



St. Mark's School
Return to School Documentation
Fall 2020
As of August 31, 2020

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St. Mark's School
Academic Plan: Fall 2020
As of August 31, 2020

Academic Calendar

Remote classes will begin on Monday, September 14. We will operate remotely for the first two weeks of the school year (September 14 -25) in order to establish a common routine and academic foundation for all members of our classes.

Our standard marking periods will remain the same. In order to minimize travel to and from campus, we will also hold classes remotely between Thanksgiving break and winter break (Monday, November 30 through Friday, December 18). Because of this change, we will not hold our customary assessment week in the period between December 14 and December 18. Classes will meet according to the daily schedule during this period of time, and winter break will begin after the class day concludes on December 18.

Please consult the Essential Dates calendar for more information on critical dates in our 2020-2021 academic year.

Curriculum

We are excited to offer a full and rich program of academic offerings in the 2020-2021 academic year. Some courses have been adapted to account for remote elements of the program and discipline-specific challenges, including our music programming, and science labs, but will still meet the core learning objectives in each area.

Course Enrollment and Add/Drop Period

All students will preserve their standard course loads of five to six courses, with the option to add musical ensemble participation in an additional course block.

All students have received their preliminary course listing via email from the Academics Office on Monday, August 17. As usual, students will receive a more detailed schedule, including teachers and class meeting times during registration in the week of September 7.

Our add/drop period will run from September 21-25. To meet some of the communication needs of the coming year, the advisor will be the central figure in seeking approval for schedule changes from the Academics Office after ensuring that the student, the family, teachers, department heads, and college counselor (in the case of V and VI Form students) have discussed intended moves. Incoming students will meet with their advisors as a part of the orientation program. In the opening weeks of the school year, teachers will also be working closely with advisors to monitor the appropriateness of placements in disciplines like Mathematics and Modern/Classical Languages.

Grading, Assessment, and Attendance

St. Mark's will use its customary letter-based (A-E) system of cumulative assessment and our usual effort marking scale in the 2020-2021 academic year. Additional details on our grading policies may be found in our Student Handbook (page 6).

We expect that students will meet their academic commitments as usual, including submission of required work and attendance at class meetings.

We are also aware that there are many reasons why students may not always be at their best in the year ahead. In keeping with our holistic education program, we will remain attentive to student health and wellness. Faculty are prepared to offer reasonable flexibility to students when they need it and will ask students to communicate proactively with teachers and advisors if they cannot attend a class or complete an assignment.

We also ask families to be in touch with the relevant offices at school (Dean's Office, Health Services, the Technology Help Desk, the Academics Office) if conditions at home make it difficult for students to join the program for reasons of health, logistics, access to technology, or family circumstance.

Experiential Learning

Experiential learning programming will resume its essential role as part of the academic program for the adapted 2020-2021 school year. The programming sustains the essential elements of St. Mark's Saturdays core classes (and Form experience) and Lion Term preparation. For the upcoming academic year, students will engage in 14 St. Mark's Saturdays class meetings in which all content will be a combination of the core's developmentally appropriate material, Lion Term preparation, and experiential skills and activities. Because our community will not be entirely in residence on campus this fall, SM Saturdays programming will shift to a dedicated Experiential Block on Tuesday (more details on the daily schedule below).

Music and Arts Programming

Please view the Arts section for additional information on our programming in Music, Choir, Orchestra, and Jazz Ensemble.

Textbooks and Course Materials

In a typical year, our bookstore stocks and distributes textbooks to students in the first week of school. We are at work on assembling booklists for each student so that we can make them available either by pickup or delivery. We will also mail the appropriate textbooks and course materials to students who will be more distant from campus in the fall. Please stay tuned for outreach from the Academics and Advancement Offices with additional details. Our goal is to have materials in the hands of our students for the opening week of classes as usual, but we will also support students with digital alternatives in the event that materials are slow to arrive. Please note that many of our textbooks have online components, which cannot be purchased with used books. Many courses will use self-published textbooks or a collection of online resources in Canvas. All bookstore charges will be recorded on a student's Lion Card account.

Hybrid and Remote Instruction

With an unpredictable academic year ahead of us, we are prepared to adapt to changing circumstances through our hybrid learning approach. Along with many of our peer schools, we believe that this approach positions us optimally to respond to a sudden campus closure based on health and safety guidance, to meet classroom capacity constraints and physical distancing requirements, and to address individualized student needs, such as a mandated quarantine, or government travel restrictions.

The St. Mark's approach to hybrid learning will be student-centered, maximizing the relational elements of learning to the greatest extent possible, and asking students to take an active role in meeting the learning objectives of each class. Whether a student is connecting in person or remotely, we aim for the class time to allow for connection and interaction with teachers and peers.

All classes will feature a blend of "live" (synchronous, or happening at the same time) and "on-demand" (asynchronous, or at one's own pace) activities.

Each student will have two synchronous connections with the class each week and one asynchronous connection, or due date. We expect that the total workload per course per week will be about five to six hours (including live class time) for a regular course and about six to seven hours for an Advanced course.

Remote Connection

Understanding that, for a variety of reasons, students may not be able to access the campus in person, faculty are prepared to support students in connecting remotely. Faculty will be working

to ensure equitable access to class meetings and office hours through Zoom, scheduled at times in our daily color pattern where it is conducive for students to attend based on their home location. Students will access course materials and activities in Canvas, our Learning Management System (LMS) as usual.

Hybrid Instruction

Hybrid instruction is a pedagogical approach that combines face to face instruction with best practices in remote and online learning. We have chosen this approach because it provides maximum flexibility to meet the challenges of the year. Each course has been designed with the online format in mind, and when in person, will feature activities to engage both in-person and remote students.

Teachers will be designing a variety of activities to make the best use of our available learning time both in and out of the classroom. Faculty have devoted their summer to designing activities that will work best in synchronous or asynchronous formats. Individual class sessions will build on the following types of activities, depending on the objectives of the course.

Synchronous ("Live")

- **Teacher-Guided practice**
- **Peer-to-peer collaboration**
- **Teacher or student facilitated discussion**
- **Office hours and/or 1:1 teacher/student conferencing.**
- **Science labs**
- **Project-based inquiry**
- **Brief teacher presentation of concepts and question/answer**
- **Written or online assessment**

Asynchronous ("On Demand")

- **Individualized practice**
- **Offline small-group collaboration**
- **Direct instruction through recorded presentation**
- **Students may re-watch to check understanding**
- **Writing (essays, labs, creative pieces)**
- **Giving directions and explaining routines**
- **Post-class writing or activities to check for understanding**
- **Written or online assessment**

Over the course of the summer, all faculty enrolled in an immersive two-week training in hybrid course design, guided by research and best practices identified by Colleen Worrell, director of the Center for Innovation in Teaching and Learning. In addition, we designed our approach to account for the feedback we gathered from students and families in our spring remote learning period, including a desire for more consistent and user-friendly standards of course design, and more personal touchpoints for instruction and collaborative learning. We encourage you to visit

our website for more news on the professional development course and details on the intensive work that our faculty have invested this summer in transforming their courses for the year ahead.

Each classroom has been outfitted to a capacity and layout that supports our health and safety protocols. We will assign classrooms to provide the best match between room capacity and class size. In many cases, teachers will be able to meet all of the students attending in person in the classroom and connect with the students who are attending remotely through Zoom. As outlined above, classroom capacities or the class plan for a given day may mean that teachers will gather smaller groups in the classroom at different times during the week.

When not in a class session in the classroom, our day and boarding students will return to a “home base” area where they will have an assigned workspace—either a central space on campus in the case of day students, or a classroom or the house in the case of boarding students.

Daily Schedule

Our daily schedule has been redesigned for the upcoming academic year. We aim to use the same schedule all year, whether we are operating in person or remote. The following were the key considerations that guided the work:

- **Health and Safety:** Time to support morning health screenings, staggered lunch seatings, classroom cleaning in between blocks, and travel between classrooms.
- **Community and Equity:** Flexible block scheduling in the morning and evening (eastern standard time) for students who need to access the program from more distant home time zones. Spots for important community-building events and activities like Chapel, School Meeting, clubs, and Advisory.
- **Teaching and Learning:** Regular spacing of class meetings, and flexible class time to support our hybrid learning approach.
- **Flexibility:** A schedule that meets our needs in person and remote, reducing the need for disruptive adaptation should health mandates require a quick transition to remote learning.

Morning Remote Blocks

Morning blocks will meet in a fully remote format between 8:00 and 9:00 a.m. Each class has one 30-minute morning meeting per week. These blocks provide the option to meet synchronously or set a due date for classwork. When the campus is open, the remote start will help to manage student arrivals to campus and health screenings as we begin each day.

Wednesday Community Day

Community and class events taking place on Wednesday will meet remotely, allowing us to reduce the density of campus, and direct our focus to feedback and individual support. A dedicated advisory block will allow advisors to maintain a program of regular support, reflection, and social connection with their advisees.

Evening Remote Blocks

Evening blocks provide classes with students connecting remotely from more distant time zones the flexibility to hold a synchronous class session. All members of a class may be expected to attend these sessions. As a reminder, students are excused from classes meeting before 7:45 a.m. and after 11:30 p.m. in their home time zones. We recognize that even this span of time may be challenging, but we ask for everyone's cooperation in adapting to this unique challenge. Our global learning community is a great asset to St. Mark's!

Please note: All plans are current as of August 31, 2020, and are subject to change.



St. Mark's School
Athletics Plan: Fall 2020
As of August 31, 2020

Given the school's recent announcement that students are invited back to campus on September 28, the Athletic Department has updated and refined its athletic plan. The Athletic Department and coaching staff remain committed to providing the very best experience for all our student-athletes that promotes skill development, and team building. Specifics are listed below:

- Upon return, students will train four times per week for their fall athletic team, or wellness option. In the event a team returns to competitive play, that team may be afforded additional practice time.
- Fall athletics will take place on Monday, Tuesday, Thursday, and Friday afternoons.
- Starting on Monday, September 14, all students are expected to participate in remote training to better prepare for in-person athletics on Monday, September 28.
- By now, your child should have filled out the fall athletics sign-up form that was sent out by Lauren Ames earlier this summer. If not, when helping your child select a team or wellness program, please keep in mind the following:
 - For field hockey and boys' and girls' soccer, students may self-select into whichever level they feel most comfortable participating in (varsity or sub-varsity).
 - If your son or daughter, regardless of Form, aspires to train at the varsity level for boys' soccer, girls' soccer, or field hockey, and s/he has the **motivation** and **skill** to train at that level, s/he is invited to train with that specific varsity team.
 - If we are able to resume competitive play at some point during the fall season, coaches may need to adjust rosters to ensure that all students participate at a level (varsity, JV, or thirds) that provides them, and our teams, the best opportunity for success.

- In order to strike a balance between player development, wellness, and fun, sub-varsity teams may engage in a range of activities, including, but not limited to, the sport that your son or daughter selects.
 - Football, boys' cross country, and girls' cross country train as a single team. As such, all team members will partake in a similar training program.
 - Options under our 'Wellness' program this fall include yoga, taekwondo, fitness, and strength and conditioning. These options are only available to IV, V, and VI Formers.
- For students that choose to learn remotely, we will offer athletic options that focus on increasing our students' overall wellness, developing sport-specific skills, setting goals, and building relationships. More information about the remote athletic plans will be announced as soon as families have made decisions about their return to campus.
 - As always, our athletic training staff will be available to help with injury treatment, rehab, and nutrition, both in-person and remotely. Coaches and the Athletic Department will be diligent in implementing and following all safety and health guidelines put forth by the school, state, and local health directives.
 - Due to the state's capacity guidelines, students will have limited access to the Coolidge Center and the Wiedergott Fitness Room. We are still exploring creative ways to maximize the usage of these spaces. Our strength and conditioning coach will be available to lead outdoor workouts for larger groups of student-athletes.
 - Given the loss of the spring 2020 athletic season and the delayed start of the 2020-2021 winter season, the ISL Heads of School voted to allow out-of-season contact for the fall of 2020. Please note that contact is only allowed if ISL competition does not resume in the fall. If so, we would revert back to the original ISL guidelines. More information will be forthcoming when we return to campus.
 - Our hope remains that there is still a possibility that athletic teams could compete in some capacity this fall. We will learn more as the season progresses.

Please note: All plans are current as of August 31, 2020, and are subject to change.



St. Mark's School
Boarding Tuition Refund For 2020-2021
As of August 31, 2020

St. Mark's will be providing a refund of the pro-rated boarding portion of tuition for the time period for the first two weeks of September and for the Thanksgiving to December time period while students are unable to be on campus. This equates to a refund of \$2,860 for a full-pay student, or a percentage of this for those who received financial aid this year.

For any of those who are making payments by FACTS, we will adjust your monthly payments or your second payment if you are enrolled in the semi-annual plan.

If you have yet to pay your tuition, you may pay the base tuition owed and we will send a statement for the adjusted boarding tuition due. If you have paid in full, we will process refunds in September.

Please contact the business office for any questions related to your payment status or plan. You may email Jack Clemens, our controller, for any questions related to payment plans at jackclemens@stmarksschool.org



St. Mark's School
Campus Restrictions and Off-Campus Activities Policy
Fall 2020
As of August 31, 2020

Over the years, St. Mark's has focused to meet and accommodate the needs of individual families by working with them around requests and exceptions that may have fallen outside our normal frameworks, guidelines, and rules. We have come to the point that we need to shift our focus to community issues around student and faculty safety more than individual wants or needs. We understand that this is new, frustrating, and complicated for all of us, and ask that we all aspire to the "cooperation over self-interest" goal in the [School's mission statement](#) during this pandemic. We thank you for adhering to the social agreement and the philosophy behind that agreement. Ultimately, we want to open the school campus and keep it open.

Starting with the beginning of the in-person class session in order to enforce safety measures, normalize our health expectations, and maintain the integrity of our testing protocols, boarding students will not be allowed off-campus during the week or on weekends for the first three weeks of boarding, and may remain in place for a longer duration as detailed below.

After the first three weeks of the 2020-2021 academic year, and every two or three weeks after that, the COVID-19 Task Force will evaluate this framework and conditions to determine whether or not to place more restrictions or to allow certain types of off-campus trips. Our first priority in considering alterations to this policy will be to allow boarding students to sign out to go home and to provide school organized off-campus trips as part of our weekend activities program.

To be clear, we are not imagining that we will open these restrictions after three weeks. In fact, we expect that these off-campus restrictions will go from the beginning of in-person classes until the start of our Thanksgiving break on November 21.

We do not anticipate being able to allow boarding or day students to participate in off-campus or compete in off-campus club sports season during the fall term. This policy does not apply not only to athletes, but also to students who wish to participate in drama, debate, music, or other

events off-campus. If a student wants or needs to attend events off-campus, particularly club sports, they should elect to attend school remotely for the semester.

If day students are planning to participate in any activities other than being at home and coming to and from school they need to get approval from the Dean's Office. Part of this approval will likely include some stipulations that will need to be met prior to the student being able to return to campus including, but not limited to, participating in remote learning only for a defined time period. This is likely to be a minimum of 14 days but could be as long as the entire fall term.

If the school is made aware of students engaging in these activities or travels to a high-risk area, they may be required to be remote for some time period (potentially for the remainder of the Window) and/or quarantine for 14 days.

Again, we are asking day students to adhere to the same expectations. Understanding that these expectations may come across as unfair to boarding students, we need to control what we can control on campus and trust that day student families will embrace what we are trying to do with our goals of opening our campus and keeping it school open through November 21.

Boarding parents will be allowed to visit campus to see their child while remaining outdoors and abiding by physical distancing standards and wearing masks. Exceptions for boarding students leaving campus would include certain family emergencies and necessary medical appointments.

Students and families will be asked to sign a social agreement committing to St. Mark's expectations around safety behaviors. Students will be expected to social distance and wear a mask around campus buildings in the Houses.

Please note: All plans are current as of August 31, 2020, and are subject to change.



St. Mark's School
COVID-19 Social Agreements
Fall 2020
As of August 31, 2020

In these unprecedented times of a pandemic, it will take a shared commitment from each and every member of the St. Mark's community to maintain the health and safety of all. We take great pride in being a caring and inclusive community where we value each other over self-interest and where we live by the standards of RUSH: Respect, Understanding, Safety, and Honesty. The following are details of three social agreements: for students, faculty and staff members, and families. The agreements will be sent to each stakeholder group in the coming days and will need to be electronically signed and returned before September 14.

Social Agreement for Students

Purpose

In these unprecedented times of a pandemic, it will take a shared commitment from each and every member of the St. Mark's community to maintain the health and safety of all. We take great pride in being a caring and inclusive community where we value each other over self-interest and where we live by the standards of RUSH: Respect, Understanding, Safety, and Honesty. Therefore, as a member of the St. Mark's Pride, students promise to protect their classmates, the St. Mark's faculty, our families and neighbors, and myself by adopting the practices and attitudes summarized below.

Any student who feels uncomfortable or is unwilling to follow these standards and protocols, or feel that these standards and protocols are not sufficient, can choose to attend school remotely.

A student who does not fully comply with these standards and protocols will be required to attend school remotely for the time period (likely 14 days, but potentially the entire fall term) defined by the Dean of Students.

Details:

- Students will abide by the 14-day self-quarantine expectations prior to arrival on campus.
- Students are required to be vaccinated with the influenza vaccine this year to fully engage all public health measures toward a healthier campus. If, for any reason, a student is not able to comply with this request, please inform Health Services.

- Students will honestly complete the Boardingware self-assessment, including temperature measurement, prior to arriving on campus for day students and before leaving the dorm each day for boarders. Upon arrival, day students will check-in at their assigned check-in area on campus. Boarding students need approval from House faculty before leaving their House.
- Students will monitor themselves for symptoms of COVID-19 and immediately report any such symptoms to Health Services. Students will not be penalized for missing in-person classes, athletics, arts, or other activities in the event they need to take this responsible action. We expect students to be fully transparent about their symptoms. Further, students must not discourage other students from disclosing their own symptoms.
- Students will participate willingly and immediately in a wellness check, conducted by Health Services, if requested by a faculty or staff member.
- Students will participate in testing protocols as needed.
- Students will wash their hands frequently, be responsible for laundering their masks and wearing a fresh mask daily, and follow other best practices of hygiene, including any disinfecting protocols requested of them in the classroom shared spaces, and in the Houses.
- Students will wear a face mask or facial covering in all indoor spaces and in outdoor spaces when consistent physical distancing of six feet between individuals is not possible. Boarding students do not need to wear a mask when **alone** in their room. Students do not need to wear a mask when eating or drinking, or when using the bathroom or shower.
- Students will follow all prescribed traffic patterns to enter, exit, and travel within buildings.
- Students will maintain social distancing standards of six feet between individuals whenever possible. When not possible, masks must be worn.
- Students will follow the assigned bathroom, meal, and athletic times and end these activities promptly at the designated time.
- On remote learning days, day and boarding students will only access the campus as explicitly defined and permitted by the School.
- Certain spaces will have different designations (e.g., academic, social, etc.) during different times of the day, and students will follow and respect those designations and adhere to identified capacity limits.
- Once the campus opens to all students, both day and boarding students will limit travel and engagement with off-campus activities and will avoid large gatherings. Students will not be allowed to leave campus during the day. Students will follow the **Campus Restrictions and Off-Campus Activities Policy**.
- Any travel for day and boarding students, beyond going to and from one's home from campus, requires permission from the Dean's Office.
- Students who test positive for COVID-19 will follow isolation requirements as determined.
- Students will engage truthfully in a contact tracing interview to identify those at risk of becoming infected. If the test is conducted by another health care provider, students are expected to share truthful information with Health Services as soon as possible

- Students who are deemed “contacts” of a person who tests positive for COVID-19 will follow quarantine procedures as determined by Health Services and the Southborough Board of Health. Only Health Services and the Board of Health determine who is considered a “contact.”
- Contact tracing will be confidential in the instance of a positive case of COVID 19 on our campus. It will be required to trace all people with whom the student has had close contact.
- Students who are found to have broken a School rule in the course of contact tracing may not be subject to the disciplinary process.
- Boarding students will not be able to go into Houses other than their own.
- Day students will not enter House spaces and will depart campus immediately after fulfilling their last commitment.
- Realizing that guidelines may change, students agree to follow communication from School administration to stay informed about changes to guidelines and policies throughout the year.

Social Agreement for Faculty and Staff

Purpose

In these unprecedented times of a pandemic, it will take a shared commitment from each and every member of the St. Mark’s community to maintain the health and safety of all. We take great pride in being a caring and inclusive community where we value each other over self-interest and where we live by the standards of RUSH: Respect, Understanding, Safety, and Honesty. Therefore, as a member of the St Mark’s Pride, I promise to protect my colleagues, St. Mark’s students, our families and neighbors, and myself by adopting the practices and attitudes summarized below.

Details

- Faculty and staff will honestly complete the daily self-assessment, including temperature measurement, prior to entering the campus and will log in and out of their workspaces.
- Faculty and staff will monitor themselves for symptoms of COVID-19 and immediately report any such symptoms to their primary care physician. They should report to the School’s Director of Human Resources should they have a positive case of COVID-19 or if they have been exposed to someone who has COVID-19. Faculty and staff will not be penalized for missing work.
- Students have been asked to be vaccinated with Influenza Vaccine this year to fully engage all public health measures toward a healthier campus. Faculty and staff are also strongly encouraged to obtain the influenza vaccine by November 1 and ideally as soon after the start of classes as possible.
- Faculty and staff will participate in testing protocols as needed.

- Faculty and staff will wash their hands frequently, be responsible for wearing a fresh mask daily, and follow other best practices of hygiene, including any disinfecting protocols requested of them in their work areas.
- Faculty and staff will wear a face mask or facial covering in all indoor spaces and in outdoor spaces when consistent physical distancing of six feet between individuals is not possible.
- Faculty and staff will follow all prescribed traffic patterns to enter, exit, and travel within buildings.
- Faculty and staff will maintain social distancing standards of six feet between individuals whenever possible. When not possible, masks must be worn.
- Faculty and staff will follow the assigned meal times and will leave the dining hall promptly.
- Faculty and staff will avoid behaviors that place them, and thereby the St. Mark's community, at a higher risk of contracting COVID-19.
- Faculty and staff who test positive for COVID-19 will follow isolation requirements as determined. Faculty and staff will engage truthfully in a contact tracing interview to identify those at risk of becoming infected. Faculty and staff are expected to share truthful information with Human Resources as soon as possible.
- Faculty and staff who are deemed "contacts" of a person who tests positive for COVID-19 will follow quarantine procedures as determined by Health Services and Southborough Board of Health. Only Health Services and the Board of Health determine who is considered a "contact."
- Faculty and staff will follow the established visitor policy as applicable.

Social Agreement for Families

Purpose

In these unprecedented times of a pandemic, It will take a shared commitment from each and every member of the St. Mark's community **and their families** to maintain the health and safety of all. We take great pride in being a caring and inclusive community where we value each other over self-interest and where we live by the standards of RUSH - Respect, Understanding, Safety, and Honesty. Therefore, as a member of the larger St Mark's Pride, I promise to protect the St. Mark's students and faculty, our families, friends, and neighbors, and myself by adopting the practices and attitudes summarized below.

Details

- Families will monitor themselves regularly for symptoms of COVID-19 and immediately report any such symptoms to their primary care physician.
- Families will participate in testing protocols as needed.

- Families will wash their hands frequently, be responsible for wearing masks when outside the home and follow other best practices of hygiene.
- Families who need to access campus will answer a set of screening questions, sanitize hands on arrival, and follow sign in and sign out protocols.
- Families will wear a face mask or facial covering whenever they are on campus, both inside and outside.
- Families will follow all prescribed traffic patterns to enter, exit, and travel within buildings. Family members are not allowed in residential Houses.
- Families will maintain social distancing standards of six feet between individuals whenever possible. When not possible, masks must be worn.
- Families will follow all prescribed pick-up and drop-off routines.
- Families will avoid behaviors that place them, and thereby the St. Mark's community, at a higher risk of contracting COVID-19.
- Students have been asked to be vaccinated with Influenza Vaccine this year to fully engage all public health measures toward a healthier campus. Families are also encouraged to obtain the Influenza vaccine.
- Families who test positive for COVID-19 will follow isolation requirements as determined by the Massachusetts Board of Public Health and their primary care physician. Families will engage truthfully in a contact tracing interview to identify those at risk of becoming infected.

Please note: All plans are current as of August 31, 2020, and are subject to change.



A Day in the Life of a St. Mark's Day Student
Fall 2020
Monday, Tuesday, Thursday, Friday
As of August 31, 2020

(Please note: Community and class events taking place on Wednesday will meet remotely, allowing us to reduce the density of campus, and direct our focus to feedback and individual support. A dedicated advisory block will allow advisors to maintain a program of regular support, reflection, and social connection with their advisees.)

Students will need to adhere to all of the expectations outlined in the social agreement including, but not limited to, six-foot social distancing and mask-wearing, with expectations as explicitly stated, throughout the day and evening. Students must wear a mask at all times on campus. Students may remove their mask when eating or drinking and in the identified “mask break areas.”

7:30–9:00 a.m.	Day student check-in at Library Quad Tent and MFAC Gym Parking in the former fire station lot (adjacent to Belmont Field) and the ☐ Day Student Lot Health screening Boardingware self-report Temperature check <i>Please note: Breakfast in the Dining Hall will not be available for day students.</i>
8:00–9:00 a.m.	Remote Academic Blocks
8:30 a.m.	Chapel (Tuesday and Friday)
9:00–9:30 a.m.	Cleaning and passing time
9:30–10:30 a.m.	Academic blocks Students not in class will be in designated areas ☐ Library and MFAC ☐ Mask break areas
10:30–11:00 a.m.	Cleaning and passing Time
11:00 a.m.–noon	Academic blocks Students not in class will be in designated areas

	<input type="checkbox"/> Library and MFAC <input type="checkbox"/> Mask break areas <input type="checkbox"/> Lunch blocks
11:10–11:35 a.m.	Lunch Block A
11:35–noon	Dining Hall cleaning
Noon–12:25 p.m.	Lunch Block B
12:30–12:55 p.m.	Dining Hall Cleaning
12:30–1:30 p.m.	Academic blocks
1:00–1:25 p.m.	Lunch Block C
	Students not in class or in Lunch Block C will be in designated areas
	<input type="checkbox"/> Library and MFAC <input type="checkbox"/> Mask Break areas
1:30–2:00 p.m.	Cleaning and passing time
2:00–3:00 p.m.	Academic blocks
	Students not in class or in Lunch Block C will be in designated areas
	<input type="checkbox"/> Houses <input type="checkbox"/> Main campus “home base” or designated supervised areas <input type="checkbox"/> Mask break areas
3:00– 3:30 p.m.	Students to Athletic Center to prepare for the afternoon
	Cleaning and passing time
3:30–5:00 p.m.	Athletics/community activities

Day students depart after their last commitment.

Please note: Dinner will not be provided for day students.

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A Day in the Life of a St. Mark's Boarding Student

Fall 2020

Monday, Tuesday, Thursday, Friday

As of August 31, 2020

(Please note: Community and class events taking place on Wednesday will meet remotely, allowing us to reduce the density of campus, and direct our focus to feedback and individual support. A dedicated advisory block will allow advisors to maintain a program of regular support, reflection, and social connection with their advisees.)

7:30–9:00 a.m.	Wake-up time (depending on assigned breakfast schedule) Shower/bathroom time (schedule to be created by individual Houses) Health Screening: Boardingware self-report and temperature check Depending on the scheduled meal shift, check out to go to breakfast in Dining Hall.
7:30–7:55 a.m.	Breakfast: A Group
7:55–8:20 a.m.	Dining Hall Cleaning
8:00–9:00 a.m.	Remote Academic Blocks
8:25–8:55 a.m.	Breakfast: B Group
8:30 a.m.	Chapel (Tuesday and Friday)
9:00–9:30 a.m.	Cleaning and Passing Time
9:30–10:30 a.m.	Academic Blocks Students not in class will be in designated areas <ul style="list-style-type: none"><input type="checkbox"/> Houses<input type="checkbox"/> Main Campus “home base” or designated supervised areas<input type="checkbox"/> Mask break areas
10:30–11:00 a.m.	Cleaning and passing time
11:00 a.m.–noon	Academic block Students not in class will be in designated areas <ul style="list-style-type: none"><input type="checkbox"/> Houses<input type="checkbox"/> Main campus “home base” or designated supervised areas<input type="checkbox"/> Mask break areas

	<input type="checkbox"/> Lunch blocks
11:10-11:35 a.m.	Lunch Block A
11:35 a.m.–noon	Dining Hall cleaning
Noon–12:25 p.m.	Lunch Block B
12:30-12:55 p.m.	Dining Hall cleaning
12:30-1:30 p.m.	Academic blocks
1:00-1:25 p.m.	Lunch Block C
	Students not in class or in Lunch Block C will be in designated areas
	<input type="checkbox"/> Houses
	<input type="checkbox"/> Main Campus “home base” or Designated/Supervised Areas
	<input type="checkbox"/> Mask Break Areas
1:30-2:00 p.m.	Cleaning and passing time
2:00-3:00 p.m.	Academic blocks
	Students not in class or in Lunch Block C will be in designated areas
	<input type="checkbox"/> Houses
	<input type="checkbox"/> Main Campus “home base” or designated supervised areas
	<input type="checkbox"/> Mask break areas
3:00–3:30 p.m.	Cleaning and passing time
	Students to Athletic Center to prepare for the afternoon
3:30-5:00 p.m.	Athletics/community activities
	Non-participants to Houses
	Shower schedule in House
	Day students depart after last commitment
5:00–5:25 p.m.	Dinner Block A
5:25–5:50 p.m.	Dining Hall Cleaning
5:55–6:30 p.m.	Dinner Block B
	Students not in one of the two dining shifts will be in designated areas
	Main Campus “home base” or designated supervised areas or mask break areas (not the Houses)
7:00 p.m.	House check-ins
	Shower/bathroom/laundry schedules in House
7:30–9:00 p.m.	Study hall/quiet hours—no checkouts to other areas of campus
7:30–9:15 p.m.	Remote academic blocks

10:30-11:00 p.m. Lights out depending on House

Students will need to adhere to six-foot social distancing and mask-wearing, with expectations as explicitly stated, throughout the day and evening.

Students must wear a mask at all times on campus unless they are in their room and six feet from their roommate. If a faculty member needs to check on them in their room, students are expected to put on their mask.

Students may remove their mask when alone in their House room, in the bathroom, when eating or drinking, and in the mask break areas.

Bathrooms and hand-sanitizing stations should be utilized for frequent hand sanitizing.

Please note: All plans are current as of August 31, 2020, and are subject to change.



St. Mark's School
Face Covering Guidelines
Fall 2020
As of August 31, 2020

Background

It is expected that everyone on campus wears a face covering when in School buildings, on School grounds, and on School transportation, even when social distancing is observed.

Since the primary route of transmission for COVID-19 is respiratory, masks or face coverings are among the most critical components of risk reduction. Wearing masks or face coverings, along with proper hand hygiene and social distancing, can help to mitigate transmission of COVID-19. Wearing a mask or face covering acts as a barrier and helps to prevent the spread of the virus.

COVID-19 spreads mainly from person to person through respiratory droplets produced when an infected person coughs, sneezes, talks, shouts, or sings. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. To reduce the spread of COVID-19, CDC recommends that people wear cloth face coverings in public settings. The CDC guidance can be found [here](#).

Specific Mask Guidelines

A face covering that covers the nose and mouth must be properly worn by all individuals in School buildings, on School grounds and on School transportation, even when social distancing is observed.

When you wear a cloth mask, it should:

- Cover your nose and mouth
- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restriction
- Be able to be laundered and machine dried without damage or change to the shape

- Massachusetts recommendations can be found [here](#)

Face Coverings to Avoid

“Gaiters,” “buffs,” bandanas, face shields, and masks with valves do not provide the same level of protection to others and are not acceptable face coverings for campus use. A recent well-publicized study is found [here](#) and is the basis for the decision about these types of face coverings. Face shields may be worn in addition to a mask, but not in lieu of a mask. We realize data is changing regarding “gaiters,” however they remain on the list of unacceptable coverings for now. In addition, masks with one-way valves or vents allow exhaled air to be expelled out through holes in the material. This can allow exhaled respiratory droplets to reach others and potentially spread the COVID-19 virus. Therefore, these masks are not acceptable unless the exhalation valve or vent is filtered to a minimum 95 percent efficiency.

Other Mask Guidelines

Mask designs should follow guidelines around existing community standards (RUSH: Respect, Understanding, Safety, and Honesty), and dress code. The Office of the Dean of Students will provide additional guidance on this.

If you have questions or concerns about the choice of a face mask to be worn on campus, please contact the Director of Health Services Adria Pavletic at adriapavletic@stmarksschool.org.

Please note: All plans are current as of August 31, 2020, and are subject to change.



St. Mark's School
Move-In Plan for Boarding Students
Fall 2020
As of August 31, 2020

With the scheduling of in-person classes starting in late September, we are glad to welcome some of the boarding population back to campus. Normally, we have four or five days during Orientation Week for families to move into the residential Houses. This year, we need to shift a bit and contract the overall schedule for this necessary transition. Since the scheduling days are contracted, we need to organize the schedule beforehand in order to adhere to social distancing, cleaning, and other safety measures.

With this in mind, families will have the opportunity to sign up for specific times through SignUpGenius. We ask that families are on time for their appointments and that they stay in their cars until we can ensure that the House is clear and available. If you are late or cannot make your assigned time, please contact the Dean's Office at deanofstudents@stmarksschool.org, as appointment times are allocated to maintain the appropriate density on campus and as such cannot be extended or changed without prior approval. If you're late for your start time, you will only have whatever time is remaining from your assigned appointment.

In addition, families will be required to complete a health attestation as part of our campus visitor policy. More information concerning the SignUpGenius process is forthcoming along with more details around necessary safety protocols (mask-wearing, hand sanitizing, etc.). We need everyone's support in making this transition a successful one and appreciate everyone's patience.

Drop-Off Days

Over the course of four days—the late afternoons of September 17 and 18 and the morning and afternoons of September 19 and 20—there will be an opportunity for boarding students to drop off belongings in their rooms. This opportunity sounds just like it is: a drop-off. Families may sign up for a 15-minute slot in order to drop off minimal belongings to their rooms, and we ask that only one person and one student are involved in this process. This person and the student will be required to abide by all requirements identified in the visitor policy including, but not limited

to, wearing a mask and completion of a health attestation. Look out for a SignUpGenius link for families to sign up for a 15-minute drop-off.

Pre Arrival Essentials for All Students

- 1) All health records are complete and submitted
- 2) The Family Information Form is completed and submitted
- 3) Documentation of a negative PCR test showing results no older than seven days
- 4) Documentation of current immunization for influenza

Boarding students who have not completed these requirements will not be able to move belongings into campus housing. Day students will not be granted access to campus.

For Returning Students

Due to new restrictions in place for the health and safety of our community, please note that housing assignments from the spring may change. It is our goal to allow for maximum space in our residential houses and while we will use spring assignments as a guide it is likely that student house assignments will change. With our present model, we will be assigning students to mainly single occupancy rooms, and a number selected larger doubles rooms. Thank you for your understanding.

Moving In

Boarding students who are able to come to campus will be invited to move into the Houses on Friday afternoon, September 25, and all day on Saturday, September 26, and Sunday, September 27. Again, we will use SignUpGenius to organize times of the 30-minute visits. We ask that families are on time for their appointments and that they stay in their cars until we can ensure that the House is clear and available. One person and one student may be in the House during this move-in process. This person and the student will be required to abide by all requirements identified in the visitor policy including, but not limited to, wearing a mask and completion of a health attestation.

Upon arrival to campus, students will be required to take a COVID-19 screening test and stay in their House room until the results are communicated. Turnaround times for results are, at this point, 12 to 24 hours. Ideally, students will be able to set up their rooms as they wait for results in order to prepare for in-person classes on Monday, September 28. Meals will be brought to rooms.

What to Bring

As you begin to decide which items to bring from home, we are asking that you only bring necessities. While extra furniture and extensive decorations help to make for a cozy space, we ask that students bring the minimum, and do not bring extra furniture (couches, beanbags, etc) or excessive clothes, as it will be very difficult to deep clean around additional items in the rooms. Small personal refrigerators are allowed.

In addition, boarding students will be required to pack all their belongings and move out of their rooms for the start of Thanksgiving break (November 21). In support of this, please limit the items you bring to campus for those needed from September through November. Bringing fewer items in September will help to make the November packing process much easier and also support our facilities staff in the work of deep cleaning our spaces over vacation. Thank you for your support in keeping belongings to a minimum.

Please note: All plans are current as of August 31, 2020, and are subject to change.



St. Mark's School
School Operations Evaluation Criteria
Fall 2020
As of August 31, 2020

Purpose

The purpose of this document is to describe criteria St. Mark's will use to determine if the School's operations need to be adjusted.

Re-Evaluation Criteria

Since it is not possible to know the progression of the COVID-19 virus going forward, we will remain attentive to the number of positive tests in our community, the local area, and beyond. The rate of change in numbers of positive tests, the turnaround time for getting test results, the availability of sufficient quarantine and isolation capacity on our campus, the status of local health care systems, and student adherence to expectations will be used in assessing our continued operation.

Setting a threshold to adjust our operations based on an absolute number of cases on campus does not take into account important factors such as identifiable risks, the severity of cases, or whether cases were part of a containable cluster; we will therefore use a 1 percent positivity rate in our testing cohort as an indicator of an immediate review of our operations.

If we were to have a positive case on campus, we would immediately engage with the Southborough Department of Public Health. We would partner with them on contact tracing and work closely with them in considering potential adjustments to our operations including, but not limited to, deep cleaning of impacted spaces. As a boarding school and congregate setting we will leverage this partnership to determine the best course of action.

Please note: All plans are current as of August 31, 2020, and are subject to change.



St. Mark's School
Facilities Updates and Related Changes
for COVID-19 Risk Mitigation
Fall 2020
As of August 31, 2020

The following provides a summary of key areas of improvements, updates, and modifications to our campus facilities and grounds in order to reduce the risk of the spread of COVID-19. This includes everything from reminders posted throughout the campus regarding masks and social distancing to modifications to classrooms and HVAC system upgrades to ensure additional reductions to risk.

Some of the key elements in ensuring the health and safety of our entire community outlined here include:

1. Face coverings/masks guidelines
2. Social distancing in all areas including furniture/setup changes to all classrooms and common areas
3. Hand sanitizing stations throughout campus & restroom updates to touchless fixtures
4. Frequent cleaning of all spaces throughout campus
5. Changes to the Dining Halls and Served
6. HEPA air cleaners in spaces on campus
7. HVAC updates
8. Tents and other spaces
9. Health Center Annex

The baseline for safety includes adherence to guidelines on masks and social distancing for our entire community so we are able to ensure we are not only taking care of ourselves but of each other as well. Reminders are posted in various areas throughout campus, including our main foyer as shown here:

Welcome!

We care about you and our community staying healthy,
so please help everyone by following the CDC guidelines below.



SOCIAL DISTANCE

Stay at least 6 feet
(about 2 arms' length) from other people.



When in public, **wear a cloth face** covering over your
nose and mouth. Do not touch your eyes, nose, or mouth.



Cover your cough or sneeze

with a tissue, then throw the tissue in the trash
and wash your hands.



Wash your hands

often with soap and water for at least 20 seconds.

Thank you

for your cooperation while we do our best to help
keep one another safe and healthy.

For more information:

www.stmarksschool.org/about/coronavirus-updates

I. Face Coverings



According to the CDC, *masks are recommended as a simple barrier to help prevent respiratory droplets from traveling into the air and onto other people when the person wearing the mask coughs, sneezes, talks, or raises their voice. This is called source control. This recommendation is based on what we know about the role respiratory droplets play in the spread of the virus that causes COVID-19, paired with emerging evidence from clinical and laboratory studies that shows masks reduce the spray of droplets when worn over the nose and mouth. COVID-19 spreads mainly among people who are in close contact with one another (within about 6 feet), so the use of masks is particularly important in settings where people are close to each other or where social distancing is difficult to maintain. CDC's recommendations for masks will be updated as new scientific evidence becomes available.*

In addition, when you wear a cloth mask, it should:

- Cover your nose and mouth
- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restriction
- Be able to be laundered and machine dried without damage or change to the shape
- Massachusetts recommendations can be found [here](#)

II. Social Distancing

Social distancing is a critical component to our plans for mitigation risk. According to the CDC, *COVID-19 spreads mainly among people who are in close contact (within about six feet) for a prolonged period. Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs. Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19. Since people can spread the virus before they*

know they are sick, it is important to stay at least six feet away from others when possible, even if you—or they—do not have any symptoms.

A. Classrooms

Teaching spaces throughout campus are modified with chairs and desks adjusted to at least six feet apart from each other and including the faculty member's desks. In some classrooms this involved removal of tables which did not allow for required social distancing and the replacement with chairs and desks spaced and facing the same direction. Classrooms in other spaces where built-ins or other furniture could not be removed were outfitted with plexiglass dividers, where appropriate.





B. Hallways

The creation of clearly defined two-way hallways is included throughout campus buildings to promote social distancing and prevent congregation in hallways. This includes visual separation and floor stickers providing reminders for direction of movement.





C. Common Areas and Other Spaces

All common areas include furniture spaced appropriately for social distancing requirements. In addition, additional classroom and study spaces are included in other areas of campus, including the Michel Faculty Athletic Center, Taft, and Benson.



III. Hand Washing and Restroom Fixtures Upgrades

A. Hand-sanitizing stations

Hand sanitizing stations are located throughout the campus in entrance foyers. In addition, placement of hand-sanitizing stations in each classroom will provide an additional layer of safety.



B. Restrooms

Modifications to all restroom's fixtures include the addition of touchless water faucets. In addition, each restroom also includes a touchless soap dispenser and hand drying. Hand washing placards from the CDC are posted as reminders in restrooms throughout the campus as well.

IV. Frequent Cleaning of All High-Touch Areas of Campus

Cleaning will occur multiple times a day for all high-touch areas of campus. This includes all common areas, restrooms, and other spaces. Classrooms will be cleaned after each class and the schedule allows for the appropriate amount of time between classes for this process.

The dining halls will be cleaned after each meal with FDA approved chemicals and in an approved method for cleaning. This includes the servery and The Hinkle Room which will be used for the three lunch shifts each day.

V. Dining Halls

A. Our Main Dining Hall and adjacent Small Dining Hall each have custom fabricated plexiglass barriers for the tables. These barriers at 30 inches in height will help

ensure the safety of those dining at the tables. The plexiglass designs were based on both best-practice from other boarding schools as well as designing in collaboration with the Southborough Health Departments to ensure proper spacing.

- B. Serving meals will include a “grab-and-go” option for meals with proper social distancing as those who are dining are passing through the servery. Our food service vendor, FLIK, has been working closely with the School on plans for how best to serve the meals quickly and safely, while each of their team members will have the appropriate personal protective equipment. FLIK, which also provides meals to many of our peer boarding schools, has worked carefully on menu design to accommodate both the needs of the School and the schedule allowing for the safest delivery.





VI. HEPA Filter Machines

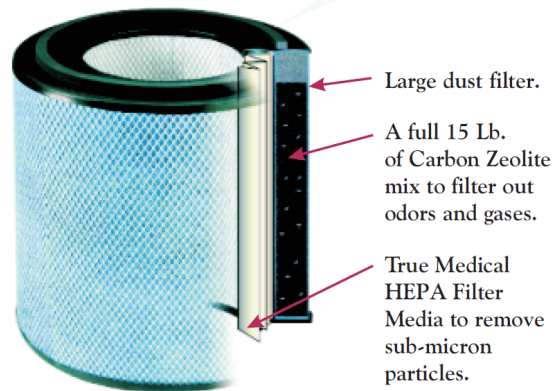
A. HEPA Filters

Installation of HEPA purifying air filtration devices in the Main Building where mechanical ventilation is sparse such as classrooms and dorm common spaces.

The air filters use medical-grade HEPA technology and are rooted in the use of activated carbon and True Medical HEPA filtration media. By forcing the air through these various filtration media the filter removes 99.97 percent of all airborne particulate matter larger than 0.3 microns, while eliminating over 3,000 toxic gases and odors.

The COVID-19 virus attaches to water droplets or aerosols and the filter will work to capture these in the HEPA filter effectively removing the vast majority of any virus when it is airborne.

Our HealthMate™ Filter



Installation of air filters is a mitigation strategy to help to lessen the risk in two ways. Use of air filters may prevent occupants from contracting the virus at all and if they do become infected, the filters lower the viral load in the surrounding environment preventing others from contracting the virus and/or giving the immune system a better chance of fighting the virus.

B. Plexiglass Barriers at Other Locations

Custom fabrications of plexiglass barriers are also now installed at our main reception area as well as Health Services. The School procured an ample supply of plexiglass in May and June knowing we would need more of this to ensure we have the supply available for our needs.



VII. HVAC System Upgrades

A. HVAC - Ionization Systems

Installation of needlepoint bipolar ionization in HVAC systems in campus buildings will also reduce the risk of spread of COVID-19. These units generate a high voltage field that creates positive and negative ions. These ions travel through the airstream within the HVAC system and actively target contaminants in the air fields and strip them of hydrogen, reducing them to harmless base compounds including oxygen and water. The ions produced travel within the air stream into occupied spaces, cleaning the air everywhere the ions travel.



VIII. Tents

A large outdoor tent will be installed at the Library Quad in early September. This tent will allow for an outdoor space for day student check-in and studying/gathering between classes.

Additional smaller tents will be set up throughout various locations on campus to allow for outdoor study spaces and other outdoor social distancing gathering spaces.

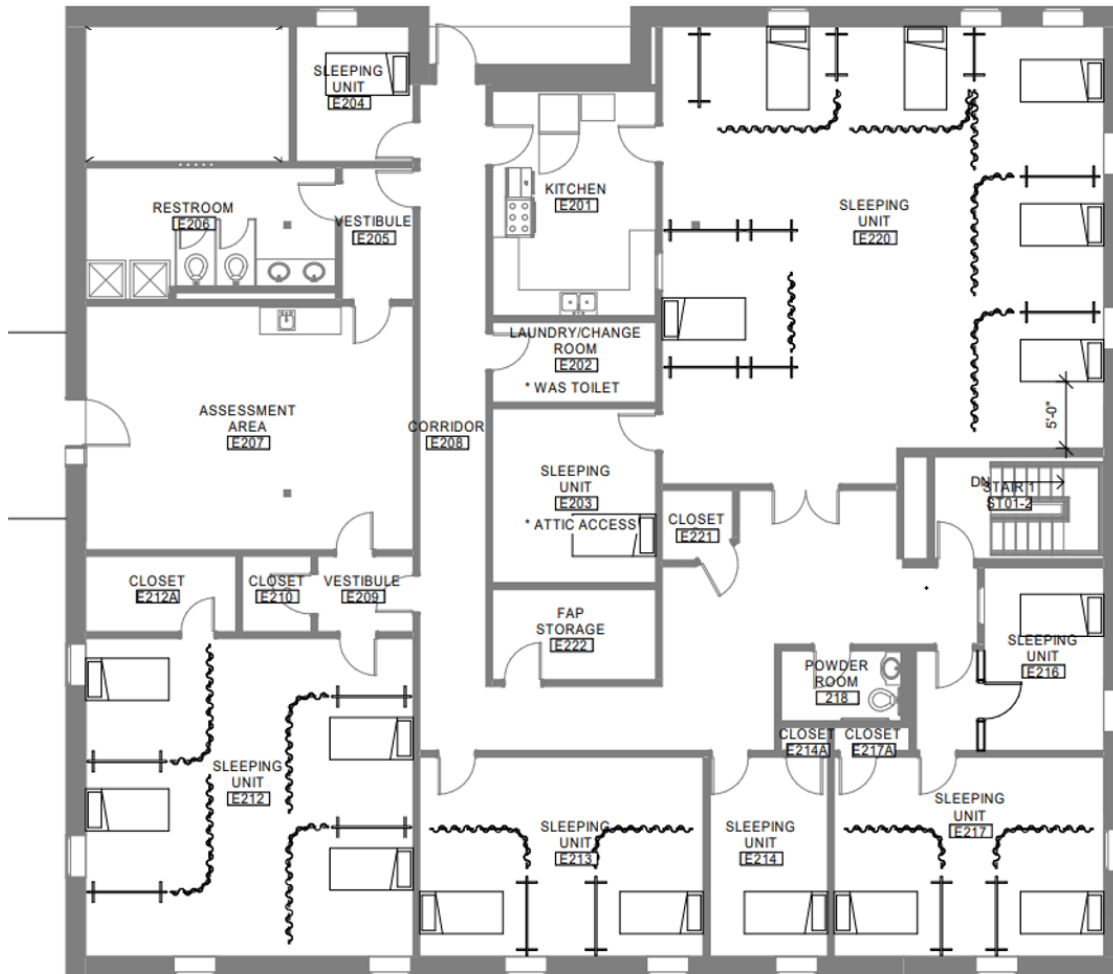
IX. Deep Cleaning

Should a positive case of COVID-19 occur, we will follow our protocols as outlined in the Quarantine and Isolation Guidelines. In addition, our Facilities Department will work to ensure the related spaces required for deep cleaning will be cleaned. This includes the use of FDA-approved chemicals to ensure this is completed per best practices.

X. Health Services Annex

Our Health Services Department includes a certain number of beds and a station for nurses 24 hours a day when school is in session and students are on campus. This summer we worked to add additional capacity within an existing building to accommodate more beds for quarantine and/or isolation should this be needed.

Our Facilities Department and Health Services Department worked closely with the Town of Southborough over the summer to obtain approval to add additional beds and nursing stations to our campus. We also worked closely with our architects and code engineers to ensure the Town's Fire Marshall also approved our plan from a life-safety perspective. Our annex, should this be needed, will be staffed by members of our Health Services nursing staff 24 hours a day and we will have a member of the team awake 24 hours a day providing support when the space is used.



*18 BED

1 LEVEL 2 FLOOR PLAN
Scale: 1/8" = 1'-0"



St. Mark's School
COVID-19 Testing, Quarantine, and Isolation
Procedures and Protocols
As of August 31, 2020

I. COVID-19 Testing Procedures

- A. **Please note:** All students must quarantine for 14 days before arriving at St. Mark's and provide a negative COVID-19 PCR test showing results no older than seven days upon arrival. As of August 30, 2020, the updated list of "low risk" states per the state of Massachusetts includes Massachusetts, Colorado, Delaware, Connecticut, Maine, New Hampshire, New York, New Jersey, Pennsylvania, Vermont, and West Virginia. For states with this designation, students may quarantine at home if they can come to campus from home via private transportation. Students arriving from other states or outside the U.S. must quarantine in one of these states.
- B. We will be using a COVID-19 PCR Test. This test involves a swab by one of our trained nursing staff of the nasal cavity. This is the least invasive of the two nasal swab test types. Information on test types can be found at the FDA [here](#).
- C. Students who are completing their pre-arrival 14-day quarantine at a local hotel will also be tested after they arrive. This test will be completed on September 14 and will be administered by our Health Services team at the hotel. To reserve a room at the Residence Inn Boston Framingham, visit <https://www.marriott.com/event-reservations/reservation-link.mi?id=1598537253797&key=GRP&app=resvlink>.
- D. Upon arrival to campus all students will be given a PCR COVID-19 test and will then be required to self-quarantine in the House (boarding students) or at home (day students) until a negative test result is returned. Currently, the expectation is that we can get test results returned in 12 to 24 hours.
- E. The School will begin testing all students before the first day of classes with results expected to be received within 12-24 hours. Day students will be tested on September 23 and 24, and boarding students will be testing upon arrival on

September 25, 26, and 27. The School will provide a sign-up option for students in advance of the test date.

- F. Faculty members and staff with close contact with students, will be tested on September 21 and 22. Faculty spouses and partners may also be tested on these days.
- G. The second test for all students and faculty as well as staff with close contact with students will occur on October 5, 6, and 7.
- H. Ongoing testing will be conducted randomly throughout the school year to include a test of at least 10 percent of our population at once every two weeks. The testing will be conducted on our campus under a tent outdoors weather permitting or indoors in a larger well-ventilated area.

II. Procedures for Positive COVID-19 Case: Quarantine and Isolation

- A. Quarantine: Separates and restricts the movement of people who are suspected to have or were potentially exposed to a contagious disease to see if they become sick. The Health Services Annex has specially designed spaces for quarantine to provide this clinical separation.
- B. Isolation: Separates sick people with a contagious disease from people who are not sick. As with quarantine, the School's Health Services Annex has specially designed spaces for this purpose.
- C. Any student who tests positive for COVID-19 would be isolated at the Health Services Annex until they are able to be taken off campus to quarantine at home or with the local guardian. If unable to return home due to logistic reasons, then the student will isolate at the School's Health Services Annex for a minimum of ten (10) days and until at least three (3) days have passed with no fever and improvement in other symptoms as noted. Contact tracing for possible close contacts will be done in cooperation with the Southborough Department of Public Health.
- D. The campus community will be notified that a positive case of COVID-19 has been confirmed on campus and that any close contacts of the confirmed case will be notified and isolated as needed or as deemed necessary through the contact tracing process.
- E. If a student is home and tests positive for COVID-19, then self-isolation will occur for a minimum of ten (10) days and until at least three (3) days have passed with no fever and improvement in other symptoms as noted. Return to campus will also require clearance from the health care provider.

III. Contact Tracing

- A. Contact tracing is the process of determining the close contacts of a the confirmed case for two days prior to the development of symptoms or from two days prior to the date of the positive test and until the case became isolated.
- B. A close contact is any person who was within six feet or less for 15 minutes or more either two days before the first symptoms of COVID-19 or two days before the positive test results, whichever is earlier.
- C. Use of the daily attestation app by students and adults will become part of the contact tracing data/research.
- D. Whether a student or adult, Health Services staff will interview the person with the positive case about close contacts. Our director of Health Services has firsthand experience working through this with Partners in Health and will conduct the interviews of others with sensitivity and according to best practice to elicit the information needed. In addition, our School's nursing staff as well as our athletic trainers have also completed contract tracing training through Johns Hopkins Health. Finally, the Town of Southborough's director of the Board of Health will also be involved.

IV. Cleaning Campus After Positive COVID-19 Case

- A. The campus buildings, including all restrooms, classrooms, common areas, hallways, and stairways will be cleaned. Our custodial staff has been trained in FDA cleaning best practices as they apply to COVID-19 disinfecting. Identified spaces will be closed for a minimum of three (3) days per Town of Southborough Health Department requirements to ensure all necessary cleaning in response to the positive test results is completed.
- B. Daily cleaning of all spaces continues throughout the campus including all classrooms, restrooms, dormitories, dormitories bathrooms/showers, all common areas, hallways and other spaces throughout the campus. In addition, the dining halls will be cleaned after each meal.

V. COVID-19-like symptoms, but negative test for COVID19

- A. If a student or staff member has COVID-19-like symptoms, they may return to campus after they have tested negative for COVID-19, have improvement in symptoms, and have been without fever for at least 24 hours without the use of fever reducing medications. If a provider makes an alternative diagnosis for COVID-19-like symptoms, the individual may return to school based on the recommendations for that alternative diagnosis (e.g., influenza or strep/pharyngitis).
- B. If a student or staff member presents COVID-19-like symptoms and chooses not to be tested, they may return to school 10 days from start of symptoms, as long as their symptoms have improved and they have been without fever for at least

24 hours prior to their return to school without the use of fever reducing medication.

VI. Close Contact with Confirmed Case of COVID-19

- A. Definition: Any person who has been closer than 6 feet of distance for more than 15 minutes with someone who is a confirmed case of COVID-19. Direct contact with the secretions of a person who is a confirmed case of COVID-19 (such as sharing eating utensils, or being coughed upon) would also be defined as “close contact”.
- B. Possible close contacts should not come back to the school community until they have been tested **and** self-quarantined at home for 14 days. If an individual tests positive for COVID-19, then self-isolation is for a minimum of 10 days and until at least three days have passed with no fever and improvement in other symptoms as noted. If the test is negative, the student/staff can return to school if asymptomatic after the 14 day quarantine period.
- C. In either case, documentation of a negative COVID 19 test is not a substitute for the 14 day isolation period.

Reference Material:

[DESE-DPH Joint Memo 19Aug20 v.F \(2\)](#)

Please note: All plans are current as of August 31, 2020, and are subject to change.



St. Mark's School
Visitor Guidelines
Fall 2020
As of August 31, 2020

Purpose

In order to protect the health and safety of our community that resides in our Houses (dormitory housing), the following policy has been established. This policy applies only to those living in the Main Building, Theriot, or West Campus housing, and not to those who live outside of these buildings as their guests can come directly to a family residence without entering either a dormitory or a school building.

Details

Per guidance from ISOS, the Commonwealth of Massachusetts [reopening guidelines](#), and information regarding spread of COVID-19, the St. Mark's COVID-19 Task Force recommends the following:

Restricted Access to Campus

Access to the campus is restricted to students, faculty, essential staff, limited designated vendors if needed, in-house faculty guests, and parents for drop off and pick up.

Boarding parents will be allowed to visit campus to see their child while remaining outdoors and abiding by physical distancing standards and wearing masks. Parents are not allowed in residential Houses.

Non-essential visitors to campus will not be admitted. These include admissions tours and interviews, college representatives, outside speakers, and alumni.

Additionally, all campus visitors, including student families and faculty guests, must wear a face mask at all times while in any St. Mark's building's interior common areas and when unable to socially distance by six feet or more when outside; answer a set of wellness/symptom screening questions; sanitize hands on arrival; follow all prescribed traffic patterns to enter, exit, and travel within buildings; and follow sign in and sign out protocols. Guests are permitted to remove their masks inside the faculty residences.

Exceptions may be made upon advance request to the COVID-19 Task Force.

Criteria for who is allowed to be on campus:

- Drivers for student drop-off and pick-up. Drivers should remain in their vehicle and call the student(s) to come outside to the front circle or other parking areas.
- Pre-approved vendors who must comply with all safety precautions and who will be restricted to the facility repair and maintenance activity or delivery. All vendors for all departments must be approved by Facilities to be on-site in advance of scheduled service/delivery. This includes all departments for any work from any vendor on campus.
- Food delivery transactions for dorm faculty and students shall take place outside. For West Campus, please pick up food in the lower parking lot, and for Main Campus, please pick up food in the Front Circle (details of which food delivery services students may use can be found through the Dean's Office). There will be no deliveries for the first three weeks of the fall term.

Please note: All plans are current as of August 31, 2020, and are subject to change.