



Return to School 2020-21

Policies, procedures, & FAQs

Table of Contents

2

Reminders

3

Monitoring the Health of Our
Community

5

Health Practices

7

School Day Norms & Procedures

10

FAQs

12

Quick reference contact information

A welcome back letter from the Head of School

Dear Fords nation,

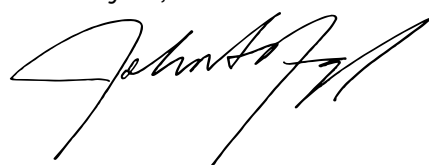
The Haverford School community has confronted extraordinary challenges in its 136 year history, but the 2020-21 school year is shaping up to be the most unique year ever. COVID-19 has presented circumstances that we've all had to face with courage, perseverance, and resilience. This school year, all members of our community will need to use the same fortitude to keep our campus safe.

With this in mind, the School has reimagined the way we reach and teach boys of all ages. This plan discusses day-to-day and long-term elements of the 2020-21 school year. Please fully review it and the School's reopening website, which you can find at haverford.org/reopening.

Of course, as we've seen since COVID-19 first struck our community, the guidance we have received from local, state, and federal authorities changes often and is quite fluid. With this in mind, I encourage you to continually check the School's reopening website for the most up-to-date information and guidance.

This year, we will all need to work together to protect our community. I call on all Fords to act with courage and extend grace to others as we all grapple with the realities of COVID-19.

Thank you,



John A. Nagl, D. Phil.
Ninth Head of School

All information contained in this guide is subject to change in accordance with local, state, and national recommendations and requirements. The most up-to-date information can be found at haverford.org/reopening.

Reminders

Be on the lookout for any COVID-19 symptoms, as defined by the CDC:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Deciding whether or not to come to campus

Is there a member of the family that has been diagnosed with COVID-19, or is someone awaiting the results of a COVID-19 test?

YES.

Stay home. Alert the School's Health Services Department and call the Attendance Line.

Does your son have symptoms of COVID-19, a temperature of 100.4°, or is otherwise not feeling his best?

YES.

Stay home. Call your son's physician. Alert the School's Health Services Department and call the Attendance Line.

Did you complete an at-home health assessment and log that information in the Magnus Health App?

NO.

Complete the health assessment, and if passed, go to School. If not passed, or unable to complete assessment, stay home.

Is my son ready to come back to campus after an illness?

YES.

Your son may return to campus.

Has he been fever-free for 24 hours without the use of fever-reducing medication?

NO.

Stay home. Call your son's physician. Alert the School's Health Services Department and call the Attendance Line.

Monitoring the health of the community

If you are unable to adhere to any of the policies included herein, please contact your Division Head.

If extenuating medical circumstances interfere with your ability to wear a face covering, the School will evaluate on a case-by-case basis.

Parents/guardians should contact their son's Division Head and Theresa McCarthy at tmccarthy@haverford.org.

Employees are asked to contact Michele Todd.

Before returning to campus on Sept. 9

Together, our community can help fight COVID-19. Before returning to campus on Sept. 9, you must take the following steps:

- Review and sign the [COVID-19 Acknowledgment Form](#)
- Review the [Fords Pledge](#)
- Download the **Magnus Health App**

To find these documents, visit haverford.org/reopening.

Daily reminders and requirements

Every member of the community is required to take the following steps before coming on campus:

- Do daily symptom surveillance to check for any sign of illness
- Log your health status in the Magnus Health App
- Review the [Wellness at Haverford - When to Stay Home Guidelines](#), which are available at haverford.org/reopening

- Ensure your mask is properly covering your face before you exit your car or bus when arriving on campus.

Supporting our community

As we return to campus, the School realizes that some members of our community are particularly vulnerable to illness and infection. We are taking additional steps to protect those members who are at a higher risk of infection. These steps include:

- Flexible learning and work environments will be available to students and employees who are unable or unwilling to return to campus due to health concerns.
- Masks and specific hygiene practices will be required throughout the day.
- Increased cleaning protocols will take place before, during, and after the school day.

If extenuating medical circumstances interfere with someone's ability to wear a face covering, the School will evaluate on a case-by-case basis. Please notify Theresa McCarthy at tmccarthy@haverford.org and your son's Division Head.

Monitoring the health of the community

If your son or someone in his immediate family is diagnosed with COVID-19, or if he has a close contact exposure, please contact your son's Division Head and Therea McCarthy at tmccarthy@haverford.org as soon as possible.

Community illness or exposure

The health and wellness of our community is the top priority at The Haverford School. To protect those on campus, we ask that anyone who is feeling sick at all stays home. If there are any instances of close contact exposure or positive cases of COVID-19, the School will work closely with local health authorities, including the Montgomery County Department of Health.

Anyone experiencing symptoms of will be isolated in the designated COVID-19 area in Centennial Hall. The individual will be monitored by a member of the School's health staff until they can safely depart campus.

Emergency contacts will be notified and will be asked to arrange for the student or staff member to be picked up within an hour. The emergency contact will also be directed to contact their primary care provider for evaluation and treatment directives.

After departing campus, individuals should go home or to a healthcare facility, depending on the severity of their symptoms and follow guidelines given to them by their provider.

Students who develop COVID-19 symptoms, have tested positive for COVID-19, or have been in close contact

(as defined by the CDC) with an individual who has been diagnosed with COVID-19 must have their parent or guardian contact their son's Division Head and the Health Office as soon as possible.

Students dismissed from school due to illness will be required to follow the School's [Wellness at Haverford - When to Stay Home Guidelines](#). Any child dismissed from school with a fever at or above 100.4° will require a physician's clearance to return to school.

Close contact exposure and contact tracing

The CDC defines a close contact exposure as being within six feet of someone who is COVID-19 positive for more than 15 minutes.

If someone is diagnosed with COVID-19 or qualifies as a close contact exposure, members of the School's health office will work directly with authorities at the Montgomery County Department of Health.

The School will support contact tracing by notifying others who may have been exposed. All communication regarding the sick or exposed individual will be kept confidential.

For more details on contact tracing at Haverford, visit haverford.org/reopening.

Health practices

If extenuating medical circumstances interfere with your ability to wear a face covering, the School will evaluate on a case-by-case basis.

Parents/guardians should contact their son's Division Head and Theresa McCarthy at tmccarthy@haverford.org.

Employees are asked to contact Michele Todd.

Hand washing

All members of the community will be required to wash hands several times a day, as keeping hands clean is one of the most important steps we can take to avoid getting sick and spreading germs to others. Our community will be required to wash hands several times a day, including:

- before and after eating food,
- after using the restroom,
- after blowing your nose, coughing, or sneezing,
- after playing outside,
- after touching garbage,
- after handling high-touch items, such as door handles, tables, carts, screens, or other items frequently touched by others,
- before touching your eyes, nose, mouth, or face.

Everyone should wash their hands with soap and warm water for at least 20 seconds.

Masks/face coverings

According to local and federal health authorities, wearing masks can protect against the spread of germs and COVID-19, which is why all members of our community will be required to wear a mask each day at school while not drinking or eating.

Students and staff will be required to wear a mask at all times, including during times of transition, arriving at and departing from campus, and in the restrooms. Our community members are required to wear their masks while on the bus and/or public transportation when arriving and departing the School. Masks should only be worn one day at a time and be laundered before being used again.

While we encourage everyone to use a mask that supports their individual needs, the School is not allowing neck gaiters as a face covering at this time. Anyone with a neck gaiter will be required to replace it with a cloth mask that covers the nose and mouth. Please review the CDC's guidelines regarding masks/face coverings and select a mask that covers the nose and mouth.

We understand that prolonged use of masks could be difficult for some, especially our youngest boys. Members of our community who cannot wear a mask due to medical reasons should notify the School. Parents/guardians of boys who cannot wear a mask should notify their

Health practices

If extenuating medical circumstances interfere with your ability to wear a face covering, the School will evaluate on a case-by-case basis.

Parents/guardians should contact their son's Division Head and Theresa McCarthy at tmccarthy@haverford.org.

Employees are asked to contact Michele Todd.

son's Division Head and Theresa McCarthy at tmccarthy@haverford.org. Employees should contact Michele Todd.

Physically distant spaces

We have reimagined our learning spaces to provide a safe environment for our students. Each classroom will be set up to allow for six feet of separation between each student's desk.

The Haverford School must adhere to guidelines that allow for the proper amount of space in classrooms and other learning spaces. Each room has a capacity designation determined by a formula which takes into account the following:

- The square footage of the room
- Student space needs, as recommended by the Centers for Disease Control (CDC)
- Faculty space needs
- Pathways needed to enter/exit a room

At the start of each day, the facilities team will check each classroom to ensure proper spacing is in place. During the day, teachers will be responsible for ensuring proper separation is maintained throughout the day.



Wash hands



Wear a mask



Practice physical distancing

A variety of health practices resources and guidelines is available at haverford.org/reopening.

School day norms & procedures

While this school year's norms and procedures may look different, the School's commitment to providing a space for every boy to grow and learn does not falter.

The School has implemented adjusted norms and procedures in accordance with guidelines and requirements set by local, regional, and national health authorities.

Each division has reimagined how the boys will learn during this extraordinary school year. Please visit haverford.org/reopening for division-specific learning scenarios and updates.

Drop off and pick up

Any parent or guardian that is able to pick up/drop off their student is encouraged to do so. If your student is taking a bus to campus, please note that The Haverford School will support the policies and procedures of the 15 school districts that transport our students. Students awaiting pick up are required to comply with physical distancing regulations. Masks will be worn during both student drop off and pick up. Car line pick up times will be staggered to enhance physical distancing.

Lower School

As in years past, the Lower School will have a staggered dismissal time beginning at 2:30 p.m. and ending at 3:15 p.m.

Middle School

Middle School will continue to have a staggered dismissal, with boys departing campus between 3:30-4 p.m.

Upper School

For Upper School students with a scheduled class, Fifth and Sixth Formers will depart campus starting at 2:45 p.m. Third and Fourth Formers will be dismissed at 2:55 p.m.

Classroom norms

We have reimagined our learning spaces to provide six feet of space between each students' desk.

- Students will be discouraged from sharing items that are difficult to clean or disinfect.
- Supplies and equipment will be limited to use by one group of students at a time, with cleaning and disinfecting protocols taking place between uses.
- Students will not be allowed to share electronic devices, books, toys, and other games or learning aids that are unable to be disinfected appropriately.
- To the extent possible, student belongings will be separated from others' in individual storage areas, such as a cubby or locker.

School day norms & procedures

While this school year's norms and procedures may look different, the School's commitment to providing a space for every boy to grow and learn does not falter.

The School has implemented adjusted norms and procedures in accordance with guidelines and requirements set by local, regional, and national health authorities.

Students should limit the amount of personal items they bring to school. Items that cannot be stored in a personal locker or cubby will have to stay with the student at all times. This will help cut down on cleanliness issues and reduce the amount of items in the School's Lost and Found.

Dress code

A mask will be a required element of this year's dress code. Students should bring a mask in the style that supports their needs, but all masks must cover the nose and mouth.

Lower School

The Lower School dress code will stay largely the same for the 2020-21 school year. Boys are required to wear a mask, a maroon, white, or gold/yellow polo shirt (the Haverford rugby shirt is also acceptable), and khaki/tan, gray, or navy blue pants, and closed-toe shoes. Shorts are permitted until Oct. 31. No cargo style pants or shorts are permitted. Boys should come to School wearing their PE shirts on days that they will have PE.

Middle School

Middle School boys will not be required to wear a tie or blazer/jacket to School. Boys are required to wear a mask, a collared button-down or polo shirt, dress slacks or

shorts, belt, and closed-toed shoes each day.

Upper School

Upper School boys will be required to wear a mask each day. They will also be expected to wear a collared button-down,, dress slacks or shorts, belt, and close-toed shoes to campus.

Note that these policies are only in effect for the 2020-21 school year.

Dining

Our community will not utilize the Dining Hall for lunch during the 2020-21 school year. Instead, all boys who signed up for the Meal Plan will have a nutritious lunch delivered to their classroom.

Visitors

In order to minimize risk and maintain a healthy environment for our students, faculty, and staff, the School will strictly limit access to campus buildings to all visitors, including parents/guardians, alumni, and volunteers. Only students, faculty, and staff will be allowed on campus or in campus buildings, excluding a situation where a student is ill or injured and/or an alternative is not available.

School day norms & procedures

While this school year's norms and procedures may look different, the School's commitment to providing a space for every boy to grow and learn does not falter.

The School has implemented adjusted norms and procedures in accordance with guidelines and requirements set by local, regional, and national health authorities.

If a visitor must come on campus, they must make an appointment with the building or division administrative assistant before coming to campus.

While on campus, all visitors, including parents/guardians, will be required to check in at the front desk of the building they are visiting, complete a health screening questionnaire, and wear a face mask for the duration of their time on campus.

Cleaning

Keeping the campus clean and sanitized is an important step to ensuring the health and safety of our entire community.

The School's facility team will complete a series of cleaning procedures before, during, and after the school day, including:

- Cleaning all common areas daily. High-touch surfaces in places like restrooms will be cleaned twice a day,
- Ensuring restrooms are stocked with soap, towels, and sanitizer,
- Additional hand sanitizer stations will be provided in all classrooms, at the entrances of each building, and in other common areas,
- Faculty and staff will be asked to clean their classroom areas and workspaces before and after use, with special attention to high-touch surfaces,
- Following cleaning and sanitizing best practices as set by the CDC and the Environmental Protection Agency (EPA).

Emotional support

The counseling staff offers emotional support, imparts life skills, and encourages self-reflection, all with the purpose of empowering students to navigate their way toward greater autonomy and effectiveness.

School counselors Janet Heed and Joy Barrett are available to the Haverford School community on a daily basis. Mrs. Heed works with Upper School students, while Mrs. Barrett works with Lower and Middle School students to address any issues in school or at home. They work with boys and families on conflict resolution, expression of feelings, building coping skills, social skills, anger management, and other social, emotional, or behavioral issues.

Janet Heed
Upper School Counselor
610-642-3020, x1296
jheed@haverford.org

Joy Barrett
Lower/Middle School Counselor
610-642-3020, x1221
jbarrett@haverford.org

Frequently Asked Questions

What happens if someone becomes sick while on campus?

In the event a member of the Haverford School community becomes sick or demonstrates a history of exposure while on campus, steps will be taken to care for that person in a designated COVID-19 area of Centennial Hall. A member of the School's health staff will monitor that person until they can safely depart campus. The individual's emergency contact will also be notified.

How long will these protocols be in effect?

The procedures described are a result of guidelines provided by federal and state health authorities. As a result, these protocols will be in place throughout the 2020-21 school year, or until we get additional/updated guidelines from those organizations. Any change to these protocols will be communicated by your son's Division Head and will be updated at haverford.org/reopening.

Why do I have to complete symptom surveillance and report it each day?

We ask that family members/students check for symptoms daily to keep our community safe and healthy.

Why aren't visitors allowed on campus?

The Haverford School is restricting the number of people on campus to minimize the risk for the broader community. Keeping campus access reserved solely for students, faculty, and staff allows the School to maintain a healthy environment as long as possible.

We realize there are some situations where visitors must access campus due to extenuating circumstances (e.g. an injured or ill child). If a visitor must come on campus, they must make an appointment with the building's administrative assistant before coming to campus. While on campus, all visitors will be required to check in at the front desk of the building they are visiting, complete a health screening questionnaire, and wear a face mask for the duration of their time on campus.

Frequently Asked Questions

Are kids sharing materials or equipment?

When possible, students will be discouraged from sharing materials this year. Materials and equipment will be limited to use by one group of students at a time, with cleaning and disinfecting protocols taking place between each use.

Student belongings will also be kept separate from other students', as possible.

Why does my son need to wear a mask?

Face masks are vital to protecting our community and reducing the spread of COVID-19. Masks protect the nose and mouth, and are a near-complete barrier on the side of the wearer's face.

If there are medical circumstances that prevent a community member from wearing a mask, please let the School know. Parents/guardians should contact their son's Division Head and Theresa McCarthy at tmccarthy@haverford.org. Employees should contact Michele Todd.

Will my son be eating lunch in the Dining Hall?

For the 2020-21 school year, students who signed up for the Meal Plan will have their lunch delivered to their classrooms. This will help the School maintain health and safety measures that protect everyone on campus.

Is the School's dress code changing?

For the 2020-21 school year, The Haverford School will institute some changes to the dress code to ensure cleanliness on our campus. These changes are only in effect for this school year.

All students and faculty/staff will be required to wear a mask as part of the dress code.

See page 8 for division specific dress code policies.

Is my son's class schedule changing?

Each of The Haverford School's divisions have updated their class schedules and division norms. The learning scenarios and schedules vary by division. Please check haverford.org/reopening for full details about your son's division.

Quick reference contact information

Attendance

610-642-3020

Lower School: ext. 1957
Middle School: ext. 1968
Upper School: ext. 1959

Campus Security

Joe Boccella
Director of Public Safety
jboccella@haverford.org
484-417-2748

Technology Helpline

helpdesk@haverford.org
610-642-3020, ext. 1956

Lower School

Pam Greenblatt
Head of Lower School
pgreenblatt@haverford.org
484-417-2726

Teresa Touey
Lower School Assistant
ttouey@haverford.org
484-417-2727

Middle School

Jay Greytok '83
Head of Middle School
jgreytok@haverford.org
484-417-2724

Michelle Giovinazzo
Middle School Assistant
mgiovina@haverford.org
484-417-2725

Upper School

Mark Fifer
Head of Upper School
mfifer@haverford.org
484-417-2743

Megan Dieckhaus
Upper School Assistant
mdieckhaus@haverford.org
484-417-2750

Office of the Head of School

John Nagl
Head of School
jnagl@haverford.org
484-417-2753

Mark Thorburn
Assistant Head of School
mthorburn@haverford.org
484-417-2756

Michele Schlegel
Assistant to the Head of School
mschlegel@haverford.org
484-417-2785

Health Office

Theresa McCarthy
Director of Health Center
tmccarthy@haverford.org
484-417-2714

Athletics

Michael Murphy
Director of Athletics
mmurphy@haverford.org
484-417-2733

Performing Arts

Darren Hengst
Director of Performing Arts
dhengst@haverford.org
610-642-3020 ext. 1386

Parent Programs

Dorothy Walker
Director of Parent Programs
dwalker@haverford.org
484-417-2752

Business Office

David Gold
Chief Financial Officer
dgold@haverford.org
484-417-2722

Mary Lamb
Business Office Assistant
mlamb@haverford.org
484-417-2730

Palmer House

Jeff Day
Director of Development
jday@haverford.org
484-417-2783