

**ADDENDUM
TO
STAFF HANDBOOK**

**ST. PAUL'S SCHOOL STAFF FAQ FOR THE
2020-2021 ACADEMIC YEAR**

**Healthy Students + Healthy Faculty/Staff =
Healthy Community**

**STAFF AS MODELS FOR SAFE, HEALTHY
BEHAVIOR**

The plans for the reopening of school have always been guided by the School's commitment to support the mission of the School, prioritizing the health and safety of all members of the community while providing the SPS experience to our students. While research indicates that the transmission rate from children to adults is low, it also indicates that our adults will need to take special care of their own health. In addition, our students will come to campus from all over the world and some faculty will return to campus from other locations. We wish to do our part to continue to mitigate the spread of the virus through a comprehensive set of guidelines for reopening school that are fully compliant with those of the State of New Hampshire. We recognize that adult members of the community may have heightened anxiety or concerns as they think about the prospect of a return to school. All adults are encouraged to review the communications for employees on [Millville](#) that have been sent out regarding the ways to confront fear with facts and address the concerns that are natural and understandable in this challenging time.

The leadership and modelling of the faculty and staff has never been more critical to the success of our mission: to challenge our students intellectually and morally--to nurture a love of learning and a commitment to creating a kind, inclusive and safe community in service to a greater good. Our ability to live into this mission as a school community depends on our mutual collaboration and commitment and the ways in which the faculty, staff, and adults within the community model safe,

healthy, and responsible behavior and help students to do the same.

With a shared understanding of our goals, modelling strength, resilience, and optimism together, we can meet the needs of our students and affirm the trust their families have placed in the school, in the midst of continuing challenges presented by COVID-19 and the burgeoning and overdue acknowledgement of voices that have traditionally been marginalized in our society and at our school.

We need to maintain healthy practices of self-care throughout the months ahead. Stress, poor hygiene, lack of exercise and inadequate sleep weaken our immune systems. Commit to eating well, establishing a reasonable bedtime, completing the [daily health attestation](#), and consider adding/maintaining exercise to your routine in preparation for return.

2020 - 2021

Each member of the St. Paul's community has been impacted by the global pandemic. The human cost of this virus is incalculable and ongoing. But one thing is clear; despite the challenges that returning to SPS will present, there is a shared desire among the members of our community to be together, on campus, so that together we can do the good work of learning and engaging.

While we are confident that we can come together safely to resume school on the grounds, each of us has a role to play in ensuring that together we can *safely* be the SPS we all know and cherish. We must be mindful that this goal is not speculative; local health authorities can require us to close if there is an outbreak on our campus. *Each of us bears the individual responsibility of doing what we can to keep everyone in our community safe and healthy.*

Finally, it is important for us to understand that our community can work with the presence of COVID-19 and that the methods we are adopting to contain any outbreaks – wearing masks indoors unless you are alone in your space, wearing masks outdoors when separation by 6 ft is not possible, avoiding crowds, maintaining 6 feet of physical separation indoors at all times, washing our hands/using hand sanitizer frequently – these methods work. It is very important to everyone's good health that we change our habits to keep ourselves, our families, and each other safe

Student leadership and compliance will be critical for success.

There is general concern that teenagers, in particular, will have a hard time with physical distancing and other necessary ways of being during this pandemic. But we have a lot of confidence in our students and are sure that our shared desire to be back together on the grounds will motivate us to accept the important role each of us play in the health and safety of this community. We believe that if we can establish a healthy community baseline and keep it healthy, we can more quickly resume the patterns and habits of life that we enjoy as really being together. Students will be required to commit to compliance; those unable to comply will be sent home to take part in distance learning.

Community Engagement will be Key:

Change is hard! It will be imperative that each of us comply with new (and sometimes awkward) safety guidelines in order to keep our community safe. The students will review and enter into a campus compact to ensure the health and safety of the community throughout the year. This agreement also holds students accountable for their behavior regarding community health. *We ask that all employees review this [Student Campus Compact](#) and continue to practice healthy habits and model these for our students.*

The following is not meant to be a comprehensive document but rather a list of responses to frequently asked questions specific to employee work and life on campus this year.

HEALTH AND SAFETY AND THE RETURN TO SCHOOL

Preparing to bring back the SPS community in the fall and winter of the 2020-21 school year during the pandemic will require that all community members take responsibility for the re-entry process. OUR GOAL IS TO RETURN TO SCHOOL IN GOOD HEALTH AND COVID-19-FREE.

The process for all of us will begin in earnest during the two weeks prior to the scheduled return date. Staff should self-quarantine two weeks prior to the students return.

What is entailed in quarantine?

Quarantine, ***different from isolation***, as defined by the CDC, requires limiting social contact outside the home, avoiding large crowds and superfluous errands, minimizing exposure to infected people, continuing to follow stay/reopening orders, avoiding public transportation, and maintaining physical distancing and wearing masks when outside the home, in public, and when distancing measures cannot be met.

Isolation requires restricting movement outside the home until the infected individual has recovered. Isolation separates those who are infected with a contagious disease from people who are not.

Employees should also be mindful of the need to have other family members follow the same guidelines during a time of quarantine. The CDC offers the following guidelines for practicing social distancing: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

When will testing be required and how will I arrange this?

In order to expedite this process, the School is working with a testing service that will provide this for faculty and staff prior to the students arriving on campus. Information on when testing will be conducted on campus will be communicated with employees. The School will cover the cost of this testing. If this date will not work for you, you may seek testing in NH or in other locations if you are away from campus. Testing can be requested through the [NH Resource Center](#) and through a number of other testing options available throughout the state: <https://www.dhhs.nh.gov/dphs/cdcs/covid19/documents/covid-testing-sites.pdf>. The following website from Health and Human Services connects to a list of testing sites throughout the country: <https://www.hhs.gov/coronavirus/community-based-testing-sites/index.html>. Positive results will require isolation at home per CDC guidelines, and such results should be communicated with Dr. John Bassi and Human Resources so health and work arrangements can be made. With negative results, individuals can continue working.

No employee will be allowed to work without proof of negative COVID-19 status within 4-7 days of the

students returning to school or proof of prior infection with the positive lab results sent to Dr. Bassi.

All students will be tested prior to arrival, upon arrival and a week later. The tests we do upon arrival and afterwards should provide results in 24 hours. After their 1st test on campus, students will be quarantined in their dorms (allowed outside with supervision for a period of time) and released when we get the results.

We are planning to repeat the testing within the first two weeks of school for all members of the community; however, we will follow local health guidelines as well as expert infectious disease advice in making testing decisions specific to our population and location. More information to follow.

How should I monitor my health on a daily basis?

Symptom surveillance will be essential. Before starting their work day, employees must complete a daily health attestation survey and temperature screening, responding to the following five questions:

1. Do you have any symptoms of COVID-19 or fever of 100.4 degrees Fahrenheit or higher that are new for you? Symptoms of COVID-19 can include:
 - a. Fever, or feeling feverish;
 - b. Respiratory symptoms such as a runny nose, nasal congestion, sore throat, cough, or shortness of breath;
 - c. General body symptoms such as muscle aches, chills, and severe fatigue;
 - d. Gastrointestinal symptoms such as nausea, vomiting, or diarrhea; or
 - e. Changes in your sense of taste or smell?
2. Have you been in close contact with someone who has tested positive for COVID-19 in the past 14 days? (Note: healthcare workers caring for COVID-19 patients while wearing appropriate personal protective equipment should answer “no” because they are not considered to have exposure.)
3. Have you traveled in the prior 14 days for non-essential purposes outside of NH, ME, VT, MA, RI, or CT, including domestically

(within the U.S.), internationally (outside the U.S.) or on a cruise ship?

Employees who have a positive response to any one of these questions should advise their supervisor, leave work immediately, and consult their primary care physician for further directions.

The daily health attestation survey is accessible to all employees via Millville and at the following link: https://www.surveymonkey.com/r/SPS_COVID19 The link is available through Millville or through use of the scanning barcode that has been posted throughout campus.

Daily Attestations Detail:

- Employee daily attestations will be captured in the school’s survey tool and only be accessible by the schools Medical Director, Director of Human Resources, the Director of Safety, or the Director of Information Technology. Data is stored encrypted and access restrictions are limited and logged.
- The question pool was developed using the CDC recommendations and State of NH requirements.
- Employee and student attestations will be maintained in different systems. Student Attestations will be recorded in the Reach Boarding system and accessible by the Dean of Students office. Data is stored encrypted and access restrictions are limited and logged.
- At this time past Employee Daily Attestations are purged on a monthly basis.
- Daily employee attestations will be used to generate a notice to the above-named individuals only in the event of a positive attestation to any of the questions. This process is automated and triggered only via a “Yes” response. HR and/or Safety are tasked with following up with the staff member to ensure community safety precautions are followed.

How will the school conduct Contact Tracing?

The New Hampshire Division of Public Health Services is responsible for the tracing of close contacts during this pandemic. They will prioritize

positive cases and follow up as their staffing allows, responding to the most critical cases first. The school is committed to assisting the State in this endeavor to the best of our abilities by reviewing access to available records and information including speaking with the infected employee or student. This is done under the supervision of Dr. Bassi and will respect patient confidentiality at all times.

- **Where are Electronic Medical Records stored?**
- Medical Records, health forms, and counseling notes are only stored in the School's Mediat Electronic Medical Records system (EMR).
 - Mediat is a best in breed service and certified HIPAA compliant.
 - Mediat completes all requirements for annual SOC2 compliance and security testing.
 - Mediat connections are verified secure and encrypted and user access is restricted following health care best practices and verified under the schools data security practices.
- COVID-19 Testing will be conducted using two separate outside providers as well as our own local Sophia device.
 - The Sophia will reside within the secured areas of Clark House and available to the schools Medical Director and a limited number of Health Center staff.
 - The Sophia meets HIPAA standards
 - The device is not connected to the schools network or internet. Data is generated locally for review within Clark House.

What should I do if I test positive for the virus?

Should you test positive for the virus, you should consult with your medical provider and receive appropriate treatment. Please notify Dr. Bassi and Human Resources who will then work with appropriate members of the administration to

arrange appropriate coverage. Employees with confirmed positive tests will be asked to isolate at home and eliminate contact with members of the community until they have recovered from all symptoms and been cleared. Return to work dates will be established based on each individual case and provided by your physician or the State.

What is the procedure if a child/spouse/partner or someone living in the home tests positive?

The COVID + individual should seek medical care from their physician and should self-isolate. Isolation can generally be discontinued 10 days after symptom onset and resolution of fever for at least 24 hours, without the use of fever-reducing medications, and with improvement of other symptoms. This will be considered a COVID exposure for the employee and they will need to quarantine for 14 days from their last exposure to the COVID positive family member. If the COVID positive person remains in the household, this last day of exposure will be the last day of their isolation.

What should I do if I am required to be in quarantine because of possible exposure to the virus?

Should you come into close contact [within 6 feet for more than 10 minutes over a 24-hour period (mask or no mask)] with someone who tests positive for the virus or be made aware of possible exposure through the contact tracing process, you should place yourself in quarantine in your home for 14 days from last contact with COVID + individual and monitor your symptoms by taking your temperature twice daily. Faculty who do not show any symptoms may continue to teach remotely through distance learning during this quarantine time.

What should I do if my child/spouse/partner requires quarantine after a confirmed exposure to a known positive COVID-19 individual?

An employee does not need to quarantine just because they are exposed to an individual who is in quarantine. This individual and the employee should monitor their symptoms regularly with temp checks.

Should I receive a flu shot this year?

We are highly recommending that ALL our employees get flu shots. This will give us an added layer of information when making decisions about a COVID-19 infection versus an influenza infection. Flu

shots are available at most pharmacies and walk-in clinics.

I continue to be concerned and anxious regarding the reopening of School. What are the support systems in place that can help me process this anxiety?

If you are feeling some anxiety and would be open to speaking with someone about your concerns, please reach out to our Employee Assistance Program. Information on EAP is available, along with much more helpful info on our [response to Covid-19](#), on the Millville page for faculty and staff. The Employee Assistance Program (EAP) is available to school employees at no cost 24/7 and is completely confidential with professional counselors. You can reach EAP at 1-800-435-4464 x3121 or eap@crhc.org.

Should I alter my own habits in order to support the health of the community?

Yes. As we have all learned over the past few months, the safety of all depends on the responsible, safe, and healthy behavior of each of us. Particularly in light of the growing evidence that adults transmit the virus to children, all adults should maintain a heightened awareness of their own behavior and take steps to minimize any possible exposure to the virus from the outside community. Congregating in large groups (sporting events, concerts, bars), attending large social gatherings, and not following guidelines for the wearing of masks, increased hygiene, and physical distancing not only places the individual at risk, but it jeopardizes the health and safety of the entire community. Again, we ask everyone – including all faculty, faculty families, and staff – to avoid situations in which other people are not wearing masks or attending to physical distancing or crowd-size mandates. These kinds of “super-spreader events” seem to be the ways COVID-19 enters communities, and for the health and safety of everyone, we all need to avoid them. In the same way that students will review a community compact for this year, so too should the adults of the community consider the many ways they need to support the health of their own families and students. It is imperative that we model positive behavior to support the students’ efforts and ability to live into this community compact.

I have planned travel during the year, will I be required to test again upon return?

While we strongly encourage all staff to remain local and limit interstate travel, we recognize that there are some family obligations which might require travel. The employee should speak with Human Resources or Tim McGinley in Safety to provide notification of this travel prior to traveling outside of New England.

If a staff member travels outside of New England and their travel is considered “non-essential” per the state of NH guidelines what will be required by St. Paul’s School?

The School will require the employee to work from home for the first week they are back in New Hampshire. On day 7 of quarantine the employee can test for COVID-19 (must be a molecular test to detect active infection, such as a PCR test) and return to work once a negative test is produced. If the employee elects not to seek a COVID-19 test, the employee can continue to work from home if they are able to do so and their job does not require them to be present on campus. If they are required to be on campus due to the essential functions of their position, they will need to utilize vacation time to continue to be out.

How will the community be notified regarding testing and impact on community health?

Steady communication will be key to providing transparency of information while also working within the appropriate boundaries of confidentiality. The weekly SPS Connect communications will resume at the beginning of the year. The community will receive weekly health updates from the Medical Director. The community will be notified if there is a positive case identified on campus along with the steps being taken to address the issue and safeguard the health of the community. We will also implement contact tracing when necessary. Please note that one positive test result should not be cause for significant alarm. Confirming positive results will be an important part of our protocol. The names of individuals will not be shared. It is important to note that being diagnosed with COVID-19 is not a stigma. Our concern is for the health and safety of everyone in the school community and we wish to support all as we move through this time.

Does the School have contingency plans in place for different levels of positive cases in the community (5, 10, 50, etc.)? The Health and Safety task force continues to work with our infectious disease consultant regarding these protocols and will share these with the community. There will also be a developed protocol for shutdown should that be necessary during the year.

LIFE ON CAMPUS AND CLASSROOM TEACHING

The School continues to work with Environmental Health and Engineering (EH&E) consultants to assess and confirm that our policies and practices will ensure community health and safety. These recommendations guide all of our planning.

Will the school provide masks?

Yes, each employee will receive a mask. This should be used to supplement your own personal facemasks. Masks should be washed frequently.

When should face masks be worn?

Face masks must be worn at all times indoors, unless alone in a private office or while outdoors when at least 6 feet of physical distance can be maintained or while eating. This rule applies to all members of our community (those who live and work on the grounds and those who may visit). Employees should also wear masks when traveling in School vehicles with another employee on School related business.

Health Protocols

These protocols and policies have been established to support the School's efforts to maintain a safe and health campus environment. Employees:

- Should maintain social distancing of at least six feet at all times.
- Face masks must be worn at all times indoors, unless alone in a private office or while outdoors when at least 6 feet of physical distance cannot be maintained. Should frequently wash or hand sanitize hands throughout the day.
- May be subject to periodic COVID-19 testing as determined by the School.
- Are subject to the screening protocols put in place by the School.
- Are subject to contact tracing protocols as implemented.

- Must self-monitor their health condition and report any COVID-19 related symptoms.
- Are subject to being asked to isolate or quarantine based on testing positive for COVID-19, are symptomatic, or were in contact with those who test positive for COVID-19.

Will visitors and contractors be allowed on campus?

Visitors and contractors will be allowed on campus in limited capacities. They will be required to follow the School's protocol with wearing masks.

What is the cleaning protocol for classrooms?

Cleaning products will be supplied to every classroom. It is the responsibility of the classroom teacher to ensure that students clean hard surfaces at the end of every class and follow the cleaning protocol. Upon entering classroom, everyone should use hand sanitizer. Teachers and students should use the disinfectant wipes to clean all hard surfaces that students and teachers touch - desks, chairs, markers, erasers, door handles, light switches, remote controls. The wipe can be used on multiple surfaces provided it is still wet. Each night, the classrooms and buildings will be cleaned by professionals for a deeper clean.

How often should I clean my office?

Custodians will continue to take out trash and recycling and clean common areas but it is up to the employee to clean and disinfect their work station daily with cleaning supplies provided by the School. The supplies are located in common areas throughout the buildings.

Will there be adjustments to class enrollment this year?

The School conducted a full evaluation of all current teaching spaces to determine total capacity with adequate physical distancing (6' between each individual). Class enrollment will be adjusted to comply with this revised classroom capacity.

Will faculty continue to teach in their current classroom?

When the class enrollment is not able to be reduced and the current teaching space will not allow for the current class enrollment, the School will identify larger spaces where a class may meet while allowing for adequate physical distancing. Alternate teaching

spaces will be assigned based on proximity to other materials/resources and availability. Teachers should model flexibility in adjusting to these new teaching spaces throughout campus. We hope to communicate these classroom assignments after the student enrollments have been determined to ensure physical distancing in classrooms and de-densification.

Might it be possible for larger class to be divided into two smaller classes?

We will consider this option if the student/teacher's schedule allows and after considering the availability of larger teaching spaces.

What steps are being taken to improve air circulation in school buildings?

The Environmental Health and Engineering consultants have evaluated all spaces around campus and indicated those places which would benefit from increased air exchange and circulation. The School will install HEPA filters in those spaces to improve airflow. All employees are encouraged whenever possible to open classroom windows and use fans to increase the flow of air.

I work in an air-conditioned building, what steps should be taken to increase air exchange? If the air conditioning unit does not have a HEPA filter, a window should be kept open while the air conditioner is on.

Will classes be taught outside?

Tents will be set up throughout the grounds to provide alternate space for dining, small group gatherings, and classroom teaching as weather conditions allow. However, there may be some limitations that would prevent this option if some students are enrolled in distance learning.

What accommodations are being made to support those students who will choose distance learning for some/all of the year?

The academic schedule allows for teaching time between the hours of 8:00am-1:30pm. Students who are distance learning for some/all of the year will be able to attend classes virtually. 360-degree cameras will be available to allow DL students to participate in class conversations and additional teaching/learning resources will be made available

to improve the experience of the students learning remotely.

In what circumstances might a staff member shift to remote work?

Currently, the low prevalence of COVID-19 in Concord, NH, together with the extensive plans for physical distancing, masks, and de-densification strategies throughout the school should make it possible for all employees to report for in-person work. Should these circumstances change, a shift to remote work may be considered.

Employees who must quarantine because of possible exposure, or those who test positive but who are asymptomatic, will need to shift to remote work (if applicable) until the period of quarantine or isolation has been completed. The same shift to remote work may take place if an individual within the immediate family of an employee (living in their residence) needed to quarantine or isolate due to possible exposure.

In all cases, the employee should notify the Medical Director and Human Resources and, if necessary, arrange for coverage for responsibilities.

If local schools close during the pandemic, how will the School support employees whose childcare options have been removed?

For employees with school-aged children a large-scale school closure or closure of local childcare may create a very challenging situation where the parent is asked to manage dual responsibilities as an employee and as the person managing their child's education through distance learning. The School recognizes this challenge and will work with employees.

Will the school gather for large group meetings this year?

The ability to gather in large groups will be determined by state and local guidelines. At this point, we do not anticipate gathering in large groups for chapel or assemblies. We are working on alternate models to deliver these important community experiences in other ways as we did during Spring 2020.

Will there be any change to access of campus facilities (Athletic Center, Library, Dining Hall, etc.)?

The Library will be closed for anyone but faculty and students until further notice.

For staff and faculty families, all meals will be “grab and go.” We ask all staff members to follow the grab and go directions; for faculty families, we ask that you use the Flik app to pre-order meals, using the app, that your faculty member can pick up from Coit. Until we have established a strong, healthy community after our students’ arrival, and given that we have scheduled both lunch and dinner for students in different “shifts” or “seatings” in order to de-densify the dining spaces, we ask that faculty families and staff use the grab and go options and do not attend meals in the dining area in person.

The School will continue to assess access to campus facilities and will update employees if access will change.

Will student violations of the campus/community compact be handled through the regular disciplinary process? It is every adult’s responsibility to guide and shape student behaviors. The Dean of Students Office will take the lead on intervening with students who routinely fail to follow the guidelines as outlined in the compact. Students who are routinely out of compliance will be sent home to continue distance learning for the remainder of the year.

ATHLETICS AND AFTERNOON ACTIVITIES

How will we handle athletics this year?

During a time of pandemic, it is even more important to maintain a healthy lifestyle through routine exercise. This is especially important for our students who benefit in many ways from the opportunity to participate in athletic activities.

The schedule for afternoon activities will allow for staggered times to de-densify the movement of students and adults to/from athletic facilities. Environmental Health and Engineering consultants have worked with the school to review these spaces. We will offer athletics this year with a variety of options that will resemble our normal list of programs. However, there will be adjustments which might require focus on skill development rather than interscholastic competition. Our hope is that we will be able to run a limited schedule of

competitions with other NH schools by implementing a strict protocol to maintain health and safety. The Athletic Department will communicate this information as it is finalized.

Will there be any additional adjustments to Afternoon Activities?

We continue to review the guidance regarding music (instrumental ensembles and choral singing) and are considering the options to continue to make these important opportunities available to our students in a safe manner. This will require the use of all safety precautions which will be in place for classroom teachers as well as increased physical distancing in well-ventilated spaces.

Many students participate in community engagement opportunities and these may also be curtailed during this time of pandemic. With that in mind, we are once again considering other options for students to fulfill these community engagement requirements (similar to the Pelicans Read Together project from Spring 2020).

IN SUMMARY

We realize that during times of uncertainty we all may experience increased anxiety and concern. We appreciate the dedication and commitment of the faculty and staff to support the mission of the School while also managing their own feelings. We will provide regular communication to notify the community during this time. All of our planning prioritizes the health and safety of our employees, their families, and the entire community.

The School will evaluate the guidance and directives from our state’s public health department and the CDC. We will notify you of updates. Failure to adhere to the outlined protocols will be considered a violation of the School’s policies.

The School reserves the right to add, change or remove policies as needed.

Employee Signature

Employee Name (Print Print)

Date