker will be sent to the students via an app named CrisisGo each morning at 7 a.m. so that they can complete it prior to advisory.
- Six feet of spacing must be implemented in all common areas, including outdoors, the dining hall, and academic spaces.
- Hand sanitizer will be located throughout the campus and should be used regularly. Students should plan to bring their own hand sanitizer, too, and wash their hands regularly with soap and water.

Health & Safety Protocols

- Buildings that are heavily trafficked will have designated entrances, exits and walkways.
- Visitors to campus (i.e. tours, Parents Association meetings, food delivery, etc.) will be restricted. Any visitor entering LFA buildings will need to complete a self-screening document, have their temperature taken, and wear a face mask.
- LFA's dining services, grounds, and facilities management, including custodial services, is contracted through Sodexo. The Sodexo Corporation has developed an independent school playbook filled with well-researched best practices for operations during the COVID-19 pandemic.
- LFA has had consultants investigate and inspect our HVAC systems. Where necessary, LFA is planning to implement an ultraviolet-c spectrum (UVC) system that uses high doses of UVC intended to safeguard against airborne viruses.
- A daily protocol flow chart for both day and boarding students will be emailed out to students, faculty, staff, parents, and guardians.
- LFA will be requiring students to bring their own masks and hand sanitizer. A list of additional, suggested supplies will be posted, too, in order to limit sharing of school supplies.

Testing

- LFA will be offering testing for all students starting mid-August (and then periodically throughout the school year). This should allow for quick identification and contact tracing, if necessary. Testing schedules will be shared at a later date.
- LFA will NO LONGER require students to have recent proof of a negative result for a COVID test within 7-10 days of a student's arrival to campus.
- LFA employees will be tested prior to the start of the school year.
- LFA will follow the Lake County Department of Health and CDC guidelines to have students quarantine if they are coming from the countries and states listed on their respective websites. **The Deans Office will be following up personally to work on a plan.**
- Any LFA student who tests positive will be required to isolate at home or in designated housing on LFA's campus until it is safe to stop isolation. Students in isolation will be able to take classes remotely. Boarding students in isolation will receive medical care.
- Identified close contacts of people testing positive will be asked to quarantine for 14 days. They will be able to take classes remotely.
- LFA will follow HIPPA protocols and the identities of those testing positive will not be shared with contacts.

Infirmary and Nursing

- The Academy has created a “well infirmary” in its usual location in upper Reid Hall for students to receive their daily medications or visit if they do not feel well and are not experiencing any COVID symptoms.
- The Academy has also created a triage location in the Mengel Meeting Room in the Fitzsimmons Athletic Wing for community members to visit if they are experiencing any COVID symptoms.
- Our nurses will also be doing phone triage for our residential students, if necessary.
- Our nurses will have the necessary PPE to treat our community members and remain safe.
- Our nurses will assist in efforts to teach and re-teach proper personal hygiene (washing hands, hand sanitizing, how to cough/sneeze, wear masks, etc.).
- LFA’s faculty and staff have taken a COVID-19 educational course. Our residential faculty will also be fit-tested for N95 masks.
- Our two school counselors have developed protocols for the social and emotional support of our students during the pandemic and return to school.

Academic Schedule

- All classrooms on campus have been configured so that capacities can be reduced, social distancing protocols can be followed, and cleaning can occur.
- LFA will continue to follow its A-Day through G-Day cycle.
- There will be an assessment period in November prior to Thanksgiving Break for teachers to offer major assessments in a sit-down fashion. This will replace the traditional final exam period in December.
- E-learning will begin from November 30 until December 11, which is when the first semester will conclude.
- LFA anticipates returning to classes on January 4, 2021, but, as this remains a fluid situation, updates will be sent over the course of the first semester.

A		B		C		D		E		F		G	
Advisory 8:10–8:30		Advisory 8:10–8:30		Advisory 8:10–8:30		Meeting 7:50–8:30		Advisory 8:10–8:30		Advisory 8:10–8:30		Late Start!	
P 1	8:30 9:15	P 1	8:30 9:15	P 1	8:30 9:15	Advisory 8:30–8:50		P 1	8:30 9:15	P 1	8:30 9:15	Advisory 8:30–8:50	
P 2	9:20 10:05	P 2	9:20 10:05	P 2	9:20 10:05	P 1	8:50 9:35	P 2	9:20 10:05	P 2	9:20 10:05	P 1	8:50 9:35
P 3	10:10 10:55	P 3	10:10 10:55	P 3	10:10 10:55	P 2	9:40 10:25	P 3	10:10 10:55	P 3	10:10 10:55	P 2	9:40 10:25
P 4	11:00 11:45	P 4	11:00 11:45	P 4	11:00 11:45	P 3	10:30 11:15	P 4	11:00 11:45	P 4	11:00 11:45	P 3	10:30 11:15
Break 11:45–12:05		Break 11:45–12:05		Break 11:45–12:05		P 4	11:20 12:05	Break 11:45–12:05		Break 11:45–12:05		P 4	11:20 12:05
P 5	12:05 12:50	P 5	12:05 12:50	P 5	12:05 12:50	P 5	12:10 12:55	P 5	12:05 12:50	P 5	12:05 12:50	P 5	12:10 12:55
P 6	12:55 1:40	P 6	12:55 1:40	P 6	12:55 1:40	P 6	1:00 1:45	P 6	12:55 1:40	P 6	12:55 1:40	P 6	1:00 1:45
P 7	1:45 2:30	P 7	1:45 2:30	P 7	1:45 2:30	P 7	1:50 2:35	P 7	1:45 2:30	P 7	1:45 2:30	Clubs & Activities 1:45–3:20	
P 8	2:35 3:20	P 8	2:35 3:20	P 8	2:35 3:20	P 8	2:40 3:25	P 8	2:35 3:20	P 8	2:35 3:20		

Lunch Schedule

Breakfast, 7-8:10 a.m.	
Lunch, 10:30 a.m. - 1:40 p.m.	
A B C D E	D G
3A 10:30-11 a.m.	3A 10:30-11 a.m. 3B 10:40-11:10 a.m. 3C 10:50-11:20 a.m.
4A 10:55-11:25 a.m. 4B 11:05-11:35 a.m. 4C 11:15-11:45 a.m.	4A 11:15-11:45 a.m. 4B 11:25-11:55 a.m. 4C 11:35 a.m.-12:05 p.m.
BA 11:45 a.m.-12:05 p.m.	No Break
5A 12:05-12:35 p.m. 5B 12:15-12:45 p.m. 5C 12:25-12:55 p.m.	5A 12:05-12:35 p.m. 5B 12:15-12:45 p.m. 5C 12:25-12:55 p.m.
6A 12:50-1:20 p.m. 6B 1-1:30 p.m. 6C 1:10-1:40 p.m.	6A 12:55-1:25 p.m. 6B 1:05-1:35 p.m. 6C 1:15-1:45 p.m.

** Students will be assigned a specific time to eat within their scheduled lunch period and faculty/staff will be asked to monitor to ensure our dining guidelines are followed.

E-learning Guidelines

- During an electronic class meeting, students should be ready to work and participate. They are expected to be sitting up and being prepared to speak, type, or contribute to the class in a variety of ways. Students are expected to follow the relaxed dress code and be ready for the school day.
- Students are expected to have their video on during a Zoom class. Turning off video momentarily is acceptable, but keeping the video off for an entire class is not appropriate.
- If students are unable or uncomfortable with having their video on, then they should let their teacher or advisor know.
- Students need to pay close attention to their cycle sheets and scheduled Zoom meetings. It is their responsibility to manage their time and work during e-learning, just as they do when on campus.
- Unlike in the spring, attendance is required during e-learning, including being on-time for class. Students who do not log in to a Zoom meeting or complete work as required for a synchronous class will be reported to the Dean of Students Office as absent. This can also have an impact on their grades.
- If students cannot take part in a synchronous class, parents should contact the DOS to report that absence.

E-learning Guidelines

- Teachers will take into account the fact that students will be in different time zones and develop appropriate accommodations.
- Students who live in different time zones and are unable to take part in a synchronous class during waking hours will be expected to turn in their work before the next scheduled class. For asynchronous class work, students in different time zones should plan accordingly and meet deadlines, completing work by the next scheduled class or within 24 hours of the due date and time, whichever occurs first.
- Student work counts towards their grades and their grade for each class will reflect the work completed both on-campus and during any e-learning period. LFA will continue to use an A - F grade scale.
- A document with even more details will be emailed to the students prior to the start of classes.

Advisory

- Each day will start with an advisory meeting from 8:10 to 8:30 a.m. so that advisors and advisees can check in.
- Advisors will confirm that students have completed the self-screening tracker that will be emailed and texted to them each morning, and they will also conduct temperature screenings and follow the daily protocol sheet.
- Attendance and information about the screenings will be entered in Veracross so that teachers and the Deans Office are aware of who is not present and who still needs to be screened and checked.
- Any student who misses advisory will need to check in physically with the Dean of Students Office to be screened and temperature checked prior to attending class.
- A trauma-informed approach will be used by advisors to nurture relationships with students and families in order to build resilience and coping skills, provide a much-needed sense of safety and routine, and offer additional resources when needed. Using this approach ensures students and families extra support upon their return to campus amidst the pandemic and events of this summer, while maintaining focus on educational outcome and learning.

Advisory

- Students who do not follow this policy, or the face covering and social distancing policy, will be required to engage in remote learning for a cycle after a third offense due to lapse of judgment (i.e. forgetting to pull up one's face covering when first entering a building, walking too closely in the hallways, etc.) or blatant disregard of these rules (i.e. not wearing a mask properly, students walking shoulder to shoulder to class, etc.). ***Parents and guardians will be notified upon the second incident.***

Dress Code

- LFA will have a relaxed dress code during the first semester in order to accommodate students. Students who follow the male dress code can wear khaki/dress pants and collared shirts without ties. The female dress code will allow for skirts of appropriate length, capris, dresses that cover the shoulders, and pants. Shorts, leggings, t-shirts, and flip flops will not be allowed for students unless casual dress days are announced
- LFA reserves the right to deem any mask inappropriate for style, content, or protective ability.
- The Academy also recognizes that wearing a mask all day can be taxing; students will be encouraged to walk outside in order to have a break (while remaining socially distanced, of course).

Dining

- Each student will be assigned to a smaller band within their scheduled lunch period. If students want to eat lunch in the dining hall, this will be their only opportunity to do so.
- Each lunch band will accommodate up to 50 students and there will be assigned seating areas.
- The dining hall has been reconfigured for social distancing.
- Surfaces will be disinfected regularly and between seatings.
- To assist with traffic management, there will be marked entrance and exit points during meal times.
- There will be no self-serve or buffet style meals. Instead, the meals will be “grab and stay”. Hot and cold meal options will be available.
- Food will be served on individual plates and individual drinks will be provided.
- Multiple serving stations will be created to allow for social distancing while being served.

Dining

- There will likely be limited menu options at the start of the year. Menu options will be provided in advance in order to improve line efficiency during meal times.
- Hand sanitizing stations will be located within the building.
- Adults will monitor the lines and seating. Floor signage will be used to help with distancing.

Residential & Student Life

- Move-in days and times will be staggered to avoid congestion in the dorms.
- Students will be required to wear masks whenever in hallways and common spaces. Students must observe social distancing at all times while in their rooms, but do not need to wear masks when in their rooms alone or when socially distanced (6 feet or greater) from their roommate.
- Dorm room furniture will be set up on opposite sides of the rooms to enable social distancing between roommates. Furniture should not be moved.
- Bathrooms, common spaces, and frequent touch points will be cleaned regularly by Sodexo during the week and on weekends.
- We have added even more hand sanitizer dispensers in each dorm.
- Students and faculty will have access to disinfectant wipes and spray to clean common spaces and kitchen areas after each use. Students will also be asked to clean their rooms regularly.
- Dorm first aid kits now include trigger thermometers as well as full personal protective equipment (gloves, N95 masks, gowns, face shields) in case faculty need to assist a symptomatic student.

Residential & Student Life

- Students can visit other student rooms in their same dorm, and small groups may congregate in common spaces when masked and socially distant. There should be no more than one visitor in a dorm room at a time.
- Students with permission may travel by themselves off-campus in taxis as long as the student is wearing a mask, maintaining social distancing, and is able to perform hand hygiene with an alcohol-based hand rub in a personal-sized container.
- For the first four weekends of school, boarders may only sign out overnight if they are going home or staying with a parent or legal guardian.
- Van runs (with reduced van capacity) will be offered throughout preseason and on weekends to allow students to shop for food and other necessary supplies.
- Weekend activities will include more socially distanced outdoor events (bocce, badminton, biking, outdoor movies, nature walks) as well as the usual trips to Target, grocery stores, and other nearby destinations.

Residential & Student Life

- Food trucks will visit campus each night during preseason week, and twice a week after that. Social distancing will be enforced while waiting for food, and the trucks' staff will always be masked and gloved.
- LFA does plan to have club offerings and hold activities, including creative House Cup events. Announcements about the virtual Club Fair, as well as club meetings and other activities, will be shared by our Prefects and via email by the Dean of Students Office.

Fine and Performing Arts

- The Fine & Performing Arts Department is following the guidance of the CDC, American Choral Directors Association (ACDA), the recommendations from the Colorado State University study, and IDPH.
- The Academy hopes to be able to hold concerts, major performances, plays, exhibits, and musicals during the second semester. In the meantime, the department will explore ways to show off the students' talents in safe and creative ways.
- Any individualized instruction will take all the necessary precautions and maintain social distancing. Large group ensembles will also adhere to social distancing guidelines.

Athletics

- The Illinois High School Association (IHSA) announced on July 14, 2020 that it will defer to the Illinois Department of Public Health (IDPH), Illinois State Board of Education (ISBE), and the Governor's Office on all of its Return To Play Guidelines moving forward. LFA will communicate any updates or plans as soon as they are available.
- If there are no team sports, LFA will create opportunities for students to fulfill their athletic obligations and to continue to be physically active.
- Fitness Center supervisors will use sign-ups to ensure that the space does not exceed capacity and plans to schedule regular disinfecting.

College Counseling

- Based on adherence to CDC guidelines for social distancing and large gatherings, LFA will not host the College Night program this fall, but hopes to have the program in spring 2021 instead.
- College representatives from around the country will be setting up virtual visits in order to connect with interested seniors this fall. The schedule will be available in August. Seniors and juniors will be able to “attend” these meetings using their computers, iPads, or phones.
- One-on-one cycle meetings with students will take place either on campus or virtually throughout the fall in advance of early application deadlines.
- Juniors will still receive their college counseling assignments in September.



LFA