

## **Student Family/Handbook:**

### **Introduction:**

During the unprecedented pandemic and virus variants, Buckingham Browne & Nichols is implementing the following COVID-19 Policies for the 2021-2022 school year which are designed to mitigate the risk of transmission, while keeping students engaged in the learning process. It is important for community members to appreciate that there are no strategies that can eliminate the transmission risk of COVID-19 entirely.

In the event there are inconsistencies between these COVID-19 Policies and the policies in the school's existing handbook, the COVID-19 Policies will apply throughout the duration of the pandemic and until further notice. Due to the rapidly changing nature of the pandemic and relevant public health guidance, the COVID-19 Policies may be adjusted as circumstances change during the school year. The school will communicate any material changes to the Policies with the community.

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. The School's Health and Safety committee will review and update the COVID-19 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.

Unvaccinated students will have additional health and safety restrictions and guidelines. Many of these could change based on state and CDC guidance. Those families whose children are unvaccinated will receive notifications as these health and safety requirements change throughout the school year.

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).

### **1. Staying at Home When Not Feeling Well: Daily Symptom Check Process**

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.

All families should perform the daily symptom check included here 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.

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**
- **Difficulty breathing or shortness of breath**
- **New loss of taste or smell**
- **Muscle aches or body aches**
- Cough (not due to other known cause, such as chronic cough)
- Sore throat, *when in combination with other symptoms*
- Nausea, vomiting, or diarrhea *when in combination with other symptoms*
- Headache *when in combination with other symptoms*
- 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*

## **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 must follow the protocols outlined by HR or the school nurse prior to returning to school.**

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**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.**

## **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.

### **3. Visitors and Tutors on Campus**

To ensure the health and safety of our community, parent visitors and other visitors to campus will be restricted to any important programmatic need for the visitor to participate in campus life. All visitors on campuses must wear cloth or suitable face coverings while inside any school buildings. Visitors interacting with students indoors during school hours are required to complete an attestation form (including confirming vaccination for COVID-19) within 24 hours of coming to campus.

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

### **4. 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 other guidance when traveling to certain locations outside of Massachusetts. The school also requires community members to follow other orders of the state and related guidance and will keep the community updated when significant information becomes available.

### **5. Mask/Face Coverings**

All unvaccinated students and adults are required to wear masks/face coverings while indoors. Vaccinated students and adults will need to comply with any school mask mandate in effect at the time. Updated mask mandates will be clearly posted on the website. Students and adults should bring their own masks/ 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 masks/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. Masks/face coverings with vents or valves do not meet the current recommendations and will not be allowed.

### **6. Physical Distancing**

BB&N requires any unvaccinated community member to maintain physical distancing while on campus property. BB&N will assign seating for unvaccinated students in order to maintain the appropriate physical distance during meals, mask breaks, and other times when masks are not worn.

## **7. Getting to and from School**

The 2020-2021 year transportation schedule will look similar to the 2019-2020 year schedule. All studenty, faculty and staff on BB&N buses will be required to wear masks. See the transportation specific policies in the Transportation Appendix.

All students riding public transportation and carpooling with other families should 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. 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.

## **8. Overnight Programming and Field Trips**

All overnight trips are being reviewed for health and safety requirements on a case by case basis. Similarly, field trips require approval in advance by the Campus Director and must follow all school protocols as well as those of the trip location.

## **9. Lower School Campus outdoor spaces**

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

## **10. School property used at home**

School property may 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.