

**CARDIGAN MOUNTAIN SCHOOL
STUDENT HANDBOOK
COVID-19 ADDENDUM**

Effective 8/15/2020

In light of the COVID-19 pandemic and Cardigan Mountain School's (the "School") commitment to the safety and well-being of its students, faculty, staff, and other members of the community, the School has created this COVID-19 Addendum to the Student Handbook.

This addendum includes policies that are intended to be temporary because we are hopeful that once the pandemic is over, we will be able to return to a campus environment that will not necessitate these policies. That said, we are unable to predict how long these policies will be in effect. As with other policies in the Handbook, the School reserves the right to amend or remove these policies as circumstances warrant.

As a reminder, even if the School transitions to a remote learning environment, our Handbook policies that cover how students behave toward each other, faculty, and staff are still in effect. Bullying, hazing, harassment, sexual harassment and misconduct and other behaviors prohibited by the School are still against the rules, even in a cyber environment. In particular, adhering to the School's responsible use of technology policy is as important as ever. While it is not the school's intention to monitor students in all of their off-campus activities, the school may take disciplinary action, including suspension or expulsion, in response to inappropriate conduct occurring outside of campus as long as the student is enrolled in the school.

Above all else, the School is grateful for the cooperation and collaboration of our families. Together, we will do our best to maintain our close-knit community, whether we are working on or off campus to educate our students.

I. Immunizations and Communicable Illness

Immunizations

As stated in the Student Handbook, parents are asked to provide the school with immunization information to comply with state immunization laws.

COVID-19

The School expects that students and their families will cooperate with the school in following recommended protocols aimed at preventing the spread of the coronavirus, until such time as a vaccine is available. Please note that the School follows guidelines established by New Hampshire's Department of Public Health and the CDC, which are frequently updated. In addition, families should frequently check the school's website for updates tailored to our campus community: <https://www.cardigan.org>.

Day Students

We ask that if your child or a member of your household experiences any COVID-19 symptoms, including cough, shortness of breath or difficulty breathing, nasal congestion, fatigue, fever, chills, muscle aches, headaches, sore throat, nausea or vomiting, diarrhea, and/or loss of taste or smell, that you and your child remain off campus until the symptoms have abated and you are provided clearance by a medical professional that you or your child are no longer contagious. Further, we ask that day students follow the same heightened expectations of our boarding students when off-campus – i.e., consciously isolating themselves from those outside the Cardigan community (e.g., not participating in outside youth leagues and organizations, athletic tournaments and showcases, visits to extended family, etc.). Finally, out of an abundance of caution, day students will undergo daily screenings and temperature checks before joining in regular school activities. We appreciate your adherence to these protocols, and encourage you to reach out for clarity with any questions or concerns.

Boarding Students

Should boarding students experience any COVID-19 symptoms, they will be isolated in the Health Center or in another private space on campus until a diagnosis can be confirmed. If treatment for COVID-19 is necessary, the student will be cared for in isolation at school or returned home, if feasible. Cardigan also has access to world-class hospital facilities at Dartmouth Hitchcock Medical Center.

Health And Safety Communications Regarding Communicable Illnesses

If and when appropriate, the School will disseminate information to students and families regarding campus health and safety issues through regular internal communication channels. For example, the school may provide families with information about the nature and spread of communicable illnesses, including COVID-19, including symptoms and signs to watch for, as well as required steps to be taken in the event of an outbreak. The School will also comply with any reporting directives issued by our state's Department of Public Health. Of course, we encourage all parents and guardians to contact medical professionals with any questions or concerns about communicable illnesses or immunization issues.

II. Protocols for On Campus Learning

These protocols and policies are established to support the School's efforts to maintain a safe and healthy campus environment.

- Physical distancing – maintain six feet between students and others when possible
- Wearing masks or face coverings – while in public common areas and while traveling between locations, community members should wear a cloth face covering; parents are expected to wear cloth face coverings at all times when visiting campus
- Hand washing or sanitizing – frequently throughout the day, and upon return to your living quarters
- Testing – students, faculty and staff may be subject to periodic COVID-19 testing
- Screening - Students, faculty, and staff will be subject to screening protocols

- Contact Tracing – Students, faculty and staff may be subject to contact tracing protocols
- Symptom Monitoring and Reporting – Students, faculty and staff will be expected to self-monitor their health condition and report any COVID-19 symptoms
- Isolation and Quarantine – Students, faculty and staff who test positive for COVID-19, are symptomatic, or were in contact with those who test positive for COVID-19 will be subject to isolation and quarantine protocols

Our protocols will be updated from time to time based on evolving guidance and directives from our state’s public health department and the CDC. We will notify you of these updates and will post them on our website (<https://www.cardigan.org>). Failure to adhere to these protocols will be considered a violation of the School’s rules and may result in disciplinary action. In more serious cases, non-compliant community members will be dismissed from campus until the School deems they are safe to return.

It is important that families understand that even with all of these precautions in place, as a result of being on campus, your child may be exposed to COVID-19 and contract the disease; that your child may transmit the disease to others, including members of your household; and that as a result, your child and household members may experience COVID-19 symptoms, and may require isolation, quarantine and hospitalization.

III. Remote Learning

It is our expectation that a number of our international students will be unable to attend on-campus learning activities due to circumstances beyond their control (i.e., travel restrictions or visa issues). For these students, the School has organized a remote learning program. Further, under extraordinary circumstances, such as an epidemic, pandemic, governmental action or other reason, the school may be required to, or determine that for the health and safety of the school community, it must initiate a remote learning process.

In order to facilitate remote learning, the school may record audio and video of certain classes, meetings, and other school related events. Students and other individuals will participate in recordings in real-time, as well as view recordings at later times. The school does not intend to edit the recordings. Thus, in addition to educational content, the recordings will likely capture the students’ and other participants’ names, appearances, voices, personal information and characteristics, activities, and any other information that occurs or is provided during the recordings. If and when the school transitions to a remote learning environment, families will be given more detailed information about the process, and will be asked to consent to the school’s recording of remote learning activities, as described above.

Families are reminded that the School’s responsible use of technology policy is in effect during any period of digital learning. Students are expected to treat each other, faculty, and staff with respect and to refrain from any inappropriate conduct. If a student feels uncomfortable as a result of an interaction with another student or a school employee, the student and/or parents should report the concern immediately to Jamie Welsh, Dean of Academics. The School’s policies for addressing reports of misconduct contained elsewhere in this Handbook will be followed to address the situation.

Regardless of the learning environment for the school year, families are asked to understand that the tuition and fees families provide are in exchange for learning, academic credit, and certain non-academic services that will be provided whether remotely, in a hybrid environment, or entirely remotely. The School, in its sole discretion, will calculate the actual reduction in the costs of operations as a result of a transition to remote learning and may refund that amount in proportion to the actual tuition, fees, and room and board paid by the parents.

IV. Visitors to Campus

During this time, the School strongly encourages limiting unnecessary visitors to campus. If a family member or other adult responsible for the student plans a visit to campus, please call Nick Nowak, Director of Student Life, to arrange the visit in advance. In addition to following the School's usual protocols for visiting campus, all visitors will be asked the following screening questions:

- Have they experienced any symptoms consistent with COVID-19?
- If so, have at least 10 days passed since symptoms first appeared and have at least three days (72 hours) passed since recovery (recovery is defined as resolution of fever without use of fever reducing medications, plus improvement in other symptoms)?
- Has the visitor been exposed to anyone known to be ill with COVID-19 within the past 14 days?

If the visitor is currently ill or has recent exposure to an individual ill with COVID-19, the School reserves the right to ask them to return to campus once they are recovered or can indicate that they have not been knowingly exposed to the virus within the past two weeks.