

Student Family/Handbook:

Introduction:

During the unprecedented pandemic caused by COVID-19, Buckingham Browne & Nichols is implementing the following policies for the 2020-2021 school year. Given the unusual circumstances, there are likely to be inconsistencies between these COVID-19 Policies and the policies in the school's existing handbook. To the extent that there are inconsistencies, these COVID-19 Policies will apply throughout the duration of the pandemic and until further notice. Due to the rapidly changing nature of this pandemic and relevant public health guidance, these policies will be adjusted as circumstances change at any time during the school year.

The Head of School will close or reopen the campus, quarantine or reopen portions of the campus, or take any other action in the interest of community health or safety notwithstanding any contrary policies herein. The school will communicate any material changes to these policies with the community. It is important for community members to appreciate that there are no strategies that can eliminate the transmission risk of COVID-19 entirely. These policies are designed to mitigate the risk of transmission, while keeping students as engaged in the learning process as much as possible.

The School's Health and Safety committee will review and update these policies on a regular basis. The Head of School and the school's senior leadership team are responsible for ensuring that these policies are being followed by students, parents/guardians, faculty and staff. It is critically important that parents/guardians stay up to date on health form requirements, comply with vaccination requirements and update family contact information.

Students who are not in compliance with the age-appropriate safety protocols while on campus will be sent home and unable to return to school until a safety plan has been put in place with the family. The safety plan will be created with the teacher, counselor, dean of students and family depending on the campus. Refusal to follow a safety plan could lead to additional consequences, which may include moving a student to the all remote learning platform .

If any member of the school community has any questions, concerns, please contact Kerri Anne Shea (Upper School), Anne Coughlin (Middle School), and Sharon Cumberbatch (Lower School) the following individuals at your child(ren)'s campus.

1. uKnighthed Community COVID-19 Pledge

All families, faculty and staff must commit to supporting BB&N's health, wellness, and safety protocols and families must agree to keep children home, and faculty and staff must agree to stay home when they are not feeling well, have COVID-19 symptoms or symptoms consistent with a contagious illness, or have potentially been exposed to someone with a contagious illness, especially COVID-19.

By signing this form you are agreeing as a family, to the uKnighthed Community COVID-19 Pledge and agreeing to perform the daily symptom check included in this form PRIOR TO SENDING YOUR CHILD TO CAMPUS EACH DAY. Families who identify any of the symptoms listed below should keep their child home and contact the nurse on their campus for further guidance.

The uKnighthed Community COVID-19 Pledge

As a caring member of the BB&N community, I understand that my individual actions can impact the entire community. Therefore, I pledge to do my part in keeping my campus as safe as possible from the transmission of COVID-19 by doing the following:

1. Staying at home (and keeping my child(ren) at home) when not feeling well, presenting with symptoms of COVID-19, or if exposed to someone who has tested positive for COVID-19, and following protocols and policies for reporting.
2. Completing the Daily Symptom Check EACH DAY of each household member before sending any children to school and reporting any concerns to the school nurse(s) on my child(ren)'s campus before sending my child(ren) to campus. Concerns must be resolved before my child(ren) return to campus.
3. Practicing and reinforcing with all household members good personal hygiene, especially frequent hand-washing or sanitizing, and the CDC-recommended actions when coughing or sneezing (into a tissue that is then disposed of, followed by hand-washing or sanitizing).
4. Practicing physical distancing, both on campus as directed and off-campus as advised by local health officials.
5. Wearing Face coverings as directed on campus and in public as advised by local health officials.
6. Abiding by all safety protocols and practices being implemented on campus, including but not limited to, classroom seating arrangements, movement around campus, use of common spaces, and classroom cleaning.
7. Complying with the requirements of, and stay updated with any changes to, the [Mass Travel Order](#) and [Regulated Gatherings](#) which provide quarantine and other guidance when traveling to certain locations outside of Massachusetts and guidance around events and activities which are prohibited in Massachusetts.
8. Speaking up, within our circles of influence, in support of these essential principles, knowing the difference each of us and all of us can make and the importance of setting an example in a time of great need, one decision at a time, starting today.
9. Maintaining the same level of vigilance in upholding the school's safety plan away from campus, including but not limited to wearing face coverings, maintaining social distancing, limiting exposure to as many people as possible and hand hygiene protocols.

Staying at Home When Not Feeling Well: Daily Symptom Check Process

Families are responsible for screening their children EACH DAY and prior to any entry onto a BB&N campus for the following symptoms:

- Fever (100.0° Fahrenheit or higher), chills, or shaking chills
- Cough (not due to other known cause, such as chronic cough)
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat
- Headache, *when in combination with other symptoms*
- Muscle aches or body aches
- Nausea, vomiting, or diarrhea
- Fatigue, *when in combination with other symptoms*
- Nasal congestion or runny nose (not due to other known causes, such as allergies) *when in combination with other symptoms*

As a family you are required to agree to the uKnights Community COVID-19 Pledge and agree to comply with the Daily Symptom Check Process outlined above.

2. Response to Symptoms or Positive Test Report for COVID-19

In the event of a symptomatic student or adult, or a report of a positive COVID-19 test result, BB&N will follow the Massachusetts guidance in collaboration with the Cambridge Department of Public Health (“CDPH”). The full guidance can be found [here under Protocols for Responding to COVID-19 Scenarios](#).

Per the guidance, if staff or students have any of these symptoms, they should get a test for active COVID-19 infection and must follow the protocols outlined by HR or the school nurse prior to returning to school.

[1] Massachusetts DPH, [Testing of Persons with Suspect COVID-19](#). (2020, May 13).

[2] <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Per the guidance, students, faculty, or staff must report to the designated school lead if they are either symptomatic or have already received a positive test result for COVID-19.

- If a student is symptomatic and/or has a positive test result for COVID-19 at home, the student must stay home. In addition to contacting your HCP, families must then contact their campus school nurse.
- If a faculty or staff member is symptomatic and/or has a positive test result for COVID-19 at home, they must stay home. In addition to contacting your HCP, you must then contact your campus director or your immediate supervisor.
- School nurses, campus directors, and immediate supervisors will contact the remaining members of the BB&N response team (Director of Student Support Services, Director of Human

Resources, and/or CFO/COO) as applicable. The Head of School will be notified to lead the community communication plan as determined by the school and CDPH.

Per the guidance, students, faculty, or staff who demonstrate symptoms while in school, must be isolated and sent home.

- If a student is symptomatic during school hours, the campus school nurse or designee will follow the guidelines for the use of the medical waiting room and contact families for pick up.
- **In preparation for the school year, families should prepare a plan to promptly respond and pick up their child from school should they be called.**
- If a BB&N employee is symptomatic during school hours, they should notify their immediate supervisor for coverage and directly leave to go home.

3. Return to School

Per the guidance, returning to school following a positive Covid-19 case should be based on time and symptom resolution. People who test positive can resume public activities after 10 days and once they have:

- a. gone for 24 hours without a fever (and without taking fever-reducing medications like Tylenol); and
- b. experienced improvement in other symptoms (for example, their cough has gotten much better); and
- c. *received clearance from public health authority contact tracers (the local board of health or Community Tracing Collaborative).*

Any student/faculty or staff member returning to school who has tested positive for Covid-19, will need to meet the return to school requirements set forth by the school, in coordination with the local Department of Public Health. In addition to these requirements, the school will require medical clearance from the student's Health Care Provider before a student can return to athletic activities.

4. Visitors and Tutors on Campus

To ensure the health and safety of our community, all campus facilities are closed to families and visitors until further notice. Only students, faculty, essential staff, and contracted workers are allowed on our campuses. Our outdoor facilities such as play structures and fields are also closed to families and visitors.

To comply with this policy, the school will ask families to arrange for tutoring for their child at home via videoconferencing or other remote tools.

5. Massachusetts Travel Order and State/Other Guidance

BB&N requires all faculty, staff, students and families to comply with the requirements of, and stay updated with any changes to, the [Massachusetts Travel Order](#) and [Regulated Gatherings](#) which provide quarantine and other guidance when traveling to certain locations outside of Massachusetts, and guidance around events and activities which are prohibited in Massachusetts. The School also requires community members to follow other orders of the Massachusetts Governor and related guidance and will keep the community updated when significant information becomes available.

6. Mask/Face Coverings

All students and adults are required to wear mask/face coverings. BB&N will provide each student and adult with two washable face coverings. Students and adults should wear these, or their own, face coverings to school every day. Disposable masks will be available when needed or requested. Medical exceptions requesting alternatives to face coverings will be made on a case-by-case basis and in consultation with the student or adult's treating physician, the campus nurse, and/or human resources.

All mask/face coverings should cover the nose and mouth, fit comfortably and securely, include more than one layer of fabric (if using a cloth covering), be secured with ties or ear loops, allow for breathing without restriction, and be washable. Mask/face coverings with vents or valves do not meet the current recommendations and will not be allowed.

7. Hand Hygiene

BB&N requires all faculty, staff, students, and families to practice hand hygiene from arrival to campus until their departure. In accordance with state guidelines, students and adults will be required to wash or sanitize their hands before entering the school; before and after eating and putting on and taking off masks; and before dismissal. Handwashing and hand sanitizing stations (touchless where feasible) will be in commonly used areas and hand hygiene will be built into the daily schedule for each grade. In addition, students and adults will have access to handwashing at any time in the assigned bathroom area for their cohort as well as access to hand sanitizer provided in every classroom.

Faculty and staff will advise students the proper method for hand washing and sanitizing. Signage with directions and reminders will be placed at all sinks.

8. Physical Distancing

BB&N requires all faculty, staff, students, and families to maintain physical distancing while on campus property. In accordance with state guidance, BB&N will aim for a physical distance of 6

feet when feasible and always during meals, mask breaks, and other times when masks are not worn. Signage and markers will be placed throughout campus to indicate safe social distancing, and staggered timing will be used during drop-off, pick-up, movement between classes, and in scheduling transitions to and from outdoor spaces. Directional hallways will also be used to decrease contact and promote distancing.

Classrooms will be configured in adherence to state guidance on distance and larger spaces such as common areas and community rooms have been redesigned for distanced teaching spaces. Whether in classrooms or larger spaces, desks will all face the same direction.

9. Building and Space Assignments

Students will be assigned to specific buildings, areas within the buildings, seats in classrooms, bathrooms and handwashing sinks. Lunches, mask breaks, time outdoors, and other activities will also have specific assigned spaces. Students are expected to follow these assignments and should ask a faculty member if they are confused or need additional assistance. Students are also expected to follow all signage for directional hallways, physical distance spacing markers, and other safety measures.

10. Getting to and from School

The 2020-2021 year morning transportation schedule will look similar to the 2019-2020 year schedule. To the extent possible, buses will leave school buildings at the end of the school day to minimize the amount of wait time for students. The new athletic and extracurricular program will allow for more Upper School students to ride afternoon buses home each day. BB&N will add two buses to the current morning and afternoon transportation routes to add capacity and separate Lower School students from Middle and Upper School students. See the transportation specific policies in the Transportation Appendix.

All students riding public transportation and carpooling with other families should practice social distancing, wear masks and comply with hand hygiene practices as recommended by state guidance and as required by BB&N's policies in the [Transportation Appendix to this Handbook](#).

Specifically with regard to public transport remember to: Limit touching frequently touched surfaces such as kiosks, touchscreens, ticket machines, turnstiles, handrails, restroom surfaces, elevator buttons, and benches as much as possible. Wear a mask at all times during transportation. Follow physical distancing guidelines by maximizing space between riders as feasible. Practice hand hygiene (e.g., use hand sanitizer after leaving the transit station or bus stop). Check with local transit authorities for the latest information on changes to services and procedures, especially if additional assistance is required.

11. Arrival and Dismissal

Arrival and dismissal will be staggered on each campus. Drop off and pick up locations will be assigned to families based on the safety plans for cohorts in buildings on each campus. In order to create physical distancing upon arrival, families must follow their assigned time and location. Adults are asked to remain in their cars (or to stay outside the gates) during drop off and pick up times.

12. Food and Food Service

Students will be provided the option to consume a pre-packaged selection of lunch items or may bring their own lunch to campus, but it must be consumed during lunch. Other food and drink including food deliveries will not be permitted. Lower School and Middle School families who report that their child(ren) have life threatening allergies will be required to opt in to lunch each day. Upper School families who have allergy concerns regarding food options should contact their campus nurse. Information on ingredients will be available to all students and families.

Students should bring a reusable, labelled, water bottle to school every day. All students will have access to potable water every day.

The sharing of food, utensils, and drinks is prohibited, including treats or other foods brought in for birthday celebrations.

13. Overnight Programming and Field Trips

All overnight trips are cancelled through at least the end of January 2021. Similarly, no field trips that require bus/car transportation will take place this fall until further notice. Any off-campus activities must be approved in advance by the Campus Director.

14. Student Entry and Exit to Campus/Campus Boundaries

Students are not permitted to leave the boundaries of the campus at any point in the school day without specific permission from their Campus Director. Please submit requests to leave and reenter campus on the same day at least 48 hours in advance. These requests should be emailed to Kerri Anne Shea (Upper School), Anne Coughlin (Middle School), and Sharon Cumberbatch (Lower School). Students should follow all arrival and dismissal procedures applicable to their campus.

Parents will be required to pick up any students who leave campus without permission; additional discipline may apply in these cases.

15. Cubby and Locker Spaces - Items from Home

Lower School:

Students will store their backpacks and lunches (optional) in individual cubbies or personal areas. All items from cubbies will be taken home each day, with the exception of a small plastic bin (with lid) of extra clothes for grades B-2. Items from home must stay in a student's backpack and not be shared with peers. There will be no shared birthday snacks.

Middle School and Upper School:

Students will not be permitted to use lockers. All personal items must be stored in each student's individual backpack, which they will carry with them in times of transition. Locker rooms will be available to students participating in athletics or other activities to change clothing -- students are encouraged to come to school in comfortable gear to minimize the use of the locker rooms. The use of showers is prohibited, and all students, faculty, and staff must maintain safe social distancing while in the locker rooms.

Students will not be allowed to store their personal belongings in the locker room. All personal gear (e.g., mouth guards, cleats, shin guards, volleyball pads, and clothes) must go home every night. Equipment such as balls and flags will be provided by BB&N. Students are not allowed to bring their own equipment, unless prearranged with the coach for a specific sport/activity. All equipment, including individual students' sticks will be sanitized before and after use.

16. Sharing of Materials and Technology from Home

Students are asked to bring from home only the items that are needed for that school day. Students are not allowed to share materials they bring from home. For the use and cleaning of technology equipment, please review the Technology Use Policy.

17. Using Campus outdoor spaces

BB&N's campus outdoor spaces will be closed to visitors until further notice. This includes fields, playgrounds, parking lots and other outdoor spaces.

18. School property used at home

During the pandemic, School property will periodically be sent home to be used by students. These tools and materials should be stored in a safe place, as instructed by the student's teacher, and be returned promptly to the School when collected. These materials should only be used for programmatic purposes. Families may be held financially responsible for lost or damaged items.

19. Students parking at Lot 4 & the Harvard Square Shuttle

Upper School students may park at BB&N's Lot 4 as long as the student complies with normal policies related to driving to campus. The School encourages students to walk from Lot 4 to

school however, BB&N will provide morning and afternoon shuttle service to and from Lot 4 and the Upper School campus. Shuttle service will include designated seating with reduced ridership and promoting social distancing. The shuttle will be wiped down between each trip. All passengers and drivers are required to wear masks.

Limited shuttle service will be available to Harvard Square on an ad hoc basis. Individuals needing regular shuttle service to or from Harvard Square should contact Kerry Anne Shea to arrange transportation.

20. Activities and Athletics on Wednesdays and Saturdays

Some Upper School Activities and Athletics will take place on campus on Wednesday and Saturdays. Students will not have access to buildings. Students should come to campus already changed and ready for athletics. Students will be assigned bathrooms and handwashing stations for use. The use of showers is prohibited, and all students, faculty, and staff must wear mask/face coverings and maintain safe social distancing while accessing the bathrooms.

21. Use of Fitness Facilities and Nicholas Athletic Center

The Fitness Facilities in the Nicholas Athletic Center and any campus outdoor spaces for recreational purposes are closed until further notice.