



PORTSMOUTH ABBEY SCHOOL

OPENING OF SCHOOL PLAN  
2020 - 2021

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## I. Summary of School Operations

As we continue to develop plans to protect our students, faculty, and staff during the evolving COVID-19 pandemic, Portsmouth Abbey School is committed to the implementation of a number of new protocols and procedures that will help us work together towards mitigating risk for our community. We are guided in our planning by the recommendations and mandates of the Centers for Disease Control (CDC), Rhode Island Department of Health (RIDOH), and clinical practice guidelines from professional medical organizations such as the American Academy of Pediatrics (AAP) and National Association of School Nurses (NASN). The key practices involved in the shared obligation to maintain our community's safety include: mandatory mask wearing for students and employees, enhanced cleaning procedures, social distancing in classrooms and throughout campus, promotion of regular hand hygiene, daily symptom screenings, a robust testing plan for symptomatic students, swift contact tracing, and implementation of isolation and quarantine when needed.

## II. Physical Space and Occupancy Limits

### **Academics**

- We will adjust policies for meeting area, dining/cafeteria spaces, and bathrooms to comply with the guidance document and the requirements RIDOH has published on gather sizes and gathering size restrictions outlined in active executive orders.
- We will designate 6' spacings and other social distance policies in high traffic areas (hallways, common areas, etc.)
- We will distribute social distancing instructions to staff and students and post social distancing instructions/signage for visitors.
- We will modify classroom layout to allow for proper distancing between staff and between students. We will document where social distancing may not be possible and outline mitigation measures for these circumstances (primarily facemasks).
- We will make plans to address carpooling practices or shared vehicles, such as buses or delivery vehicles.
- We will craft and implement other procedures as the need arises.

### **Athletics**

Recommendations of the state and other government health agencies regarding gatherings will be adhered to by coaches and student/athletes.

## **Business Office**

Occupancy for administrative offices and common areas will be limited based on the recommendations of the CDC and RI Department of Health. When possible, one entrance and one exit per building is designated by signage.

## **Medical**

The Infirmary will now utilize the Dining Hall entrance ONLY for medication distribution and non-illness related visits such immunization appointments, questions for the nursing staff, or injuries (scrapes and cuts, sprains, bloody nose). Any student who has possible symptoms of infectious illness will enter the Infirmary at the back door, behind the dining hall, where they will be assessed in the clinic office by a nurse wearing appropriate PPE. Additionally, the Infirmary staff is working with the Dean of Residential Life to plan new protocols for facetime/telephone triage at night in coordination with houseparents, and visits to the Infirmary during class time or afternoon activities will require a phone call from the teacher or coach prior to the student's arrival. Protocols will be reviewed with new and returning students during orientation and Zoom meetings.

## **Student Life**

Dining hall use for students and faculty/staff and seating will be governed by recommendations from RI Dept. of Health and other appropriate institutions. Staff, teachers, coaches will be present to offer reminders to students about appropriate use during meal times. Signage will also be in place.

## **III. Apply Social Distancing Measures**

### **Academics**

As noted above, we have altered the classrooms and meetings spaces to comply with distancing requirements.

### **Athletics**

Athletic teams and coaches will adhere to social distancing guidelines, wear face coverings and use their own water bottles for hydration while participating in athletics.

### **Medical**

Emerging evidence continues to support the benefits of wearing cloth face coverings in limiting the transmission risk for spreading COVID-19. This simple practice, along with increased hand

hygiene, and social distancing will be at the core of our community's shared commitment to protecting one another. All students, faculty, and staff will be required to wear masks at all times while in public, in the classroom, and the dormitories when social distancing of 6 ft. or more is not possible. Masks are not required to be worn in student bedrooms and can be removed during mealtimes. Each student should bring a supply of washable cloth masks and the School will have a large supply of "back-up" masks available. Gaiter type cloth face coverings will be supplied by the athletic department for each student to be used during sports activities and will be turned in daily after practice for laundering.

## **Operations**

Furniture will be reduced and repositioned in classroom and social gathering spaces according to required distancing guidelines.

## **Personnel/ Business Office**

Occupancy for administrative offices and common areas will be limited to adhere to the social distancing recommendations of the CDC and RI Department of Health. Employees will be educated and reminded frequently about adhering to said social distancing practices.

Staff management policies as needed to reduce the number of employees in the workplace at the same time, include working remotely, flexible work hours, organize work crews into teams to mitigate cross-team exposure.

Adjusted meeting, conference, and social gathering policies to comply with the requirements RIDOH has published on gathering sizes and associated restrictions and communicated these to employees.

Distributed social distancing instructions to employees and posted these instructions for visitors.

Shared school vehicles are cleaned by the driver before and after each use.

While in the building or on the grounds of the school, visitors and vendors are required to always maintain a safe distance of at least six (6) feet apart.

The following posters can be found throughout campus, including restrooms, kitchens, and common areas:

- CDC Stop the Spread of Germs
- CDC Feeling Sick?
- FFCRA – Employee Rights

- Reopening RI COVID-19 Screening Tool
- RI Returning to Work Fact Sheet
- WHO Hand Hygiene

### **Student Life**

- Houses will contain cohorts, typically a floor or wing depending on the architecture of the house.
- Students will be allowed to enter their own houses only.
- Day students will not enter boarding rooms; boarding students will not enter day student rooms.
- Students will be discouraged from sharing clothes, snacks, utensils, drinks, etc.
- Nightly house meetings will observe all requirements for social distancing.
- Masses in the church will observe all requirements for social distancing.
- House Masses will not be conducted in the house common rooms.
- Assemblies and church assemblies will adhere to social distancing recommendations. Alternative methods of communication will be used for information that usually is contained in assembly.
- Advisory meetings will change locations as necessary to allow for socially distant meetings. Advisors will be trained on appropriate snacks and drinks during advisory meetings.
- Weekend activities will contain a maximum number of students per activity and will allow for appropriate social distancing. There will be a focus on outdoor activities as much as possible.
- Off campus and overnight trips will not be allowed at the start of the year.
- No minibuses will be used for off campus trips.
- Library use will be limited to allow for appropriate social distancing. Operations will increase cleaning of high touch areas. The library will be closed during evening study hall.

## **IV. Business Processes, Procedures & Activities**

### **RETURN-TO-WORK GUIDELINES**

- 1) If you are sick, stay home.
  - a) Steps to prevent the spread of COVID-19 if you are sick:
    - i) Contact your medical provider and supervisor.
    - ii) Separate yourself from others.
    - iii) Monitor your symptoms.
  - b) Positive COVID-19 illnesses will be reported to the RI Department of Health
    - i) The RI Department of Health may execute contact tracing

- ii) Celia Brown, RN, CSNT, Director of Medical Services is the primary contact for reporting employee and student illnesses.
- 2) Prior to reporting to work on a daily basis, review the COVID-19 Screening Tool (Addendum B)
- a) If you answer “yes” to any of the questions on the attached COVID-19 Screening Tool, do not come to work. Contact your medical provider and inform your Supervisor.
  - b) If you are at work and you answer “yes” to any of the questions on the COVID-19 Screening Tool, please return home. Contact your medical provider and inform your Supervisor.
    - i) Out of work for self-containment surrounding COVID-19

If you believe you have been in direct contact with an infected person, or a family member has tested positive or been in direct contact with an infected person, you shall self-quarantine for 14 days. If you are out of work due to COVID-19, you may be eligible for TDI\*, Emergency Family and Medical Leave (EFMLEA), or Emergency Paid Sick Leave (EPSLA), as detailed in the attached “Employee Rights”. Please contact Ellen Eggeman for more information and application process.

- ii) Out of work due to fear?
  1. Employee is required to come to work in order to be compensated. If employee chooses to remain at home, employee is considered on leave without pay.
  2. If employee’s fear is based on an existing medical condition, i.e. employees with heart condition, diabetes etc., the American with Disabilities Act (ADA) requires the employer to provide reasonable accommodations. Please contact Ellen Eggeman for more information and application process.

c) To return to work, you must be medically cleared.

- 3) While at work:
- a) Increase hygiene practices, including but not limited to:
    - i) wash hands for at least 20 seconds with soap and water frequently throughout the day
    - ii) wash hands at the beginning and end of shift
    - iii) wash hands prior to mealtimes
    - iv) wash hands after cleaning
    - v) wash hands after removing gloves
    - vi) wash hands after using restroom
  - b) Wear a cloth face covering, which must be washed daily or disposed of daily (if disposable)

- i) A mask will be supplied if forgotten or as needed.
  - c) Practice social distancing
  - d) Increased cleaning and disinfecting practices have been implemented.
- 4) Portsmouth Abbey School frequently reviews and implements recommendations from the CDC and RI Department of Health:  
<https://www.cdc.gov/coronavirus>  
<https://health.ri.gov/covid/>
- 5) If you have any questions, concerns or suggestions, please feel free to contact Celia Brown at [cbrown@portsmouthabbey.org](mailto:cbrown@portsmouthabbey.org) or 643-1233 or Ellen Eggeman at [eggeman@portsmouthabbey.org](mailto:eggeman@portsmouthabbey.org) or 643-1227.

\*How to Apply for TDI - <https://dltweb.dlt.ri.gov/TDIReserve/Home>

You will need the following information:

- 1) Social Security Number
  - 2) Names, addresses, phone numbers & dates of employment for all your employers in the last 24 months.
  - 3) Social Security Numbers for any dependent children who are 1 year and older
  - 4) Bank Name, Account Number, Routing Number
  - 5) Clearly indicate on your application that you have been impacted by COVID-19
- a. Your paycheck will be decreased by the estimated amount of TDI benefit for the first two weeks. If the employee maintains TDI eligibility after two weeks, PTO will supplement the difference between TDI and bi-weekly pay. Consistent with the staff handbook, staff may borrow up to 40 hours to supplement income during this period. Requests beyond 40 hours may be approved on a case by case basis.

TDI is typically paid on a weekly basis for 6 weeks.

COVID-19 is considered a qualifying event based on the Family & Medical Leave Act. If you are diagnosed with COVID-19, all applicable laws and procedures apply.

### **CAMPUS VISIT GUIDELINES**

All visitors/vendors should schedule the visit in advance by contacting Jen Dring ([jdring@portsmouthabbey.org](mailto:jdring@portsmouthabbey.org)) or Tina Grilli ([tgrilli@portsmouthabbey.org](mailto:tgrilli@portsmouthabbey.org)). **Please send an email at least 1 day in advance to confirm the visit.**

Self-Health Assessment

Before coming to Portsmouth Abbey School, please complete the COVID-19 Screening Tool. If you answer “yes” to any of these questions, **DO NOT** come to campus. This is important for the health and safety of all.

#### Security Procedures

- When visiting the school please park in the Administration parking lot in front of the Administration Building at 285 Cory’s Lane.
- Use the front entrance of the Administration Building. Do NOT use the side entrance of the building.
- Upon entry, please sign in at the Receptionist Desk. Indicate where you are going and for what purpose. **We will follow up to ensure these areas are cleaned and sanitized.**

#### Face Coverings & Social Distancing Required

- Visitors/vendors are required to wear a face covering at all times when in the building or on the grounds of the school. Please bring your own face covering. If needed, please inform receptionist at time of check-in.
- While in the building or on the grounds of the school, always maintain a safe distance of at least six (6) feet apart.

#### Hygiene Protocols

- Restrict your visit to the identified area indicated at check-in and the restroom.
- Wash your hands using soap and water for at least 20 seconds.
- Use hand sanitizer frequently. Several hand sanitizers can be found wall-mounted throughout the buildings.

#### Departure

- Prior to departure, please sign out at the receptionist desk. Confirm the areas you visited. **Again, we will follow up to ensure these areas are cleaned and sanitized.**

Portsmouth Abbey School frequently reviews and implements recommendations from the CDC and RI Department of Health:

<https://www.cdc.gov/coronavirus>

<https://health.ri.gov/covid/>

## V. Enhanced Cleaning and/or Disinfecting Procedures

### **Academics**

- We will make hand-washing facilities with soap and running water available to staff, students, and visitors, or provide hand-sanitizer (with at least 60% alcohol content) that can be used for hand hygiene in place of soap and water.

- We will make a plan to continue to clean buildings.
- We will implement new procedures to ensure cleaning and disinfecting of surfaces in restrooms, lunchrooms, meeting rooms, classrooms, and shared spaces.
- We have increased passing times between classes in order to create time for cleaning between classes.
- Teachers and students will wipe down their spaces with provided cleaning supplies. A thorough cleaning will be done by housekeeping before each class day.

## **Athletics**

- All athletic facilities will be cleaned thoroughly each day. In addition, fitness center equipment will be cleaned before and after use by the user. Sports equipment will be cleaned at the end of the practice period.
- Locker rooms will not be used in the fall and students will change in their dorm rooms prior to coming to athletics. If football requires full protective equipment they will be issued several locker rooms and separated throughout these locker rooms to provide social distancing as required by the state.
- Traffic within athletic facilities will be in one direction only. Students will enter through one door and exit through another.
- The training room will be relocated to the squash fitness center to allow for one-way traffic and social distancing.
- In addition to restrooms with hand washing facilities there are disinfectant wipe stations and hand sanitizing stations located in all athletic facilities. Signage reinforcing to the students the importance of cleaning their hands upon entering and exiting athletic facilities is posted.

## **Medical Services and Dining Hall**

The Dining Hall kitchen had an extensive renovation this summer. As part of this renovation, all Dining Hall surfaces in the kitchen and seating area have been treated with a durable electrostatic disinfection product that lasts for one year. The Infirmary has been treated with the same product. All Dining Hall and Infirmary “high use” areas such as doorknobs and sinks will be treated quarterly with touch-up reapplication of the product. The Dining Hall staff will disinfect all seating areas and tables in between each lunch seating. The Infirmary clinic area will be cleaned in accordance with all guidelines for infection control as per CDC guidelines.

## **Operations**

Working with Spartan Chemical to implement new cleaning management program which includes formal training modules. Staff will be certified in proper cleaning and disinfecting procedures. Spartan Chemical will be providing us with products on the EPA's List N, which meet

the criteria for use against SARS-CoV-2. We have also chosen an Ecolab product, Smartpower Sink & Surface Cleaner Sanitizer, which is EPA approved for use against COVID-19 with a 30 second kill time. It will be used in classrooms between classes and wherever it is needed on campus for quick, safe, and effective cleaning. It is both a cleaner and sanitizer and is safe for use by staff, teachers and students with no PPE required.

Shared school vehicles are cleaned by the driver before and after use.

### **Student Life**

- Additional cleaning will be in place for high-touch areas in houses, including the common rooms, computer rooms, house libraries, etc.
- Houseparents will set up shower schedules as necessary in each house to allow for appropriate social distancing.

## **VI. Screening Procedures – *including what happens in the event someone is identified with symptoms***

### **Academics**

We have added a ten-minute homeroom at the start of each class in order to take temperature and screen each student.

- We will share information with staff and students to remind them of the requirement to stay home if they are sick and inform them of updated sick-time and attendance policies.
- We will post signs or posters describing the school rules of wearing masks, social distancing, and specifying at the entrance of facilities that sick individuals should stay home.
- We will communicate information to the staff and students through our e-mail system.
- We will discuss with staff and students about how the school will address staff, student, or family concerns
- See “Daily COVID Screening Questionnaire for All Students” in Appendix.

### **Athletics**

Screening procedures in the fitness center (Appendix A)

- 1.The fitness center is open only to Portsmouth Abbey Students, Faculty, Staff and Monastic Community.
- 2.The state of Rhode island Covid 19 screening tool is required to be completed and signed by each fitness center user daily.

## **Business Office**

Employees, visitors and vendors are required to self-assess, completing the attached COVID-19 Screening Tool, before coming to Portsmouth Abbey School. If one answers “yes” to any of the questions, **DO NOT** come to campus. This is important for the health and safety of all.

If an employee, visitor or vendor is on campus and he/she answers “yes” to any of the questions on the attached COVID-19 Screening Tool, he/she is to return home immediately. Contact his/her medical provider. Employees are required to inform his/her Supervisor.

If an employee or visitor believes he/she has been in direct contact with an infected person, or a family member has tested positive or been in direct contact with an infected person, he/she shall self-quarantine for 14 days. If an employee is out of work due to COVID-19, he/she may be eligible for TDI\*, Emergency Family and Medical Leave (EFMLEA), or Emergency Paid Sick Leave (EPSLA), as detailed in the attached “Employee Rights”. Please contact Ellen Eggeman for more information and application process.

Positive COVID-19 illnesses will be reported to the RI Department of Health:

- i) The RI Department of Health may execute contact tracing.
- ii) Celia Brown, Director of Infirmary is the primary contact for reporting employee and student illnesses.

## **Medical Services**

All students will be screened for symptoms of COVID-19 at the time of registration. An evaluation of symptoms, temperature check, and review of recent travel activity will be conducted by the nursing staff as the first step in the registration process. No student will be authorized to complete registration and move into his/her house until the screening process is complete. Day students will also be screened as part of the registration process.

Students will be screened during every first period class with a standardized series of COVID-19 symptom and exposure questions as recommended by the RIDOH. In addition, the first period faculty member will check students’ temperatures with an infrared thermometer and send symptomatic students directly to the Infirmary. .

## **Student Life**

- Houseparents who are classroom teachers will conduct their own daily temperature checks in the classroom during first period.
- Houseparents who are not teachers will be responsible for daily temperature checks and logging.

- Students will be instructed to tell an adult immediately if they are not feeling well for any reason. That adult will then facilitate a telehealth visit with the infirmary. Infirmary staff will then provide guidance regarding next steps.
- If a houseparent needs to isolate, the other two houseparents will be responsible for covering house responsibilities.
- If a weekend team member needs to isolate, fellow team members will be responsible for covering weekend team responsibilities.
- If an affiliate needs to isolate, the houseparents will be responsible for covering house responsibilities.

## VII. Contact Tracing Procedures

Contact tracing will be initiated by the Infirmary nursing staff upon receipt of a positive COVID-19 antigen or PCR test. The nursing staff will work in coordination with the RIDOH, the student, houseparents, teachers, coaches, and family members to determine the number of close contacts. Close contacts will be instructed to quarantine for 14 days. Nursing staff will work with RIDOH to check-in daily with the student who is in isolation and the contacts in quarantine. Those persons in quarantine will be advised to stay at home, wear a mask, remain apart from other family members, and check temperature and symptoms twice daily. Any person in quarantine who develops symptoms will be required to report those to either his/her PCP or the infirmary staff in order to initiate COVID-19 testing. Quarantined individuals may not “test out” of quarantine after an exposure and will remain in quarantine for the full 14 days. Any student remaining on campus for quarantine will be assessed twice daily by the nursing staff.

## VIII. Procedures to Respond to Cases of Illness in the Workplace

If an employee or visitor believes he/she has been in direct contact with an infected person, or a family member has tested positive or been in direct contact with an infected person, he/she shall self-quarantine for 14 days. If an employee is out of work due to COVID-19, he/she may be eligible for TDI\*, Emergency Family and Medical Leave (EFMLEA), or Emergency Paid Sick Leave (EPSLA), as detailed in the attached “Employee Rights”. Please contact Ellen Eggeman for more information and application process.

Positive COVID-19 illnesses will be reported to the RI Department of Health:

- i. The RI Department of Health may execute contact tracing.
- ii. Celia Brown, RN, CSNT, Director of Medical Services is the primary contact for reporting employee and student illnesses.

In the event an employee becomes ill during the workday, he or she is to go home immediately. Once a sick employee and those with possible exposure have left the impacted area(s), the area(s) will be closed off for heightened cleaning and disinfection in accordance with CDC

protocols and guidelines. This would include a deep cleaning of all touchpoints throughout the impacted area and wiping down all surfaces, including glass.

## IX. Face masks and other personal protective equipment

### **Academics**

#### *Facemasks and coverings*

- We will inform students, staff, and visitors of the requirement to wear facemasks unless they can easily, continuously, and measurably maintain at least six feet of distance from others for the duration of his or her time in a building.
- We will ask students to bring their own cloth face masks, but we will procure and distribute cloth face masks to all staff and students who need one at no cost and have a plan to distribute additional face masks as the need arises.
- We will inform staff and students of the need to clean their facemask between uses, or to dispose of it between uses (if disposable).

### **Athletics**

Face coverings will be required to be worn during athletic participation by student/athletes and coaches.

### **Medical Services**

Emerging evidence continues to support the benefits of wearing cloth face coverings in limiting the transmission risk for spreading COVID-19. This simple practice, along with increased hand hygiene, and social distancing will be at the core of our community's shared commitment to protecting one another. All students, faculty, and staff will be required to wear masks at all times while in public, in the classroom, and the dormitories when social distancing of 6 ft. or more is not possible. Masks are not required to be worn in student bedrooms and can be removed during mealtimes. Each student should bring a supply of washable cloth masks and the School will have a large supply of "back-up" masks available. Gaiter type cloth face coverings will be supplied by the athletic department for each student to be used during sports activities and will be turned in daily after practice for laundering.

Personal Protective Equipment (PPE) has been acquired for use by nursing staff in the Infirmary. A sufficient supply of gloves, gowns, N95 and surgical masks, face shields, and goggles are on hand for use in the clinic space. Additional disposable and cloth masks are available in the Infirmary for student use.

## **Operations**

Two washable/reusable masks have been purchased for all staff members. We also have a stockpile of disposable masks available for faculty, staff and students that will be readily available should they be needed. All employees are required to wear a mask, either their own or one that has been provided, at all times unless they can easily, continuously and measurably maintain at least six feet of distance from others. Staff will comply with PPE requirements for use with specific cleaning equipment and products.

## **Personnel/ Business Office**

Employees are required to wear facemasks, unless he/she can easily and continuously maintain at least 6 feet of distance from other employee(s) and/or visitor(s) for the duration of his/her work and/or time in a building. Employees are to wash the cloth facemask daily or disposed of daily (if disposable).

Purchased 2 cloth masks per employee for all employees at no cost to the employee.

Distribute cloth face masks, as needed, to employees at no cost to employee. Cloth masks are available in the Bookstore for purchase. Disposable face masks are available, as needed, to employees at no cost to employees, at the Administration Reception desk, Admissions Office and Development Office.

Visitors/vendors are required to wear a face covering at all times when in the building or on the grounds of the school. Please bring your own face covering. If needed, please inform receptionist at time of check-in.

## **X. Access to Cleaning Materials and Hand Hygiene**

### **Academics**

- We will make hand-washing facilities with soap and running water available to staff, students, and visitors, or provide hand-sanitizer (with at least 60% alcohol content) that can be used for hand hygiene in place of soap and water.
- We will implement new procedures to ensure cleaning and disinfecting of surfaces in restrooms, lunchrooms, meeting rooms, classrooms, and shared spaces.
- At the end of each period, teachers and students will disinfect the classroom spaces

## Operations

- Cleaning Materials – Smartpower Sink and Surface Cleaner Sanitizer will be available at all times in all classroom spaces for sanitizing purposes. It has a 30 second kill-time claim for COVID 19 which will allow for a quick turnover of classrooms.
- I.T. use requires no PPE.
- For the Housekeeping Dept., Spartan Chemical is installing dispensing stations in all buildings with an assortment of concentrated cleaners for all our cleaning and disinfecting needs. Installation and training will take place this summer before the start of school.
- Hand Hygiene - Spartan hand sanitizer dispensers are being installed this summer in all classrooms and common spaces on Campus.
- 70% Ethyl alcohol hand sanitizer pumps will also be available in classrooms and on workstations. Additionally, we have portable sanitizer stands that can be utilized wherever necessary.

While at work, employees are required to increase hygiene practices, including but not limited to:

1. wash hands for at least 20 seconds with soap and water frequenting throughout the day;
2. wash hands at the beginning and end of shift;
3. wash hands prior to mealtimes;
4. wash hands after cleaning;
5. wash hands after removing gloves;
6. wash hands after using restroom.

## XI. Testing Protocols and Procedures

In accordance with the guidelines set by the CDC, RIDOH, and AAP, we will not test asymptomatic students upon arrival to campus. Students exhibiting any symptoms of COVID-19 to include: cough, shortness of breath, difficulty breathing, fever or chills, muscle or body aches, sore throat, headache, nausea, vomiting, diarrhea, runny or stuffy nose, fatigue, or recent loss of taste or smell should NOT come to campus for registration. Any student who arrives on campus for registration or move-in and is symptomatic will be instructed to return home with their parents and consult their primary care practitioner for testing. A written medical clearance will be required prior to returning.

The nursing staff will test all symptomatic students on campus in the Infirmary. The Infirmary staff will collect nasopharyngeal swabs for processing through East Side Clinical Labs for PCR testing of symptomatic students. Rapid antigen tests will be conducted using the Quidel Sofia 2 analyzer as soon as the product is available to ship from the manufacturer. Any student with a high suspicion for COVID-19 who tests negative on the antigen test will be swabbed for PCR

testing at the lab. A symptomatic student who tests negative on the antigen test will remain isolated until a confirmatory negative PCR result is received.

In accordance with the guidelines set by the CDC, RIDOH, and AAP, asymptomatic employees will not be tested. Employees exhibiting any symptoms of COVID-19 to include: cough, shortness of breath, difficulty breathing, fever or chills, muscle or body aches, sore throat, headache, nausea, vomiting, diarrhea, runny or stuffy nose, fatigue, or recent loss of taste or smell should NOT come to campus. Any employee who arrives on campus and is symptomatic will be instructed to return home immediately and consult their primary care practitioner for testing. A written medical clearance will be required prior to returning.

## XII. Procedures to Safely Quarantine & Isolate Symptomatic or Confirmed COVID-19 Individuals

- All students are expected to have a local emergency contact on file in the event of a need for isolation due to a positive COVID-19 diagnosis, or an exposure requiring quarantine.
- Students should be picked up by a family member or guardian within 24 hrs. In the event that it is impossible for a student to return home or stay with a local guardian, the Infirmary will house students requiring isolation in specifically identified Infirmary bedrooms that have private bathrooms, windows, and portable HEPA filtration air purifiers (5 beds total).
- The monastery guesthouse will be utilized for boys requiring quarantine (5 beds, two full baths, laundry facility, room for additional beds if needed). St. Brigid's dormitory third floor (12 beds) will be utilized for girls requiring quarantine.
- Students in isolation will be assessed by the RN on duty each shift (24/7 coverage).
- Students in quarantine will be assessed by the nurse on duty twice daily for symptoms and temperature checks.
- Students may return to school when they have been home (or in the Infirmary) for at least 10 days since symptoms appeared AND have been fever free for 24 hours without the use of antipyretics such as Tylenol or ibuprofen AND have improved symptoms.
- All employees are required to isolate due to a positive COVID-19 diagnosis, or an exposure requiring quarantine.
- Employees may return to work when medically cleared.

## XIII. Guidelines Related to Travel

### **Medical Service and Student Life**

Students entering Rhode Island from any location outside the United States are required to quarantine and monitor for COVID-19 symptoms for 14 days. Students may quarantine with a

parent or other adult guardian off-campus and will be required to attest to their date of arrival in Rhode Island and quarantine compliance prior to being allowed to move into the dorm. Any student who is unable to quarantine off-campus will be allowed to move to campus on August 24<sup>th</sup> to begin a 14-day supervised quarantine. At the end of quarantine, the student will be allowed to remain on campus regardless of whether or not they are taking part in pre-season which begins on September 8<sup>th</sup>

Any student entering Rhode Island from a state with a positivity rate of COVID-19 greater than 5% is required to self-quarantine for 14 days upon arrival in Rhode Island. Students may quarantine with a parent or other adult guardian off-campus and will be required to attest to their date of arrival in Rhode Island and quarantine compliance prior to being allowed to move into the dorm. Any student who is unable to quarantine off-campus will be allowed to move onto campus on August 24<sup>th</sup> to begin supervised 14-day quarantine. At the end of quarantine, the student will be allowed to remain on campus regardless of whether or not they are taking part in pre-season which begins on September 8<sup>th</sup>. The states affected by this travel restriction will change as infection rates evolve. You can check for your state at the following link: [States with Entry Restrictions](#).

Quarantine in the dorm for early arrivals to campus will involve strict restriction to the assigned dormitory, wearing of a face mask at all times when outside the room for bathroom trips, and no entry to buildings on campus other than the dormitory and dining hall foyer. Meals will be provided for pick-up 3 times daily in the dining hall foyer. Students will be able to go outside each day to a limited area for exercise and fresh air. Each student will be assessed twice daily for symptoms and a temperature check by an Infirmity nurse.

Although not mandatory by regulation, all Rhode Island resident day and boarding students, as well as students from states not experiencing positivity rates at 5% or above are expected to quarantine as much as is feasible for 14 days prior to their arrival on campus by limiting contacts to close family and household members and avoiding trips outside home. This guidance is provided to allow students to monitor for any symptoms of illness and minimize the risk of exposure prior to entering campus.

### **Personnel/Business Office**

Employees are encouraged to limit travel to those states listed [here](#) with a positivity rate of COVID-19 greater than 5%.

In accordance with RIDOH guidelines, if an employee is returning from one of the states listed [here](#) with a positivity rate of COVID-19 greater than 5%, the employee is required to self-quarantine for 14 days. As an exception, an employee may provide proof of a negative test for COVID-19 that was taken within 72 hours **prior to arrival**. If the employee receives a test **during quarantine** and a negative test result is received, the employee can stop quarantining. However, the employee still needs to self-monitor for symptoms of COVID-19 for 14 days, wear a mask in

public, and follow physical distancing guidelines. An employee also must quarantine while waiting for a negative test result.

**Quarantining for 14 days is always preferred** over relying on a negative test result as quarantining is the best way to limit the possibility of spreading COVID-19.

- These self-quarantining and testing requirements do not apply to public health, public safety or healthcare workers, people traveling for medical treatment, to attend funeral or memorial services, to obtain necessities such as groceries, gas or medication, to drop off or pick up children from day care, summer camps, or to anyone who must work on their boats.

In accordance with RIDOH recommendations, employees are to get tested for COVID-19 in their home state, if possible.

Employees returning from one of the states listed [here](#) with a positivity rate of COVID-19 greater than 5% are to complete the attached certificate of compliance in accordance with the RIDOH quarantine/testing requirements upon return.

Travel restructures must be consistent with the most up to date Federal and State laws and guidance. In your planning efforts, make sure to plan for strict rules around international students and travel.

School trips are currently scheduled; however, the trips are limited to those countries/states with a positivity rate of COVID-19 less than 5%.

#### XIV. Communications Plan

1. Create and continue to update a COVID-19 Response and Planning webpage.
2. Send all faculty and staff information related to on-campus safety protocol and planning specifically related to Portsmouth Abbey School.
3. Send student, parents, and school personnel any new information from state and medical authorities' pertaining to safety and planning specifically related to Portsmouth Abbey School.
4. Send all students and parents a letter updating planning and items needed from families to continue with planning (i.e. Emergency Contact Name, their ability to return 2 weeks prior to start of school to self-quarantine – students who are traveling to school from outside the US)
5. Send to all students, parents, and school personnel the school plan for Opening of School 2020-21.
6. Host webpage for resources needed for Opening of School
7. Host Summer Zoom Orientation (July and August).
8. Update the COVID-19 page on the Portsmouth Abbey School website including letters to community, policies related to COVID-19 and resources.

9. Send communication to International student families requesting their final intentions and feasibility to have their child return to school two weeks prior to opening of school..
10. Continue to send any modifications to the plan as needed and update website.

## XV. Instruction and Activities

### **Academics**

Refer to Section II - Physical Space and Occupancy Limits

### **Athletics**

- Athletics will be governed by State guidelines when they become available.
- Small group training, social distancing, face coverings, personal water bottles, hand and equipment sanitizing will be utilized.

### **Student Life**

Formal large group gatherings will be limited by current state of Rhode Island regulations, and they will only occur when it is possible to be appropriately socially distant.

Spontaneous large group gatherings will be monitored by employees and changed if necessary to conform to current guidelines.

#### Shuttle buses/ Transportation to and from Campus

- Students will not be allowed to leave campus as the year begins. Transportation after that point will adhere to current recommendations and fall in line with current school rules.

#### Residence halls

- Houseparents will reinforce the training provided to all day and boarding students in their houses. Signage will be posted.

#### Dining halls

- All employees will assist students with reminders about appropriate use of the dining hall. Signage will be posted. During the fall term, no visitors will be allowed to have meals in the dining hall.

#### Orientation and move-in procedures

- All student arrivals will be staggered, with groups to include preseason athletics, student leaders, new international students, new boarding students, new day students, and returning students.

Consideration across all processes and activities need to be made to limit the number of contacts per individual. Questions to consider are as follows:

- How do you limit contact in residence halls?  
Houseparents will remind students in the house that they should not be sharing items, that they should engage in frequent handwashing, that they should wash face masks, bedding and clothing appropriately, and that they should keep their cohort intact as much as possible.
- How do you limit gatherings in common areas?  
Houseparents will limit nightly house meetings to the maximum number of students who can be socially distant in the common room. This likely means that each house will host multiple meetings each night.
- How do you limit the number of students in and out of different buildings versus the same building(s) each day?  
Students will only be allowed to enter their own house – they cannot visit other houses.

## XVI. Human Resources

If you are sick, stay home.

- b) Steps to prevent the spread of COVID-19 if you are sick:
  - i) Contact your medical provider and supervisor.
  - ii) Separate yourself from others.
  - iii) Monitor your symptoms.
- c) Positive COVID-19 illnesses will be reported to the RI Department of Health
  - i) The RI Department of Health may execute contact tracing
  - ii) Celia Brown, Director of Infirmary is the primary contact for reporting employee and student illnesses.

Prior to reporting to work on a daily basis, review the attached COVID-19 Screening Tool.

- d) If you answer “yes” to any of the questions on the attached COVID-19 Screening Tool, do not come to work. Contact your medical provider and inform your Supervisor.
- e) If you are at work and you answer “yes” to any of the questions on the attached COVID-19 Screening Tool, please return home. Contact your medical provider and inform your Supervisor.
  - i) Out of work for self-containment surrounding COVID-19

If you believe you have been in direct contact with an infected person, or a family member has tested positive or been in direct contact with an infected person, you shall self-quarantine for 14 days. If you are out of work due to COVID-19, you may be eligible for TDI\*, Emergency Family and Medical Leave (EFMLEA), or Emergency Paid Sick Leave (EPSLA), as detailed in the attached "Employee Rights". Please contact Ellen Eggeman for more information and application process.

ii) Out of work due to fear?

3. Employee is required to come to work in order to be compensated. If employee chooses to remain at home, employee is considered on leave without pay.
4. If employee's fear is based on an existing medical condition, i.e. employees with heart condition, diabetes etc., the American with Disabilities Act (ADA) requires the employer to provide reasonable accommodations. Please contact Ellen Eggeman for more information and application process.

f) To return to work, you must be medically cleared.

While at work:

- g) Increase hygiene practices, including but not limited to:
  - i) wash hands for at least 20 seconds with soap and water frequently throughout the day
  - ii) wash hands at the beginning and end of shift
  - iii) wash hands prior to mealtimes
  - iv) wash hands after cleaning
  - v) wash hands after removing gloves
  - vi) wash hands after using restroom
- h) Wear a cloth face covering, which must be washed daily or disposed of daily (if disposable)
  - i) A mask will be supplied if forgotten or as needed.
- i) Practice social distancing
- j) Increased cleaning and disinfecting practices have been implemented.

COVID-19 is considered a qualifying event based on the Family & Medical Leave Act. If you are diagnosed with COVID-19, all applicable laws and procedures apply.

If an employee or visitor believes he/she has been in direct contact with an infected person, or a family member has tested positive or been in direct contact with an infected person, he/she shall self-quarantine for 14 days. If an employee is out of work due to COVID-19, he/she may be eligible for TDI, Emergency Family and Medical Leave (EFMLEA), or Emergency Paid Sick Leave (EPSLA), as detailed in the attached "Employee Rights". Please contact Ellen Eggeman for more information and application process.

Positive COVID-19 illnesses will be reported to the RI Department of Health:

- iii. The RI Department of Health may execute contact tracing.
- iv. Celia Brown, RN, CSNT, Director of Medical Services is the primary contact for reporting employee and student illnesses.

The following posters can be found throughout campus, including restrooms, kitchens, and common areas:

- FFCRA – Employee Rights
- Reopening RI COVID-19 Screening Tool
- RI Returning to Work Fact Sheet

Guidance to minimize spread of COVID-19 among employees and students

Colleges and Universities should provide procedures to help minimize spread of COVID-19 among employees and students. Ideas include maintaining consistent work crews, spreading out desks and cubicles, organizing employees and students into groups or shifts. Consideration and acknowledgement should be made for faculty and staff that are particularly vulnerable to COVID-19 and how this will be mitigated.

Guidelines to assist individuals who are symptomatic and/or test positive for COVID-19, or are required to quarantine based on potential exposure

Each organization should have a plan to ensure that employees who are required to isolate based on a positive test for COVID-19, or are required to quarantine as a result of exposure, can safely stay out of the workplace until cleared to return.

## XVII. Training plan

Houseparent training will focus on daily life in the houses, including everything from student training for hygiene to house meetings to house gatherings (birthdays, etc.)

Advisor training will include information about proper meeting spaces and proper distribution of snacks.

Student leader training during orientation will include information specific to current guidelines.

Student training will begin with a zoom call in the summer and continue through the registration and orientation process.

Employee Training:

03/13/2020: COVID-19 Screening Tool: employee health monitoring

03/26/2020: FFCRA training  
 05/28/2020: Update on COVID-19, including changes to CDC and RI DOH guidelines  
 05/30/2020: Update on COVID-19, including changes to CDC and RI DOH guidelines  
 06/09/2020: Returning to Work guidelines and Visitors/Vendors on Campus  
 06/12/2020: Returning to Work guidelines and Visitors/Vendors on Campus  
 07/13/2020: Update on COVID-19, including changes to CDC and RI DOH guidelines  
 07/24/2020: CARES Act Notification and guidance  
 08/20-21/2020: Employee training in preparation of students returning  
 08/26-31/2020: New employee training  
 08/27-28/2020: Employee training in preparation of pre-season  
 09/01-03/2020: Employee training in preparation of all students returning  
 Bi-weekly updates/reminders, as needed.

## XVIII. Supplies

### Operations

**Masks:** We have 12,500 disposable masks on hand, in addition to a few hundred re-usable black fabric masks. Also ordered 3000 washable/reusable double-ply cotton with "P" logo to issue to faculty, staff & students and to have available for sale in the bookstore.

**Gloves:** We have 20,000 disposable gloves on hand (5,000 of each size).

**Hand sanitizer:** Will have hand sanitizer mounted in every classroom and common space on Campus. Will have hand sanitizer pumps also available in every classroom and workstation as a secondary source. Will have portable hand sanitizer stands to use wherever needed. All orders are in the pipeline and we expect delivery/installation soon.

Student Life Office purchased 2 oz. hand sanitizers to provide to students at registration.

Business Office purchased 4 oz. and 2 oz. hand sanitizer to sell at the bookstore.

**Disinfectants/Sanitizers/Cleaners:** Currently have over 3 months inventory of ready to use and concentrated products for immediate use, all on the EPA's List N. We have Spartan lined up to install dispensing stations in 23 locations across campus for all concentrated products that we will be using going forward. The initial order and backup inventory order are expected soon.

We have no concerns regarding supply. We modified our choice for the classroom sanitizer when we found an EPA approved product that is fast, effective and safe for anyone to use. We expect delivery soon. Finally, we have an EPA approved disinfectant for use with our electrostatic sprayers and misters readily available to us directly through the manufacturer.

**Paper towels:** We have thousands on hand for classroom cleaning but will do an analysis when the class schedule is finalized and build inventory accordingly.

## XIX. Other Considerations

All positive COVID-19 cases on campus will be reviewed with the RIDOH in accordance with infectious disease reporting requirements. If Portsmouth Abbey School has a cluster or

outbreak, the Director of Medical Services will work in coordination with the RIDOH to determine if the School should close temporarily and plan for potential deep cleaning protocols. Students may continue coursework during a temporary closure via distance learning. Employees will be advised to self-monitor for symptoms, stay home if ill, and contact their primary care provider if symptomatic.

Any questions regarding Portsmouth Abbey School's Reopening Plan should be directed to Mr. John Perreira, Assistant Headmaster for Operations – [jperreira@portsmouthabbey.org](mailto:jperreira@portsmouthabbey.org) .

## Appendix

### Athletic Plan

#### Portsmouth Abbey Athletics 2020-2021

Portsmouth Abbey is committed to providing an athletic program that has at its core skill development, tactical training, fitness, sportsmanship, teamwork and a healthy lifestyle. We are committed to this important component of an Abbey education and will follow the guidance of our Governor, the CDC, NEPSAC and the EIL in providing an educational and safe experience.

#### Interscholastic Program

We are committed and prepared to offer a traditional interscholastic program if guidelines allow us to do so. Preseason athletes will begin retuning on Tuesday September 8<sup>th</sup> and Wednesday September 9<sup>th</sup>.

#### Sport Specific Training program

If interscholastic sports and travel are limited and our season is compromised in the fall and beyond we will provide the opportunity to participate in sport specific training in our traditional sports with internal competition. Teams will train and compete internally.

#### Multisport Sport training

If our fall season is compromised and we are not offering interscholastic competition we will offer a limited opportunity to reclaim the spring sports season with an abbreviated block of spring sports during the fall. NEPSAC our governing body has approved this for the 2020 fall only.

#### Athletics Beyond The Abbey

We will offer guidance and new and creative methods for those student/athletes who aspire to combine academics and athletics at the college level.

#### All Sports: Pre-Practice Protocols

##### **Changing for practice**

To minimize and de densify traffic in the gym students are asked to change in their dorms and then report to the fields with their Abbey day pack, full water bottle, personal items including hand sanitizer and while wearing a face covering.

Each student/athlete laundry loop with their practice jerseys and Gaiter will be at their practice field. Balls and equipment will be at your field.

##### **If you need to go to the Equipment room: Enter, Exit and Flow**

Students/Coaches can access the equipment room by entering the side doors of the Gym opposite St Benet's and the Library. Go down the stairs to the equipment room window.

Students are not allowed in the equipment room but can see Ryan or Matt at the window Exit is through the back door of the gym

**Meeting Athletes for Start of Practice:**

Student/athletes on all teams must have a predetermined place to assemble prior to practice and during practice breaks. These locations must provide social distancing. Divide your team into groups of 4-5 players for distributing loops and having a place for students to take water and Gaiter breaks during practice while maintaining social distancing. This will also enable coaches to talk with their teams while maintaining social distancing. Have their space and gear off the field

**Sideline set up:** Divide your team into groups of 6 for a large team and 4 for a smaller team. 4-5 players in each group.

Place 4 groups in each corner of the field.

Place 2 groups outside the sideline on each side of the midline (center of the field).

**Demo:** Bring the team (walk them in) in so you can talk with them and they maintain social distancing

**Accessing the Auxiliary Training Room in the Squash Center**

**Face coverings**

Face coverings must be worn at all times

**Social distancing**

Maintain social distancing at all times in the squash fitness facility and auxiliary training room. Maintain social distance while waiting to see trainer on left side of squash center.

**Enter, Exit and Flow**

Enter through main entrance of Squash Fitness Center and then enter squash center. Athletes should be dressed ready for practice with their cleats off.

**Hand sanitizing before and after seeing the trainer**

There is a hand sanitizer on left hand wall as you enter squash center before you see the trainer. Wipe dispenser and spray and wipe sanitizing stations are available at the trainer's area after you see the trainer and are headed to practice.

There is a thorough daily cleaning of the squash center and auxiliary training facility prior to the opening of the facility.

**General Protocols for Practice**

**Face covering at all times: Abbey issued Gaiters** are worn at all times during practice except for breaks. A mask must be worn to the field and will be replaced with an Abbey Gaiter at the start of practice.

**Frequent Rest, Water, Hand Sanitizing and Gaiter breaks:** Pace your practices with a combination of high intensity, active recovery drills and breaks.

**Have a detailed Practice Plan:** Have your practices well scripted to maintain flow and safety protocols.

**Start slow:** Many of our students have been away for sport for quite a while! Start with skill work and progressive conditioning and build to small sided competitive games.

**Small sided games:** Progress to small sided games with multiple small games happening simultaneously and spread across the entire playing surface.

**Competitive Component:** Have a competitive component to your program. Fall Head varsity coaches with the help of sub varsity coaches can divide all of the student/athletes in the program into smaller/equal teams and form a "League Play. Plan for an intra sport competitive schedule on Wednesday and Fridays.

### **All Sport Modifications:**

**Modify Play to Limit Contact or Increase Distancing for Participants** Where there is potential for intermittent close participant proximity and/or sustained face to face contact between participants sport modifications must be implemented to maintain social distancing.

Modifications should strive to keep participants 6 feet apart for the majority of play and must eliminate all deliberate contact. Such modifications include, for example:

**Stagger Starts:** In race or sprint like activities where players typically start or finish together, modifications must include staggered starts to avoid close contact. Starting lines should also be adjusted to allow for 6 feet distancing between participants at the start (e.g., have runners in every other lane, spacing competitors on start line 6 feet apart). If space is limited, staggered start times should be used to allow appropriate spacing for participants for each starting/finishing group.

**Eliminate Deliberate Contact:** Deliberate close contact must be eliminated. Deliberate close contact includes but is not limited to collisions, body checking, boxing out/rebounding, picking, tackling, blocking, and racing/riding in packs.

**Minimize Intermittent Contact:** Game situations that result in intermittent close physical or face-to-face contact or proximity must be modified or eliminated, including: restarts, face-offs, throw-ins, scrums for the ball/puck, or similar activities.

### **Sport Specific Modifications**

#### **•B&G Soccer**

Include General Protocols and All Sport Modifications.

No throw ins. Restart is with a kick.

No slide tackles

No corner kicks or walls: Corner and FREE KICKS must be AWAY FROM THE GOAL MOUTH. They are more of a restart.

Keep a 2 yard cushion from the ball when defending. This includes playing the ball in the air and on balls being played by the goalie.

### •Football

Include General Protocols and All Sport Modifications.

Drills should be contact free and maintain social distancing.

Eliminate deliberate contact and minimize intermittent contact.

No blocking or tackling contact drills

### •All Sports: Post Practice Protocols

At the conclusion of each practice at their field students attach their Abbey face covering (Gaiter), reversible to their laundry loop and return them to their team bins outside of Gym. Personal face covering must be worn.

#### Team Laundry Bins/Fall Practices

Boys bins are at the back door of the gym across from the art center and Girls bins are at the side door of the gym on the St. Benet's Side.

#### Team Laundry Bins /Spring Clinics

Boys bins are at the back door of the Gym across from the art center and Girls bins at the side door across from St Benet's.

#### Team Laundry Bins/Winter Clinics

B & G Ice Hockey bins will be at the Rink and Boys sports at the backdoor of the gym across from the art center and Girls bins at the side door across from St. Benet's.

#### Equipment Cleaning and storage

At the conclusion of practice equipment/balls will be placed in your ball bag at your practice area and will be sprayed and sanitized in the morning by Matt and Ryan.

\*Coaches should return empty team laundry bucket outside the auxiliary training room (doors facing the football field).

### • B & G XC

Include General Protocols and All Sport Modifications.

Stagger starts and finishes.

### •Volleyball

Include General Protocols and All Sport Modifications.

Utilize small group skill work (3-5 players) with social distancing and space between groups.

Eliminate play at the net that brings players together face to face.

### •Field hockey

Include General Protocols and All Sport Modifications.

During restarts, every player always has to be 5 yards away (pre-existing rule).

No body contact when marking. Will teach zonal defense only this season.

Players and coaches should only move ball with stick. (Do not pick up the ball with hand)

Only coaches should touch cones/other equipment.

Offensive Corners will take place without defense (only a goaltender in goal), players get one shot before corner ends.

### •B&G Ice hockey\*beginning Oct 4<sup>th</sup>

Include General Protocols and All Sport Modifications.

Use small group games with social distancing and spacing between drills

Gloves must stay on at all times.

Coaches and players should only move pucks with sticks.

Whistle scrums/loose pucks dead and award alternate possession.

Only coaches should touch cones/nets/other equipment.

No body contact (only stick on stick contact)

No face offs. Possession will rotate.

#### **. Girls Lacrosse**

Include General Protocols and All Sport Modifications.

Use small group games with social distancing and spacing between groups

During restarts, all players must be 4 meters away (pre-existing rule). No free movement.

Must maintain a stick length away from attacker while defending (no body contact).

Players and coaches should only move ball with stick. (Do not pick up the ball with hand)

Only coaches should touch cones/other equipment.

8 meters will just be player who earned the 8 meter and the goalie or eliminate all 8 meters and just award possession.

Will eliminate draws. Possession will alternate.

#### **•Boys Lacrosse**

Include General Protocols and All Sport Modifications.

Utilize small group games with social distancing and spacing between groups.

Eliminate deliberate contact including picks

Minimize intermittent (occasional) contact.

Whistle dead all scrums/loose balls \*alternate possession rule.

Eliminate all face offs \*goal scored results in a clear.

Penalty begins immediately after call and player must run off to box and a new player legally substitutes on (international rule)\* no stoppage for EMO/MD

Substitutions are made in the team substitution box utilizing an area in the box designated for on and off. All **OFF** substitutions are farthest from the midfield line and all **ON** Substitutions and close to the midfield

#### **• B & G Basketball \* Beginning Oct 4**

Include General Protocols and All Sport Modifications.

Utilize small group games to teach skills and tactics

Maintain social distancing in drills and lines

Maintain a 2-yard cushion when playing defense

Drills/Scrimmages are limited to one shot per possession (avoid boxing out and congestion in the lane).

Eliminate picks on and off ball

Practices outside or in lower gym

Only Individual practice in upper gym

#### **•Baseball and Softball**

Include General Protocols and all sport modifications.

No sliding in competition. Practice sliding in drill work.

**•B & G Tennis**

Include general protocols and all sport modifications.

Have predetermined court assignments

Avoid net play

Use ball hopper to pick up balls

Work in small groups of 4-6 per court

**•B & G Track and Field**

Include General Protocols and All Sport Modifications.

Have a predetermined location to assemble with social distancing

Stagger starts and finish for training drills/competitions

No Batons for relays

No sharing of equipment (poles, shot puts, discus, javelins, ect. )

Only coaches move jump bars or use the rakes in the pits

**•B & G Squash\* beginning Oct 4**

Include General Protocols and All Sport Modifications.

Individual practice only at present time (one person per court)

\*See squash center protocols

**•Wrestling \* beginning Oct 4<sup>th</sup>.**

Include General Protocol and All Sport Modifications.

Drills must maintain social distance

All drills are on "air"/no opponent

Practices are in the lower gym with doors open.

**•Sailing**

Include General Protocols and All Sport Modifications

**• B & G Golf**

Include General Protocols and All Sport Modifications..

Have predetermined check in/out locations and times (stagger check in)

Combine skill teaching and competitive play each day

Maintain social distance during practiced and play

## Daily COVID Screening Questionnaire for All Students

**First Period:** Check each student's temperature with "no touch" infrared thermometer. Thermometer will beep and flash "HI" in red if temp is above 99.5. If you receive a "HI" reading, call Infirmary at 643-1233 x 233 for instructions.

- ***Have you had any of the following symptoms in the past three days that are not explained by allergies or a non-infectious cause?***
  - COUGH
  - SHORTNESS OF BREATH
  - DIFFICULTY BREATHING
  - FEVER OR CHILLS
  - MUSCLE OR BODY ACHES
  - SORE THROAT
  - HEADACHE
  - NAUSEA OR VOMITING
  - DIARRHEA
  - RUNNY NOSE OR STUFFY NOSE
  - FATIGUE
  - RECENT LOSS OF TASTE OR SMELL
- ***Have you been in close contact (less than six feet) with anyone with COVID-19 or symptoms of COVID-19 in the past 14 days?***
- ***Have you traveled anywhere outside the 50 United States in the past 14 days, or to a State with high community spread?***
- ***Have you been directed to quarantine or isolate by the Rhode Island Department of Health or a healthcare provider in the past 14 days?***

**If a student answers "Yes" to any question, call the Infirmary at 643-1233 or x 233.**

# COVID-19 Screening Tool

Use this tool to screen employees, clients, and/or visitors for symptoms of COVID-19.

HAVE YOU HAD ANY OF THE FOLLOWING SYMPTOMS IN THE PAST THREE DAYS?	YES	NO
COUGH		
SHORTNESS OF BREATH OR DIFFICULTY BREATHING		
FEVER		
CHILLS		
MUSCLE PAIN		
SORE THROAT		
HEADACHE		
NAUSEA OR VOMITING		
DIARRHEA		
RUNNY NOSE OR STUFFY NOSE		
FATIGUE		
RECENT LOSS OF TASTE OR SMELL		
POOR FEEDING OR POOR APPETITE (INFANTS AND CHILDREN)		

## SYMPTOMS RISK FACTORS

	YES	NO
Have you been in close contact (less than six feet) with anyone with COVID-19 or symptoms of COVID-19 in the past 14 days?		
Have you traveled anywhere outside the 50 United States in the past 14 days?		
Have you traveled to Rhode Island from another state for a non-work-related purpose in the past 14 days? <sup>1</sup>		

Have you been directed to quarantine or isolate by the Rhode Island Department of Health or a healthcare provider in the past 14 days? If so, when does/did your quarantine or isolation period end?		
--	--	--

**IF YOU HAVE ANSWERED “YES” TO ANY OF THE QUESTIONS ABOVE, YOU WILL BE ASKED TO LEAVE THE BUILDING.**

- **Employees:** Please contact your supervisor and your Human Resources representative.
- **Visitors:** Please call to discuss when you can return to this facility.

<sup>1</sup> Public health, public safety, and healthcare workers are exempt. Does not apply to anyone traveling for medical treatment, to attend funeral or memorial services, to obtain necessities like groceries, gas, or medication, to drop off or pick up children from day care, or to anyone who must work on their boats.



**RHODE  
ISLAND**

05/12/2020

[reopeningri.com](https://reopeningri.com) | [health.ri.gov/covid](https://health.ri.gov/covid)

An official publication of the State of Rhode Island



## **How to Handwash?**

**Duration of the entire procedure: 40-60 seconds**

Apply enough soap to cover Rub hands palm to palm;  
all hand surfaces;

Wet hands with water;

Right palm over left dorsum with  
interlaced fingers and vice versa;

Palm to palm with fingers interlaced; Backs of fingers to opposing palms  
with fingers interlocked;

Rotational rubbing of left thumb  
clasped in right palm and vice versa;

Rotational rubbing, backwards and  
forwards with clasped fingers of right  
hand in left palm and vice versa;

Rinse hands with water;

Dry hands thoroughly Use towel to turn off faucet; Your hands are now safe.  
with a single use towel;

World Health Organization - May 2009

# Returning to Work

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If you're currently collecting Unemployment Insurance (UI), and your employer is reopening or you're starting a new job, here's what you need to know.

## → Return to work form

All eligible Unemployment Insurance claimants receive two mailings after their initial application. The second mailing includes a Return to Work Form. This form is also available online [here](#).

Please mail the Return to Work Form back to the DLT the week you return to work full-time. This notifies the Department of your start date and your employer's name and address. It also provides a written request for any outstanding benefits to which you may be entitled.

Once you return to work full-time, you must stop certifying for benefits on UI Online/TeleCert.

If you return to work part-time and are earning less than your benefit rate, you can continue to use UI Online/TeleCert weekly to claim partial benefits.

## → Unable to return to work?

If you quit your job, or refuse work, you will not be eligible for unemployment insurance benefits unless you have "good cause". If an employer reports your refusal of work, a stop will be put on your UI claim and you will have to demonstrate that you have good cause in order to continue receiving benefits.

Refusing work to collect benefits without "good cause" is fraud.

"Good cause" may include:

- You have tested positive for COVID-19 and therefore are unable to work;
- Your doctor recommends you not work because you are high-risk; or
- You are the sole caregiver for someone who has no place to receive care (due to school/daycare closures) and cannot stay home alone.

The following page provides examples of situations that do and do not constitute "good cause."

More information is available in our [Fraud](#) and [Eligibility](#) memos.

# Good Cause

Milton Black works as a cashier for XYZ Grocery store, which is open during the COVID-19 emergency. A recent round of chemotherapy has left Milton with a weakened immune system. Even though XYZ Groceries keeps to the RI Department of Health social distancing guidelines, Milton's doctor tells him that contracting COVID-19 would be extremely dangerous for him and orders him not to work outside of his home. Milton quits his job with XYZ, because he cannot check groceries from anywhere but XYZ.

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Sarah Green works for JB Incorporated (JB), a company that provides outsourced call center capacity for other companies around the world that remain open during the COVID-19 crisis. JB has tried to outfit its workers with equipment that would enable them to work full time from home but cannot. Instead they adopt the appropriate social distancing guidelines and give their workers a normal schedule. However, Sarah and her spouse have 4-year-old whose day care center has been order closed. Sarah's spouse is the person in the family whose employer provides healthcare benefits, and since neither can work from home, Sarah makes the decision to quit.

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Frank Gold works for Easton Manufacturing Company, which is open and operating in accordance with social districting guidelines. Frank lives at home with his mother, who has early onset Alzheimer's but receives care during the day at a local senior center. However, that center is closed by order. Frank tried to find a few other options but was turned down, and so had to stay home with his mother, at least until the COVID-19 crisis subsides.

Milton Black works for XYZ Grocery store, which is open during the COVID-19 emergency. Like everyone in RI, Milton is concerned for his health, but he is also very concerned for the health of a sibling with a severely compromised immune system. Milton does not live with this sibling. Even though XYZ Groceries keeps to RI Department of Health social distancing guidelines, Milton quits his job with XYZ in an abundance of caution to protect his sibling's health the next time he visits her.

Sarah Green works for JB Incorporated (JB), a company that provides outsourced call center capacity for other companies around the world that remain open during the COVID-19 crisis. JB has outfitted its workers with equipment that would enable them to work full time from home. However, after Sarah has compared the benefits for which she would be eligible under the Pandemic Unemployment Assistance program with what she would make by working full time at home, she voluntarily chooses to not to work at home because the Pandemic Unemployment Assistance benefits pay her more.

Frank Gold works for Easton Manufacturing Company, which is open and operating in accordance with social distancing guidelines. Frank and his spouse have a 7-year-old son, who is attending school at home because his school has been ordered to distance learn because of the COVID-19 crisis. Frank's spouse can work from home and is doing so because of the COVID-19 crisis but wants uninterrupted time to focus on

work. Frank stays home to attend to his son's schooling.

# Regresando al trabajo

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Si actualmente está cobrando el Seguro de desempleo (UI) y su empleador está reabriendo o está comenzando un nuevo trabajo, esto es lo que necesita saber.

## → Formulario de regreso al trabajo

Todos los reclamantes elegibles del seguro de desempleo reciben dos correos después de su solicitud inicial. El segundo envío incluye un Formulario de regreso al trabajo. Este formulario también está disponible en línea [aquí](#).

Envíe por correo el Formulario de regreso al trabajo al DLT la semana que regresa a trabajar a tiempo completo. Esto notifica al Departamento su fecha de inicio y el nombre y la dirección de su empleador. También proporciona una solicitud por escrito para cualquier beneficio pendiente al que tenga derecho.

Una vez que regrese a trabajar a tiempo completo, debe dejar de certificar los beneficios en UI Online / TeleCert.

Si regresa a trabajar a tiempo parcial y gana menos que su tasa de beneficio, puede continuar usando UI Online / TeleCert semanalmente para reclamar beneficios parciales.

## → ¿No puede volver al trabajo?

Si renuncia a su trabajo o se niega a trabajar, no será elegible para los beneficios del seguro de desempleo a menos que tenga una "buena causa". Si un empleador informa que se niega a trabajar, se suspenderá su reclamo de seguro de desempleo y deberá demostrar que tiene una buena causa para continuar recibiendo los beneficios.

Negarse a trabajar para cobrar beneficios sin una "buena causa" es fraude.

"Buena causa" puede incluir:

- Ha dado positivo por COVID-19 y, por lo tanto, no puede trabajar;
- Su médico le recomienda que no trabaje porque tiene un alto riesgo; o
- Usted es el único cuidador de alguien que no tiene un lugar para recibir atención (debido al cierre de la escuela / guardería) y no puede quedarse solo en casa.

La siguiente página proporciona ejemplos de situaciones que constituyen y no constituyen una "buena causa".

Hay más información disponible en nuestras notas de [Fraude](#) y [Elegibilidad](#).

# Buena Causa

Milton Black trabaja como cajero de la tienda de comestibles XYZ, que está abierta durante la emergencia COVID-19. Una reciente ronda de quimioterapia ha dejado a Milton con un sistema inmunitario debilitado. A pesar de que XYZ Groceries sigue las pautas de distanciamiento social del Departamento de Salud de Rhode Island, el médico de Milton le dice que contratar COVID-19 sería extremadamente peligroso para él y le ordena que no trabaje fuera de su hogar. Milton renuncia a su trabajo con XYZ, porque no puede revisar los comestibles desde otro lugar que no sea XYZ.

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Sarah Green trabaja para JB Incorporated (JB), una empresa que brinda capacidad de centro de llamadas subcontratado para otras empresas de todo el mundo que permanecen abiertas durante la crisis de COVID-19. JB ha tratado de equipar a sus trabajadores con equipos que les permitan trabajar a tiempo completo desde casa, pero no pueden. En su lugar, adoptan las pautas apropiadas de distanciamiento social y dan a sus trabajadores un horario normal. Sin embargo, Sarah y su cónyuge tienen un niño de 4 años cuya guardería ha sido cerrada por orden. El cónyuge de Sarah es la persona de la familia cuyo empleador brinda beneficios de atención médica, y dado que ninguno de los dos puede trabajar desde casa, Sarah toma la decisión de renunciar.

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Frank Gold trabaja para Easton Manufacturing Company, que está abierta y opera de acuerdo con las pautas de distritos sociales. Frank vive en casa con su madre, que tiene Alzheimer temprano pero recibe atención durante el día en un centro local para personas mayores. Sin embargo, ese centro está cerrado por orden. Frank trató de encontrar algunas otras opciones, pero fue rechazado, por lo que tuvo que quedarse en casa con su madre, al menos hasta que la crisis de COVID-19 desapareciera.

Milton Black trabaja para la tienda de comestibles XYZ, que está abierta durante la emergencia COVID-19. Como todos en RI, Milton está preocupado por su salud, pero también está muy preocupado por la salud de un hermano con un sistema inmunitario gravemente comprometido. Milton no vive con este hermano. A pesar de que XYZ Groceries sigue las pautas de distanciamiento social del Departamento de Salud de RI, Milton renuncia a su trabajo con XYZ con mucha precaución para proteger la salud de su hermano la próxima vez que la visite.

Sarah Green trabaja para JB Incorporated (JB), una empresa que brinda capacidad de centro de llamadas subcontratado para otras empresas de todo el mundo que permanecen abiertas durante la crisis de COVID-19. JB ha equipado a sus trabajadores con equipos que les permitirían trabajar a tiempo completo desde casa. Sin embargo, después de que Sarah ha comparado los beneficios para los cuales debería ser elegible bajo el programa de Asistencia de desempleo pandémico con lo que ganaría trabajando a tiempo completo en casa, elige voluntariamente no trabajar en casa porque los beneficios de Asistencia de desempleo pandémico le pagan más

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Frank Gold trabaja para Easton Manufacturing Company, que está abierta y opera de acuerdo con las pautas de distanciamiento social. Frank y su cónyuge tienen un hijo de 7 años, que asiste a la escuela en su casa porque a su escuela se le ordenó aprender a distancia debido a la crisis de COVID-19. El cónyuge de Frank puede trabajar desde casa y lo hace debido a la crisis de COVID-19, pero quiere un tiempo ininterrumpido para concentrarse en el trabajo. Frank se queda en casa para asistir a la educación de su hijo.



## STATE OF RHODE ISLAND CERTIFICATE OF COMPLIANCE OUT-OF-STATE TRAVEL QUARANTINE/TESTING REQUIREMENTS

As a result of nationwide COVID-19 transmission, visitors coming to Rhode Island for a non-work-related purpose from a state with a high community spread rate, as set forth on a list maintained by the Rhode Island Department of Health (RIDOH) at <https://health.ri.gov/covid/>, must, upon arrival, either self-quarantine for 14 days or present a negative COVID-19 test according to the options below.

I, \_\_\_\_\_ (full name), arrived in Rhode Island (RI) on \_\_\_\_\_ (date), and have reviewed and attest that (1) I have completed the following form for myself and any persons in my care who are under the age of 18 or who are dependent on my care, and (2) that the certifications I have made are accurate:

I have **not** traveled to RI from a state determined by RIDOH to have a high community spread rate, as listed on <https://health.ri.gov/covid/>, in the last 14 days.  
or

I **have** traveled to RI from a state determined by RIDOH to have a high community spread rate, as listed on <https://health.ri.gov/covid/>, in the last 14 days and attest that I have taken one of the following actions to comply with out-of-state traveler quarantine/testing requirements:

I am quarantining for 14 days.

I was tested for COVID-19 in the state I traveled from 72 hours before my arrival in Rhode Island and either:

I have received a negative test result. I understand that I may be asked to furnish proof of the negative test upon request; or

I will remain in quarantine until I receive a negative test result.

I was tested for COVID-19 in Rhode Island upon arrival and either:

I have received a negative test result. I understand that I may be asked to furnish proof of the negative test upon request; or

I will remain in quarantine until I receive a negative test result.

I plan to get a COVID-19 test in Rhode Island and will quarantine until I receive a negative test result. I understand that I may be asked to furnish proof of the negative test upon request.

I understand that if I receive a positive COVID-19 test result, from any state, that I must comply with the selfisolation requirements in Executive Order 20-20. Additionally, if I have been in known close contact with a person who has tested positive for COVID-19, I must self-quarantine for 14 days following that contact in accordance with Executive Order 20-20. Individuals who are self-quarantining should complete a selfquarantine questionnaire, available at [www.health.ri.gov/oos-covid](http://www.health.ri.gov/oos-covid).

If the above attestation is no longer accurate, I will update this Certificate of Compliance.

Printed Name: \_\_\_\_\_

Signed : \_\_\_\_\_

Date: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

(Please retain this certificate of compliance for a period of 30 days and provide to RIDOH upon request)