



Morristown-Beard
School

COVID-19 POLICIES AND PLANS

For the 2020-2021 Academic Year

August 18, 2020



MBS RESPONSE TO COVID-19: HEALTH AND WELLNESS GUIDELINES

Overview

The following guidelines outline our current approach to protecting students, faculty, and staff from COVID-19 in the event of a partial or complete return to campus beginning in fall 2020. Many of our suggested policies will remain fluid until we have solid directives from the New Jersey Department of Health (NJDOH), the New Jersey Department of Education (NJDOE), and the Centers for Disease Control and Prevention (CDC).

MBS will establish a standard of care for handling suspected cases of COVID-19 within the school community, following guidelines set by the NJDOH, the NJDOE, and the CDC.

Understanding possible exposure to COVID-19

MBS will develop and administer a COVID-19 survey to parents and students through the Magnus Health Portal. The survey will be updated as needed with questions related to previous exposure to COVID-19. Survey questions may include:

- Have you tested positive for COVID-19?
 - If diagnosed with COVID-19, were you symptomatic?
 - If diagnosed with COVID-19, were you hospitalized?
- Have you had any known exposure to anyone who tested positive for COVID-19?
- Have you experienced any cold, fever, or

flu-like symptoms in recent weeks?

- [for parents] Please list two reliable emergency contacts who can pick up your child within an hour in the event they become ill at school while you are unavailable.
- Have you traveled outside of NJ in the last 14 days?

Protocol for suspected COVID-19 cases

Following a return to campus, MBS will implement the following standards of care for suspected cases of COVID-19:

- Isolating the student and monitoring temperature and symptoms
- Ensuring pick-up by a parent or emergency contact within one hour
- Having the Nurse's Office staff escort the ill student to the car (when possible) to limit the number of visitors in the building

PROTOCOL FOR SUSPECTED CASES OF COVID-19 (cont'd)

Contact tracing

If a student, faculty member, or staff member tests positive for COVID-19, that student will be asked to isolate at home and MBS will close for 24 hours to allow for deep cleaning. Relevant local public health departments will be informed of the positive case and MBS will support their contact tracing efforts in a manner that respects privacy. Contact-tracing includes an investigation of *direct contacts* (peers, teachers, siblings, or any individual seen face-to-face for a minimum of 15 minutes).

MBS is prepared to assist with contact-tracing activities. Each member of the student body has been identified by county, and the MBS Nurse's Office has contacts in place with the relevant local health departments to receive the latest reports and recommendations.

Families will report positive cases to the Nurse, who will keep a confidential record to track students and coordinate return-to-school dates. Any students, faculty, and staff who test positive for COVID-19 must isolate at home for a minimum of 10 days, based on CDC recommendations.

Returning to school following a COVID-19 diagnosis

Students who test positive for COVID-19 may only return to campus when the guidelines set out by the CDC and the State of New Jersey have been met. These include:

- Following local health department guidance for exclusion and return to school
- Requiring students wait at least 10 days after first symptoms appeared **AND** are symptom-free **AND** have gone 72 hours fever-free without the use of fever-reducing medication
- *Note: Those who test positive but show no symptoms must remain home for 10 days following the test*

CHANGES TO THE NURSE'S OFFICE

MBS will relocate and redesign the Nurse's Office to allow for safe practices and social distancing.

Nurse's Office location

The Nurse's Office will be reconfigured to allow for safer practices. Changes include:

- Increased space (approximately 1,300 square feet) to avoid overcrowding and maintain social distancing
- A new location away from classrooms, where students will be triaged upon arrival and sent to appropriate stations for care
- Sectioned-off spaces within the Office, allowing for isolation of students presenting with symptoms of COVID-19



Nurse's Office practices

The Nurse's Office will adjust staffing and processes to maintain safety. Changes include:

- Increased Nurse's Office staff to safely manage students who are ill
- Midday cleanings by Nurse's Office staff and support staff to disinfect doorknobs and other frequently-touched surfaces
- Thorough daily cleaning of the Nurse's Office by custodians
- Nurse's Office staff will wear N95 masks as needed, and will purchase scrub-type cover coats that can be laundered as needed

COVID-19 PREVENTION AND USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

MBS will follow directives regarding PPE provided by the NJDOH, the NJDOE, and the CDC. All MBS students will arrive at school with a face mask brought from home and labeled with their name. All faculty and staff will be required to wear a face covering in classrooms and common spaces.

All MBS students and faculty will self-monitor their temperatures and any symptoms of COVID-19 prior to arriving at school and will



COVID-19 PREVENTION AND USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE) (cont'd)

follow up with the Nurse's Office as needed for further support and guidance. All students, faculty and staff will have their temperature taken by a doorway scanner upon arrival each morning.

PPE for students

MBS will require students on campus take the following actions regarding use of PPE:

- Students must wear masks at all times, except when eating lunch. Masks should be provided by the student; extra masks will be available in the Nurse's Office in the event of loss or damage to a student's mask. Students in flagrant violation of the School mask policy may be sent home.
- PPE should be labeled with the owner's name and worn properly at all times.
- Students, faculty, and staff will be instructed on proper mask use (including how to wear them and how to wash them each night) during orientation.
- Masks must fit properly and must not contain an exhaust valve.
- All faculty and staff will be responsible for enforcing proper use of PPE among students.
- To ease comfort for students as they wear masks (and to facilitate transition to sports without use of the changing rooms), the dress code will approximate the standards

for "dress down day."

PPE for faculty and staff

MBS will take the following actions regarding faculty and staff use of PPE:

- MBS will provide PPE for faculty and staff; alternatively, they may choose to bring their own equipment.
 - All faculty and staff will be required to wear a face covering in classrooms and common spaces.
 - Nurse's Office staff will be equipped with N95 masks and scrub-type cover coats that can be laundered as needed.
 - Faculty and staff who self-identify as higher-risk will have access to N95 and KN95 masks.
 - Extra disposable and fabric masks will be available in the Nurse's Office.

Health and hygiene best practices

MBS will provide ongoing health and hygiene education for students, faculty, and staff. These instructions will include continual reinforcement on the following:

- Proper mask-wearing techniques
- Students not wearing masks will be sent home
- Protocol for temperature checks



COVID-19 PREVENTION AND USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE) (cont'd)

- Temperatures should be taken at home prior to leaving for school
- Thermal temperatures will be taken upon arrival to school
- Students with temperatures above 100.4 will be isolated and evaluated in the Nurse's Office and sent home
- Frequent handwashing and other hygiene techniques
- Vaccination recommendations (i.e., value of flu vaccine)
- Other best practices, including staying home when sick (for both physical ailments and mental health)

SUPPORT FOR MENTAL HEALTH

MBS will establish a variety of methods for students to receive the mental health support they need. This will include a consistent attendance protocol that involves a report to the school Nurse to follow up with families to guide students with suspected illness.

MBS will equip advisors and teachers with the instruction and tools needed to guide students who present the need for additional mental health support. Tactics include:

- Working with faculty to effectively identify students who may be in need of mental health support
- Educating faculty before the start of the school year about what to say and do in certain situations
- Offering summer support through the

Centers for Teaching and Learning (CTL) for students who feel they have fallen behind during school closure

- Holding online morning meetings with students and faculty to address collective concerns, ask and answer questions, and reduce worries
- Surveying students with emotional check-ins and following up as needed
- Encouraging students to make appointments with guidance counselors as needed; appointment times will help ensure proper social distancing and disinfection of office
- Notifying the Nurse's Office of any student absences for both on-campus students and online students so the school can identify those who are physically ill vs. those who are feeling overwhelmed

CRISIS MANAGEMENT

Drills at school will be reworked to allow all students on campus to evacuate buildings safely while maintaining order and social distancing.

If we continue to have mandated fire and crisis drills throughout the year, the football field will become the gathering place, with marks on the field to allow for social distancing. The school may need to use both upper turf and the football field to allow for adequate social distancing.



MBS RESPONSE TO COVID-19: DISTANCE AND HYBRID LEARNING

Overview

During the period of distance and hybrid learning, the policies in the current Family Handbook remain valid. However, we have supplemented them with additional policies.

Please take time to review the following guidelines with your children. Students and families are responsible for adhering to school policies for distance learning.

GUIDELINES FOR ATTENDING A VIRTUAL CLASS

Students who are learning remotely while school is in session on campus are expected to attend each class and advisory on time, via Zoom.

If a student is absent from school, the parent

must contact the Upper/Middle School Main Office to report that absence. They should also inform the Upper/Middle School Main Office if the student will be attending classes virtually—via Zoom.

The Family Handbook section on Student Conduct, Citizenship, and Disciplinary Conse-

DISTANCE AND HYBRID LEARNING (cont'd)

quences holds whether students are on campus or remote. *Students not adhering to the following protocols can be marked absent.*

Use of Zoom software

Students in a Zoom class are expected to have their cameras and microphones on, and teachers may ask students to turn cameras and microphones on. No avatars are permitted.

If students would prefer a virtual background, the School will make a selection available; students must choose a virtual background from the official selection.

Dress code and learning environment

Students are expected to dress in attire appropriate to an indoor, public space.

Students are expected to be situated in a place appropriate to work: sitting upright before a clear surface with space for their technology, books, and other materials, in a space as quiet as they can find.

Dress code at school

Casual attire is permitted, but to keep within the spirit of the dress code, the following guidelines should be followed:

- Clothing and face coverings may not dis-

play any writing or images, with the exception of Morristown-Beard/Crimson attire. Garments that are solid in color and/or include small logos are also acceptable.

- Shorts, skirts, dresses, and necklines must be modest and appropriate for school.
- Clothing must fit properly (not too loose or too tight).

Hats may not be worn indoors (with the exception of head coverings worn in religious observance)



Behavior and participation

When attending classes on Zoom, students are expected to be on time, participate actively,

DISTANCE AND HYBRID LEARNING (cont'd)

listen thoughtfully, and collaborate generously. Students on Zoom should be focused on the class; they should not be viewing multiple browser pages, texting, using social media, or eating.

ACADEMIC INTEGRITY

Academic honesty and integrity are at the heart of the School's commitment to teaching and learning. Communication, learning, and community culture depend on trust between its members. Academic dishonesty corrodes that trust.

During a period of hybrid and distance learning,

the trust between teachers and students matters more than ever, as we see each other in person less frequently. As in normal times, during hybrid and distance learning faculty members want to see that each student has understood the concepts and has been able to make the material his or her own. Teachers want to know what each student is thinking about the work, as well as how the student can apply the ideas to novel situations.

Some examples of academic dishonesty worth mentioning in light of hybrid and distance learning include:

- Copying and submitting another student's homework or book content



DISTANCE AND HYBRID LEARNING (cont'd)

- Obtaining or distributing information about quizzes, tests, exams, or projects to another student
- Submitting work that has been completed by another person—including tutors, teachers, peers, or family members
- Using an online translator to gather the meaning of, or to compose, a sentence in another language
- Using an online script calculator to perform calculations claimed as the student's own

During the period of distance and hybrid learning, students will be expected to follow the rules of their individual instructors when it comes to

using specific technology to show their work. For example, an essay might need to be typed entirely into a new Google Doc, a paper may need to be submitted to a service such as Turnitin.com to check for plagiarism, or a service such as GoFormative may be employed when a test or a quiz is being completed. Other relevant technologies might include, but are not limited to, Google Classroom and Google Docs.

ATTENDANCE AND LATENESSES

When students are attending school on campus, the existing Handbook guidelines hold, with the time of arrival and departure modified in light of the 2020–2021 hybrid schedule.



On the hybrid schedule, advisory begins at 8:00 AM and students may depart campus at 3:05 PM. Buses depart at 3:15PM. Extracurriculars begin at 3:15PM.

Attendance policies

As is usual, students with 18 absences in a year-long course and nine absences in a semester-long class will receive no credit for the course (barring special circumstances and excused absences).



DISTANCE AND HYBRID LEARNING (cont'd)



Students who miss school for illness are required to make up work for classes in a timely manner. For illnesses that last more than a day, students will coordinate with individual teachers to make a plan for completing work. Students who miss class are responsible for contacting the teacher to inform them of their absence and to receive instructions for making up work. Students who are learning remotely while school is in session on campus are expected to attend each class and advisory on time, via Zoom.

Reporting absences

- If a student is absent from school, the parent must contact the Upper/Middle School Main Office to report that absence. They should also inform the Upper/Mid-

dle School Main office whether the student will be attending classes via Zoom.

- When a student is at home and attending classes virtually from home, their presence will be recorded as “Virtual” when a teacher takes attendance at the start of class.
- During a period of distance learning, when no school is being held on campus, attendance will be taken at the beginning of each class (including morning advisory for Middle School students).

Reporting latenesses

School policy does not distinguish between excused and unexcused lateness. Students may be late to school up to seven times in a semester. Beyond that, each late arrival may result in a detention.

- Students who arrive late to campus must check in at the relevant Middle or Upper School Office upon arrival.
- Parents of children who are planning to arrive late or depart early are expected to notify the Middle or Upper School office in the morning.
- Students who leave early for medical reasons may check out in the Nurse’s Office.
- During periods of distance learning, students who know they will be late to a course must notify their teacher prior to the start of class.

DISTANCE AND HYBRID LEARNING (cont'd)

Students are expected to arrive to class on time.

Protocol for students arriving more than five minutes late to Zoom sessions

- **First time:** teacher will contact student after class
- **Second time:** teacher will contact student, advisor, and class dean
- **Third time:** teacher will send a PCF
- **Fourth time:** student will be marked absent

Student technology expectations

Students in Middle School are expected to have access to an iPad, on campus and at home. Teachers will be assigning work that requires iPad apps and features.



Students in the Upper School are recommended to have an iPad, though a laptop is also permitted.

Students on campus will be asked to register only a single device on the network. If students need to register a second device, please contact Ezra Gottlieb (egottlieb@mbs.net).

For questions about access to or replacement of technology, please contact the Office of Admissions, the Director of Academic Technology (Caitlin Skobo-Trought, ctrought@mbs.net), or the Director of Diversity and Inclusion (Klarissa Karosen, kkarosen@mbs.net).

A limited number of laptops and iPads are available for students to borrow, if needed. If a student needs access to technology (laptop, iPad, wifi, etc) to complete schoolwork, please contact, for the Upper School, Meg Ahern (ma-herm@mbs.net), Director of Financial Aid, and, for the Middle School, Joe Locandro (jlocandro@mbs.net), Associate Director of Admission and Financial Aid.

Students are expected to be prepared to Zoom into classes when learning from home, whether school is in session on campus or virtually.



WHO TO CONTACT WHEN

In the uncertainty of the year, please use the following as a guide for who at the School to contact under different circumstances.

QUESTIONS ABOUT HEALTH AND WELLNESS

Who to ask if...

...my student is ill or otherwise unable to participate in a school day?	Middle School: Rose Borowsky, rborowsky@mbs.net Upper School: Denise Elliott, delliott@mbs.net
...I have any medical questions?	Nurse's Office: Bridget Marcato, bmarcato@mbs.net
...my child needs emotional or social support?	Upper School Guidance/Wellness: - Eddie Franz, efranz@mbs.net - Jenna Sumner, jsumner@mbs.net Middle School Guidance/Wellness: - Sam Tuttle, stuttle@mbs.net
...I have questions about helping my child stay physically active at home?	Upper School Guidance Counselors: - Eddie Franz, efranz@mbs.net - Jenna Sumner, jsumner@mbs.net Middle School Guidance Counselor: - Sam Tuttle, stuttle@mbs.net

QUESTIONS ABOUT ACADEMICS

Who to ask if...

...my child needs academic support?	Advisor and/or Class Instructor in relevant subject CTL learning specialist, if assigned
...my child has a question about a specific class or assignment?	Relevant class instructor
...my child needs technology help?	Digital Learning Support: Caitlin Skobo-Trought, ctrought@mbs.net
...I have a question about Academic Policy and Curriculum?	Director of Curriculum: Boni Luna, bluna@mbs.net Associate Director of Curriculum: Owen Boynton, oboynton@mbs.net



WHO TO CONTACT WHEN (cont'd)

In the uncertainty of the year, please use the following as a guide for who at the School to contact under different circumstances.

QUESTIONS ABOUT ACADEMICS ... CONT'D	
Who to ask if...	
...I have a question about the classes my child is registered for in the coming semester or year?	Director of Academic Scheduling and Analytics: Rocio Romero, romero@mbs.net
...I have questions regarding college counseling?	General Questions: Noreen Cassidy, ncassidy@mbs.net Assigned College Counselor: - Noreen Cassidy, ncassidy@mbs.net - Lindsay Johnson, ljohnson@mbs.net - Joanne Goldberg, jgoldberg@mbs.net - Lauren Laskey, llaskey@mbs.net
...I have general questions related to my child's Upper School experience?	Advisor and Grade Dean - 9th: Katie Pepper, kpepper@mbs.net - 10th: Kevin McDonald, kmcdonald@mbs.net - 11th: Lindsay Johnson, ljohnson@mbs.net - 12th: Kate Alderman, kalderman@mbs.net
...I have a question about a particular discipline, placement, or course offerings?	Relevant Department Chairs - Art and Design: Pete Donahue, pdonahue@mbs.net - English: Nikolin Eyrich, neyrich@mbs.net - History: Brian Merry, bmerry@mbs.net - Math: Miklos Jalics, mjalics@mbs.net - Performing Arts: David Gold, dgold@mbs.net - Science: Chris Payette, cpayette@mbs.net - Wellness: Sam Tuttle, stuttle@mbs.net - World Language: Jen Laviola, jlaviola@mbs.net



WHO TO CONTACT WHEN (cont'd)

In the uncertainty of the year, please use the following as a guide for who at the School to contact under different circumstances.

QUESTIONS ABOUT PROGRAMMING AND POLICIES	
Who to ask if...	
...I have a question about clubs or activities?	<p>Director of Middle School Student Life: Jen Rose, jrose@mbs.net</p> <p>Director of Co-Curricular Activities: Kevin McDonald, kmcdonald@mbs.net</p>
...I have a question about athletics?	<p>Director of Athletics: Joanne Dzama, jdzama@mbs.net</p> <p>Director of Middle School Athletics: Mike Sturgeon, msturgeon@mbs.net</p>
...I have a question about diversity and inclusion or equity?	<p>Director of Diversity: Klarissa Karosen, kkarosen@mbs.net</p>
...I have a question about behavioral guidelines and rules?	<p>Please consult the MBS Family Handbook or contact:</p> <p>Division Head</p> <ul style="list-style-type: none"> - Middle School: Boni Luna, bluna@mbs.net - Upper School: Ryan Liese, rliese@mbs.net <p>Grade Dean</p> <ul style="list-style-type: none"> - Middle School; Lisa Swanson, lswanson@mbs.net - 9th: Katie Pepper, kpepper@mbs.net - 10th: Kevin McDonald, kmcdonald@mbs.net - 11th: Lindsay Johnson, ljohnson@mbs.net - 12th: Kate Alderman, kalderman@mbs.net



MBS RESPONSE TO COVID-19: FACILITIES AND OPERATIONS REOPENING POLICY

As MBS prepares to reopen, we will work to ensure clean, healthy, and safe facilities and operations that adhere to applicable guidelines.

CLEANING PROTOCOL

MBS will provide deeper, more frequent cleaning and disinfecting throughout campus, with a focus on high-touch surfaces and shared equipment. Students will be asked to assume personal responsibility for their spaces.

Key efforts:

- Classrooms will be thoroughly cleaned and disinfected by our cleaning service at least once a day.
- Students may be asked to wipe down tables/desks and plexiglass partitions at the start of each class. Wipes will be provided in each classroom.
- High-touch surfaces (e.g., light switches, railings, door handles, faucets) will be covered with antimicrobial disinfectant tape that protects against germs and bacteria for three months. In addition, these surfaces will be cleaned throughout the day by the cleaning service.
- In science classes, where students are handling lab equipment and other shared

materials, students will wear nitrile gloves.

- If lunch is eaten in the classrooms, students will wipe down the desks both before and after their lunch.
- Shared computer equipment (e.g., keyboard, mouse) will be cleaned with wipes by students at the end of each class.
- Water fountains/stations will continue to be sanitized regularly; we will cover/disable mouth dispensers so that only the bottle-filling option is available.

DINING

The broad design will be for students to eat in small groups rather than in a large, open space. To achieve this, students will eat with their advisory in the classroom until restrictions loosen. The advisory will be the only group that students are with while not wearing their masks, which will facilitate contact tracing in the event that a student tests positive for COVID-19. As restrictions loosen, we will look to move breakfast and lunch to a few centralized locations.

- All advisories will be assigned to an appropri-

FACILITIES AND OPERATIONS REOPENING POLICY (cont'd)

ate space that will allow for this.

- Lunches will be boxed in disposable containers and delivered to students' Advisory classrooms or a nearby centralized pickup location at the beginning of each lunch shift. Lunches will be clearly labeled with each student's name.
- Each week, the menu for the following week will be posted. We anticipate that there will be four to five choices each day. Selections will be limited to cold options for the first few weeks of school as we adjust to the new process.
- Students and faculty/staff will make their selections for the following week's lunches in the lunch ordering app. We will be able to give parents who wish to make these choices for their children access to the app. Each week in Advisory, students will be reminded to go to the app and make their lunch choices for the following week.
- Faculty and staff will pick up their lunches in the dining hall, and they will be able to eat in the dining hall. Tables will be placed at the appropriate distance and there will only be four seats per table.
- Advisors will supervise lunch.
- Students will wipe down their table space both before and after eating lunch.



- Additional waste receptacles will be placed in centralized locations to facilitate lunch clean-up.
- Breakfast will be “grab-and-go” items only. Students will purchase breakfast items in the dining hall and then take them to their advisory rather than eating in the dining hall. Please note that students will not be permitted to eat during class or Study Hall.

CLASSROOM SPACES

Our aim is to use classroom spaces in a way that conforms with the applicable guidelines.



FACILITIES AND OPERATIONS REOPENING POLICY (cont'd)

- Desks and tables in the classroom will face in the same direction.
- Wherever possible, seating will be spaced to allow for the recommended social distancing.
- Spaces such as Kirby Chapel, the Boardroom, the Dining Hall, and gyms will be repurposed to serve as additional or alternative classroom spaces, as needed.
- Classes without sufficient space for the number of students will be relocated to an alternate space, or use Plexiglass barriers to ensure social distancing.
- Plexiglass barriers and signage will be installed around campus.

VISITOR POLICY

- There will be no visitors allowed on campus for the month of September while we adjust to the new operations.
 - The Health & Wellness Subcommittee will develop a visitor protocol with screening questions to be used once it is safe to allow visitors on campus.
- A plexiglass partition will be placed at the reception to protect those receiving deliveries.

TRAFFIC FLOW AND USE OF COMMON SPACES

The overall goal is to reduce density in all common spaces throughout campus—including but not limited to the library, student center, gyms, and the Math & Science Atrium—to allow for physical distancing.

Moving throughout the School

- All Middle School students and faculty/staff will enter through Founders Hall for temperature and mask checks.
- All Upper School students will enter through Grant Hall and go left upon entering the building for temperature and mask checks.
- Students who arrive late will sign in at the Upper School office and will have a temperature and mask check when they sign in.
- Wherever possible, stairwells will be one-way. We will have adequate signage to reinforce this.
- Wherever possible, exterior doors will be designated for entrance or exit only.

Use of common spaces

- Middle School lockers will be assigned with adequate space in between so that only a fraction of the available lockers will be used.

FACILITIES AND OPERATIONS REOPENING POLICY (cont'd)

- We will have capacity limits on common spaces (e.g., library, student center) and classrooms during unstructured time.
- Furniture in common spaces will be cordoned off, rearranged, or removed so that students are seated at the appropriate distance from each other.
- To limit gatherings, during free periods, students will be assigned to designated classrooms for “Study Hall” periods. Classrooms will be monitored by faculty and staff.

Use of restrooms

- Capacity limits will be determined for the restrooms. If all stalls are occupied, students should wait outside the restroom until someone exits.
- Bathrooms without touchless faucets will be cleaned multiple times throughout the day.
- Disinfectant tape will be used on bathroom door handles.
- There will be signs in the restrooms and throughout campus reminding students about proper handwashing and hygiene.

TRANSPORTATION AND PARKING

- Juniors will park in the Senior Lot for the months of September and October so that the shuttle run will not be necessary.
- When used, Morristown-Beard athletic buses will be run at a reduced capacity to allow for appropriate physical distance between riders.
- When used, Morristown-Beard athletic buses will be cleaned twice each day (morning and afternoon).
- Buses contracted through Bel Air will be sufficiently large to allow for social distancing. Students will be expected to wear masks while riding the bus.

