

# THE HARVEY SCHOOL

August 31, 2020

Reopening Plan 2020-21



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# Introduction

The global spread of the novel coronavirus pandemic in early 2020 forced The Harvey School, like other schools across the area and around the world, to close our campus and transition immediately to remote learning, or eHarvey as we called it. The Harvey community rose to the occasion during these unprecedented times. Our faculty, staff, and administrators did a remarkable job of moving teaching and learning online essentially overnight, and with the support of their teachers and families, our students showed incredible resilience and heart as they adapted to their new environment and continued to engage and thrive. Despite this unexpected end to the school year, the community came together in creative ways to celebrate the success and achievements of our graduating seniors and eighth grade students.



Since that time Harvey's leadership team has worked closely with the board of trustees, faculty, staff, and families to prepare for the reopening of school in the fall. The school also assembled a Reopening Task Force (RTF), composed of a dedicated group of current and former parents, trustees, and staff with considerable expertise in the areas of medicine, mental health, safety, logistics, law, compliance, and equity and inclusion. In consultation with the RTF, the school developed this reopening plan in accordance with local, state, and federal guidelines and requirements, which was approved by a resolution of The Harvey School Board of Trustees on July 29, 2020.



Additionally, experience with operating The Harvey School Summer Camp has presented the school with an unique opportunity to better understand the complexities and constraints associated with having students on campus during these uncertain times. Despite the challenges we face, we are excited about the prospect of having our community back on campus again this fall, learning together in a safe, supportive, engaging environment.

# Guiding Principles

The Harvey School Reopening Plan is guided by the following core principles:

**Schooling as an Essential Service.** We believe that schools provide an essential service and that it is our responsibility to make on-campus schooling available to our students to the greatest extent possible as permitted by law and the safety of our students and faculty.

**Flexibility and Compassion.** We understand that some students may be unable or unwilling to return to campus. We have, therefore, developed a flexible plan that allows for hybrid and remote learning to meet the needs of students who cannot be on campus with us. Additionally, the nature of our immersive school environment relies on our faculty and staff to be present to care for and supervise our students, but to the extent that it is feasible The Harvey School will work to accommodate at-risk school personnel to support their needs as well during these uncertain times.

**Health and Well-being.** Protecting the physical and mental health and well-being of our community is our fundamental reopening priority. To that end, we have adopted a layered approach to health and safety to protect our students, staff, and families. **While this Reopening Plan has been carefully designed to mitigate the risk of COVID-19 at The Harvey School, such risk cannot be eliminated. There can be no assurance that COVID-19 exposure or infection will not occur in connection with in-person, on-campus instruction at The Harvey School.**



# Guiding Principles continued

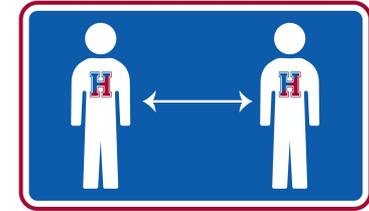
**Equity and Inclusion.** We are committed to maintaining an equitable and inclusive environment that provides access and support for every member of the Harvey community. Our goal is for all students, faculty and staff, alumni, and school families feel welcome and valued at Harvey. The principles of honesty, respect, responsibility, and kindness that anchor Harvey's commitment to diversity, equity, and inclusion also characterize our approach to reopening in these unprecedented times.

**Partnership.** Our reopening plans will require new, and at times frustrating, rules and requirements. Our success in reopening will depend on the commitment of the entire Harvey community to come together and partner with us to support the new measures put in place. To that end, all members of The Harvey School community will be expected to accept and abide by the school's COVID-19 Community Norms and Expectations.



# Reopening: Academics

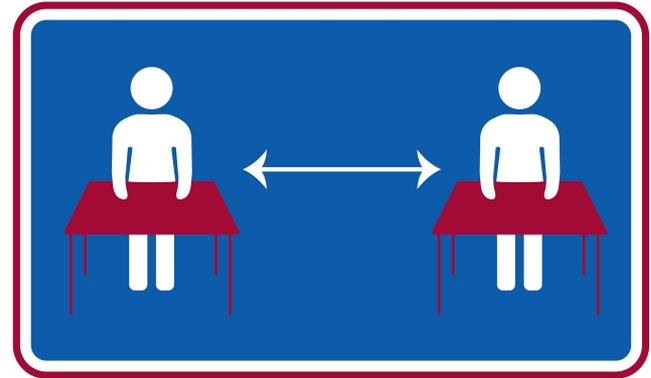
- We have developed an educational plan that prioritizes on-campus instruction while allowing for hybrid and remote options to support the safety and well-being of our community.
- Given the reality that it is impossible to eliminate all potential exposure to the virus, The Harvey School is allowing each family to decide whether to engage in on-campus or remote learning. Once a family chooses an approach, the mode of instruction can only be changed with authorization from the appropriate division head.



- Leveraging our small class sizes, expansive 125-acre campus, and various flexible indoor spaces, we have created a schedule that allows all students to be on campus each day and still adhere to sound social distancing guidelines. We have also developed an alternative A/B schedule that would reduce student density on campus should the need arise.

# Reopening: **Academics** continued

- Additionally, despite the logistical challenges we have faced, the new schedule will still allow students to pursue a variety of activities and interests comprised of core academics and extracurricular engagement.
- The logistical challenges created by the pandemic have required us to reorganize and temporarily increase staffing in certain areas, both to address instructional needs and to accommodate the increased supervisory requirements of a modified schedule.
- In accordance with social distancing recommendations for younger students, our middle schoolers students will be organized into cohorts to the extent possible in order to reduce unnecessary contact among students.



# Reopening: Arts

- Understanding that arts education is a vital aspect of Harvey's rich and balanced educational environment, we have developed a schedule that incorporates performing and fine arts into the daily program. Performing arts will incorporate social distancing best practices as related to each discipline.
- After-school arts programs will be offered to the extent feasible, depending on scheduling, staffing, and transportation demands.
- All after-school programs are suspended for the month of September to allow the school to focus on the core instructional day.



# Reopening: Athletics

- Given the importance of physical activity to both physical and mental well-being, we are exploring options to include opportunities for students to engage in athletic activities and play in a variety of safe structured and unstructured ways.
- The HVAL fall athletic season has been canceled. While the Harvey athletic department will explore possibilities for teams to continue to train safely, it may not be feasible for athletic programs to take place during the first term.
- Any student participating on non-Harvey athletic teams must comply with all New York guidance regarding travel restrictions outside the state.
- All afterschool programs are suspended for the month of September to allow the school to focus on the core instructional day.



# Reopening: Social & Emotional Well-being

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- We recognize that the events of the past months may have taken a psychological toll on members of our school community, and we are taking steps to increase the support we have in place for students and staff.
- The new schedule was organized to allow for a second advisor group each week so that students have an additional opportunity to connect with their advisors and with the other members of their advisory groups.
- In the absence of a full-time counselor on staff, we have formed a mental health task force that is working with the school's leadership to explore alternative models for providing support for students and staff.

Reopening Plan 2020-21



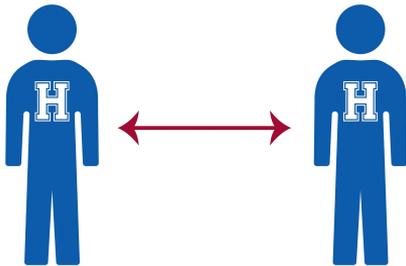
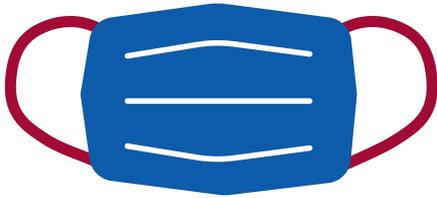
# Reopening: Social & Emotional Well-being continued

- Faculty professional development this year will include specific training in supporting the social and emotional needs of students.



- Over the course of the year the school will develop programming for students to support health and wellness, equity and inclusion, and other topics central to understanding and coping with the impact of the pandemic inside and outside of the Harvey community.

# Reopening: Social Distancing & Face Coverings

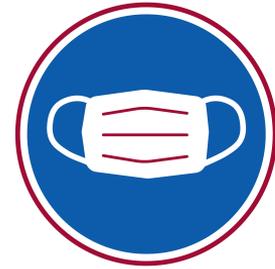


- NY State currently mandates that individuals must socially distance or wear an approved face covering. In keeping with our layered approach to health and safety, we are requiring everyone to wear a mask or other approved face covering throughout the school day and to maintain a routine distance of at least six feet.
- For activities in which mandatory mask use may not always be possible, such as physical education, singing, and orchestra, social distancing will be increased as necessary.

# Reopening:

## Social Distancing & Face Coverings continued

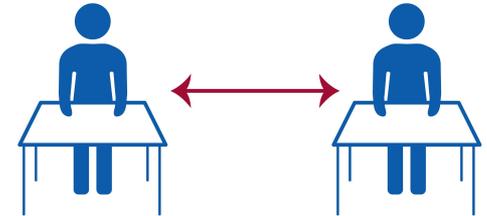
- School-approved face coverings include cloth and medical masks that fully cover both the mouth and nose. Bandanas, scarves, and gaiters are not approved for use at Harvey.
- While clear face shields are no longer accepted as approved face coverings, we will make them available for faculty and staff who wish to use them in conjunction with a face covering in keeping with our layered approach to protection.
- Opportunities will be provided as appropriate during the school day for students to take a break from wearing a face covering, such as during lunch and social distanced breaks outside.



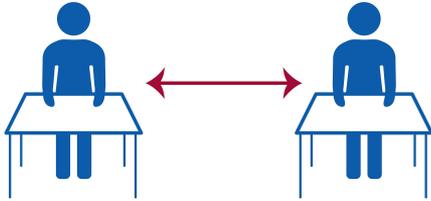
# Reopening:

## Social Distancing & Face Coverings continued

- Nursing staff and other personnel whose roles do not allow them to social distance will be provided with additional personal protective equipment (PPE), such as medical-grade masks, gloves, gowns, etc., as required.
- The school will also provide or install additional physical barriers, such as plastic shields, in appropriate contexts.
- Protocols will be established to limit the sharing of objects during the school day (books, rulers, pens, etc.) to the extent practicable.
- All students, faculty, and staff will be trained on the safe and proper use, cleaning, and disposal of PPE.

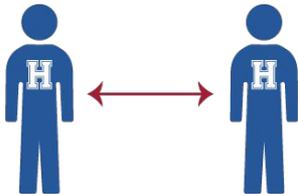


# Reopening: Facilities & Space Usage



- In an effort to maintain social distancing, we are limiting occupancy in rooms and decreasing density through a variety of methods:

- Reconfiguration of current classroom spaces, based on capacity and layout
- Repurposing of non-classroom areas as instructional space
- Use of Harvey's extensive outdoor space



- We will manage the pedestrian flow through the campus, both actively (supervision) and passively (signage, arrows, etc.), in order to support social distancing requirements. Based on visible cues, campus visitors and students alike will be able to readily understand social distancing rules in effect in Harvey spaces.

- Restroom occupancy will be limited based on the size and configuration of each space.
- We are implementing solutions to improve air flow and ventilation, including upgrading system filters, increasing use of exhaust fans, and the installation of air conditioning units where feasible.
- We will be limiting the number of visitors on campus. Visitors to campus will need to check in at the security booth and will be subject to health screening.
- Virtual rather than on-campus meetings and gatherings are encouraged as feasible.
- In order to be able to care for all members of the community, the school relocated and expanded the infirmary. The new facility includes an entrance from outside, a self-contained entry area, two monitored isolation rooms, a separate treatment room, office space, and a private restroom.

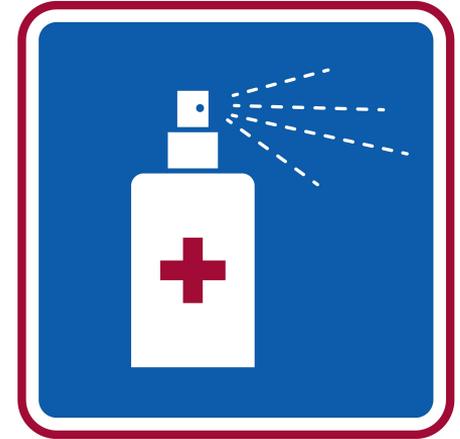
# Reopening: Hygiene

- Students and staff are required to wash or sanitize their hands throughout the day, between activities, and before and after eating.
- Sink facilities have been updated as feasible with no-touch faucets, signage, and the addition of paper towels where necessary.
- Hand sanitizer will be provided for all students and staff and located at prominent locations throughout the campus.
- All students and staff will receive training in proper hand and respiratory hygiene and protection.
- Hand and respiratory hygiene will be reinforced through prominent signage on campus.



# Reopening: Cleaning & Disinfection

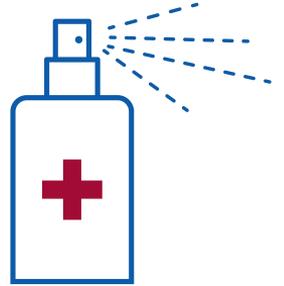
- The school will comply with all CDC and Department of Health guidelines regarding the cleaning and disinfection of campus.
- Campus buildings will be fully cleaned and disinfected on a daily basis.
- Restrooms and common areas will be disinfected regularly throughout the school day.
- High-touch areas, such as desktops and door handles, will be disinfected between classes or after each use.
- Our professional cleaning staff will be responsible for the nightly deep cleaning and disinfections of campus facilities.
- Maintenance staff will also walk through campus buildings each day and disinfect surfaces using an electrostatic sprayer.



# Reopening: Cleaning & Disinfection continued

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- During the school day designated cleaning staff will carry out the targeted disinfection that will take place on an ongoing basis. When classes are in session, they will circulate on campus, touching up all the bathrooms, wiping down doorknobs and other high-touch surfaces, etc.
- Faculty will assist by disinfecting high-touch areas of their classroom spaces between classes.
- The school will maintain logs of cleaning and disinfection in compliance with Department of Health guidelines and regulations.
- The school will use cleaning and disinfection products that are NY State registered and on the approved EPA list for use against SARS, COV 2, and COVID-19.
- We will increase the availability of trash receptacles throughout the campus for the safe disposal of used PPE and other refuse.
- All staff will be trained in the proper procedures for cleaning and disinfection.



# Reopening: Transportation

- Transportation considerations create complex challenges since students arrive by school bus (provided by neighboring school districts), private bus and van services, train, and car. Transportation plans will be updated as the situation evolves and more information becomes available.
- According to current New York State requirements, students will be required to wear an approved face covering and maintain social distancing while on buses.
- Students will be instructed to maintain social distancing at stops and during unloading time.
- Harvey's train bus service will be modified to ensure safe transportation to and from the Katonah train station.



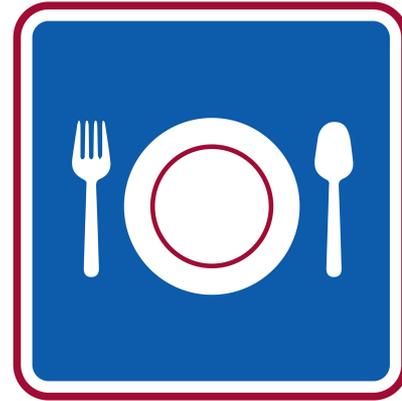
# Reopening: Drop-off / Pick-up

- In order to support social distancing and facilitate morning health screenings, drop-off will take place in three separate locations:
  - Middle School drop-off (cars and buses) at MS pedestrian path
  - Upper School car drop-off in front circle by Sylvan Hall
  - Upper School bus drop-off in front of Athletic Center
- Pick-up will take place from designated areas.
- Parents, guardians, and other drivers should remain in their vehicles during drop-off and pick-up.



# Reopening: Food Service

- The school has worked closely with our food service provider to develop a plan that allows us to continue to serve nutritious meals for our community in an environment that considerably limits both our menu and dining options.
- We have developed a lunch plan that will enable us to feed students in a variety of alternative locations while maintaining social distancing.
- While in the past we were able to serve three meals a day to the entire school community, for the foreseeable future we will need to limit breakfast and dinner only to members of our boarding community and other students who may rely on that service.



**The sharing of food and drink while on campus is prohibited.**



While public drinking fountains on campus will be closed, no-touch bottle refilling stations will remain open. Students will be encouraged to bring their own personal water bottles that can be refilled on campus. Single-use cups will also be available if necessary.

# Reopening: Dorms

- Running a five-day boarding program creates challenges in the current environment, but we are committed to our students who would not be able to continue as members of the Harvey community without the boarding service that we provide.
- Consistent with practices at other boarding schools, roommates will be considered a family unit for the purpose of protocols and procedures. Capacity does not exist to give each boarding student a single room.
- Dorms are being configured to increase social distancing, including removing one of the classrooms and limiting access to social and other common spaces.
- The school will institute protocols and procedures to ensure safe access to the bathroom facilities in the dorms.

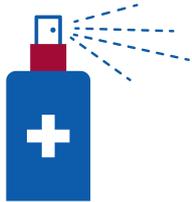


# Reopening: Dorms continued

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- Breakfast and dinner food service will be reserved for boarding residents and limited specified other students only.



- Professional cleaning and disinfection of common spaces and bathrooms will take place on a daily basis.

- Specialized support will be put in place for our international students based on their unique needs and requirements.

# Reopening: Technology

- Given the extent to which our educational approach will rely on technology both for hybrid and remote learning, the school has invested in a number of upgrades in order to support teaching and learning both on and off campus:
  - **Bandwidth:** Increased bandwidth of our current internet connection and added a second connection to provide increased functionality and reliability.
  - **Network:** Reconfigured and upgraded our network and wireless infrastructures to provide increased functionality and reliability.
  - **Hardware:** Invested in cameras, microphones, and other hardware to prepare classrooms for hybrid learning.
  - **Software/Services:** Upgraded to more robust and user-friendly teleconferencing and learning management systems.
- The school is committed to ensuring that all students have access to the hardware and connectivity necessary to fully engage in the hybrid/remote learning experience.
- The school will use an online system to record and manage attendance both for on-site and remote learners.



# Reopening: Communications

- The school has implemented a communications plan to ensure regular and transparent communications with all stakeholders, including students, families, staff, trustees, and alumni.
- The school will communicate through a variety of channels, including email, text messaging,, telephone, social media, newsletters, the school's website, posted signage, and virtual community meetings as appropriate.
- Additionally, the school will instruct, inform, and train stakeholders as necessary with regard to the spread of COVID-19, proper hygiene, use of PPE, etc.
- The school will communicate as necessary with local health departments, health care providers, first responders, etc. with regard to changes in guidance, information updates, and any cases or potential cases of COVID-19 affecting the Harvey community.



# Reopening: Responsible Personnel

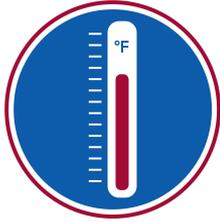
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- The school has identified two coordinators to act as point-of-contact for any questions or concerns related to COVID-19:
  - **School Nurse** - Medical and health issues related to COVID-19
  - **School Safety Coordinator** - Any other issues related to COVID-19



- The COVID-19 coordinators will escalate issues as necessary to the school's senior leadership team.

# Monitoring: Health Screening



**Home health screening** - All staff and students will be required to submit to the school the results of a daily health screening. The screening will be comprised of:

- **Temperature check**, without fever-reducing medication in the past 24 hours
- **Questionnaire**
- The school may elect to administer other screening measures as necessary.



Students and staff who are flagged by the home health screening **will be required to stay home** until cleared for return by the school nurse.

## Questionnaire asks:

- Have you tested positive for COVID-19 in the past 14 days?
- Have you experienced any recent or acute onset of symptoms of COVID-19, including a temperature greater than 100°F, in the past 14 days?
- Have you been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19, who has recently been tested due to suspicion of COVID-19 infection with results still pending, or who has had symptoms of COVID-19?
- Have you traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days?

# Monitoring: Health Screening continued



**School health screening** - All staff and students are subject to a daily temperature check and any additional health screening as deemed necessary by the school nurse in consultation with the school's medical director.



Anyone flagged by the on-campus screening will be safely isolated and sent home and **must remain at home until cleared for return by the school nurse.**



Results of health screening will be logged (cleared / not cleared), but specific health data, such as temperature, will not be recorded.



We will be limiting the number of visitors on campus. Visitors will need to check in at the security booth and will be subject to health screening.

# Monitoring: Metrics for Decision Making

- New York State has established metrics they will monitor to determine thresholds for ordering regional and statewide closures or lockdowns. There may be times during the school year when Harvey will need to close our campus and transition fully to remote learning if ordered by the State to do so based on certain limits being met or exceeded with regard to transmission rate, spread, hospital capacity, etc.
- The school will monitor local and internal metrics related to any increase of COVID-19 cases to determine thresholds that initiate a containment or closure response as well.
- All closure decisions will be made in close coordination with our medical director and the department of health.

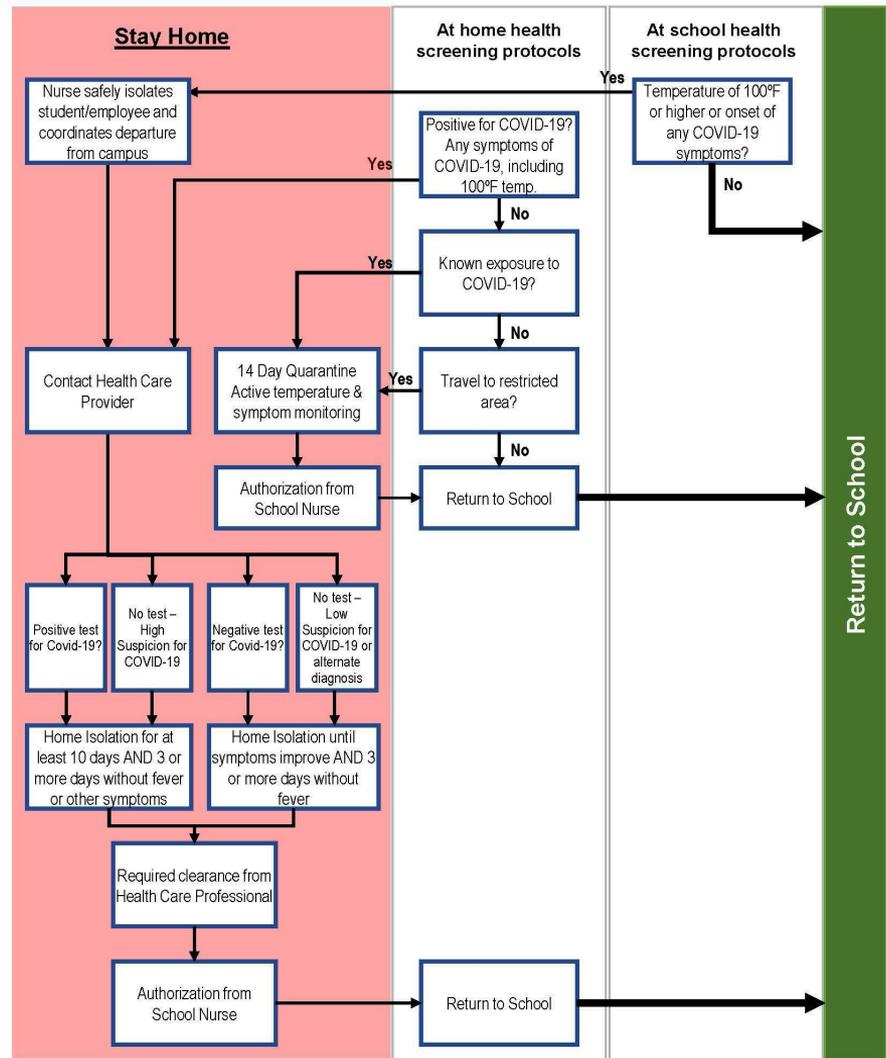
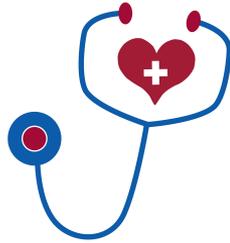
**In deciding whether to close campus and enter a phase of remote learning, The Harvey School will monitor the following metrics:**

- Percentage of school population absent on a single day
- Percentage of school population under self-quarantine
- Impact of staff absences have on our ability to safely run on-campus programs
- Rate of new cases in local communities



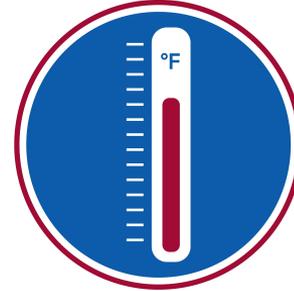
# Containment

The school has established this decision tree for managing cases and potential cases of COVID-19 in the community.



# Containment continued

- Anyone who screens positive for COVID-19 exposure or symptoms, or who presents with a temperature greater than 100°F:
  - May not enter or remain on school grounds
  - Will be safely isolated in a supervised area until a safe and expedient departure can be arranged
  - Must consult his or her health care provider
- Any confirmed positive case of COVID-19 on campus will trigger the following communications protocol:
  - Immediate notification of state and local health departments and school medical director
  - Outreach to anyone with significant potential exposure
  - Notice to the immediate Harvey community as appropriate
- The school will fully cooperate with the contact tracing efforts of state and local health departments.
- Depending on the circumstances, a positive case on campus might trigger monitoring or quarantine for others who may have been exposed.



# Containment continued

- In order for any individual to return to campus after being flagged by a health screening as symptomatic, the following criteria must be met:
  - **Symptom resolution**
  - **Clearance from a health care provider**
  - **Authorization from the school nurse**
  
- Any individual who was exposed to a case of COVID-19 or who traveled to a restricted area may return to campus after the following criteria are met:
  - **Symptom free**
  - **Release from mandatory quarantine in consultation with local health department**
  - **Ideally, clearance from a health care provider**
  - **Authorization from the school nurse**



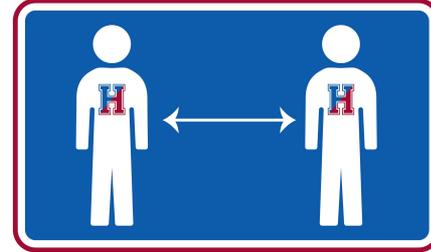
# Closure

- A closure or partial closure of campus may be required at any time based on circumstances related to COVID-19 cases at school, in the local community, at the state level, or nationally.
- In the case of a positive or suspected case of COVID-19 on campus, the school will work closely with the local health department and the school medical director to determine if full or partial closure is required.
- Depending on the circumstances the school may be able to isolate and close only affected areas or affected buildings, or may need to close the entire campus.
- In case of a full or partial closure, the school will work closely with the local health department and the school medical director to determine the duration of the closure and the criteria that must be met for reopening. Closures might impact only the remainder of the day or may require multiple days to resolve the issues at hand. Additionally, a significant rise in positive cases of COVID-19 at school or in the area, or the issuance of new guidance from NY State, could result in indefinite closure.



# Closure continued

- In the event of a school closure or partial closure, we may need to adjust our schedule (e.g. A/B split of student body) or instructional approach (e.g. entry into remote learning phase) to reduce the density of students on campus in order to reopen or avoid future closures.



- Any school closure for any duration will trigger a process of professional deep cleaning and disinfection for all affected areas.

# Reopening Task Force

The Reopening Task Force (RTF) is composed of a dedicated group of current and former parents, trustees, and staff with considerable expertise in the areas of medicine, mental health, safety, logistics, law, compliance, and equity and inclusion.

William J. Knauer, Head of School

Eileen Walker, Chair of the Board of Trustees



## Reopening Task Force Members

J. Eric Wise (Chair)

Leslie Berni

Linda Cioffi

Dr. Jill Cohen-Ostrager

Valerie Nelson

Dr. Jennifer Powell Lunder

Greg Phillips

Dawanna Veneable

In consultation with Dr. Louis A. Corsaro, Medical Director

# Final Consideration

This Reopening Plan provides a framework for reopening in-person, on-campus instruction and is supplemented with additional protocols, policies, and documents which implement the specifics of the Reopening Plan. COVID-19 is an unpredictable and dynamic pandemic which may present circumstances which are not anticipated by this Reopening Plan. The Harvey School reserves the right to, and anticipates in changing circumstances that it will, make changes to the Reopening Plan and related protocols, policies, and documents as it determines to be necessary, proper, or required.

