

**The Seven Hills School  
COVID-19 Safety Protocols  
Draft Policy, as of July 1, 2020**

Seven Hills has developed the following safety protocols for the 2020-21 school year. These protocols are based on current guidelines from the Centers for Disease Control (CDC), the American Academy for Pediatrics (AAP), and the Ohio Department of Health (ODH), as well as guidance from school leaders in Europe and Asia and from our own COVID Advisory Team, infectious diseases specialists who are also school parents. Because the situation is evolving rapidly, we will continue to update the guidelines as new information becomes available.

**Health Screening and Communication**

**Daily Health Assessments**

- All employees and students will have their temperatures taken, at the start of the school day, employees in divisional/departmental offices, students in homeroom.
- Those with temperatures above 100.4 degrees or exhibiting any COVID-19 symptoms (cough, shortness of breath, difficulty breathing, fever, chills, repeated shaking with chills, muscle pain, headaches, sore throat, and new loss of taste or smell) will be isolated and sent home.

**Required Notification**

- Parents or caregivers and all school employees must notify the school if they or if a member of their household has been diagnosed with or presumed to have COVID-19.
- All personnel and students with known exposure to someone with diagnosed or presumed COVID-19 must self-quarantine at home for 14 days and must meet conditions prescribed by ODH and local health departments prior to returning to school.
- To maintain continuity of instruction, teachers will broadcast classes using ZOOM and/or Swivel cameras for students who must stay home for an extended period of time.

**Visitors to Campus**

All visitors to the school campuses must comply with all safety protocols:

- They should check in at the divisional office.
- They must have a temperature check.
- They must wear a mask inside all school buildings.

**Cleaning and Disinfection**

**Enhanced Cleaning**

- High efficiency HVAC filters will be used to filter viruses from circulated air.
- Thorough cleaning and disinfection will be performed at the end of each school day.
- During the school day, surfaces will be cleaned frequently, with particular attention to high-touch areas (stair handrails, door handles, counters, desks, tables, chairs, lavatories, computers, etc.).
- Classroom cleaning and disinfection will be performed between class changes and between groups meeting in common areas (cafeteria, libraries, commons).

### **Hand Washing**

- Students and teachers will be required to wash their hands or use hand sanitizer before each class, or more frequently if warranted.

### **Safety Training**

- All students and employees will be trained in protocols for handwashing, physical distancing, appropriate use of face masks and plexiglass barriers, cough and sneeze etiquette, and the importance of staying home when sick or displaying symptoms.
- Faculty and staff will model these protocols and reinforce them with verbal reminders and signage.

### **Masking and Social Distancing**

#### **Masking**

- All employees, visitors, and students in grades 1 - 12 must wear masks when inside school buildings (including classrooms, hallways, libraries, and common areas) and on school-provided transportation.
- Families should provide masks for their children that are comfortable for extended wear.
- In circumstances when mask wearing becomes unduly burdensome, students in grades 1 - 12 and employees may use face or desk shields to provide a brief respite.
- Students in PK and K will wear age-appropriate face shields or masks, where possible.
- Inside classrooms, when students must sit closer together to collaborate with peers or teachers, they will wear masks/shields and work behind plexiglass dividers.
- Students who have forgotten to bring a mask to school should obtain one from a divisional office before going to their homeroom.
- Masks will not be required in outdoor spaces as long as social distancing requirements are maintained.

#### **Social Distancing Protocols**

The following procedures have been established to maintain social distancing:

##### **In Classrooms/Laboratories**

- In classrooms as well as in common areas (cafeterias, commons, and libraries) chairs and work stations will be spaced six feet apart wherever possible.
- When students must sit closer together to collaborate with peers or teachers, they will work behind plexiglass dividers and wear masks.

##### **In Common Areas**

- Seating in common areas (libraries, the Middle School and Hillsdale Commons, cafeterias) will be reduced to permit social distancing, and plexiglass dividers will be used, where practical, to provide additional separation.
- Divisional assemblies will be broadcast to homerooms or advisories.
- Grade level meetings will be held only in venues that permit social distancing.

##### **Circulation Between Classes**

- In the Lower Schools, we will minimize mixing of groups of students, keeping students in their homeroom cohorts as much as possible.

- To minimize crowding in hallways, students will use both exterior doors and interior doors.
- When students travel between classes, they will be masked.

### **At Lunch and Snack Breaks**

To maintain social distancing in the cafeterias:

- We will simplify lunch options. Students will either:
  - bring food from home or
  - pick up pre-ordered box lunches, delivered to pick-up stations near their classrooms.
- Doherty students will travel to the cafeteria in staggered shifts and use plexiglass dividers to maintain social distance.
- Lotspeich students will eat in their classrooms, behind plexiglass dividers.
- Middle and Upper School lunch periods will be separated, Middle (11:15 to 12:00) and Upper 12:40 to 1:20) to reduce overcrowding.
- Middle and Upper School students will eat their lunches either in the cafeteria, where they will be socially distanced behind plexiglass dividers, outside at designated areas, or in classrooms, with social distancing.

## **Before and After School Activities**

### **Before and Aftercare**

The school will continue to offer before (7:30 - 8:10) and after (3:15 - 6:00) care options, with the following changes:

- Families will be asked to sign up at least 24 hours in advance.
- Students will be housed in larger venues to permit social distancing.
- After school enrichment teachers will be permitted to come on campus, but must comply with all safety protocols.

### **Athletics**

#### **Screening**

- Prior to all athletic activities, all participants (officials, coaches, students and staff) will be screened with a temperature check.

#### **Masking**

- All coaches and staff must wear masks at all practices and team events.

#### **Social Distancing**

- Appropriate social distancing will be maintained on sidelines/bench during practices and games.
- Athletes will not do pre-game and post-game handshakes/high-fives/fist bumps.
- Where social distancing is not possible (buses, locker rooms, training rooms) masks are required for all individuals present.

#### **Cleaning and Disinfecting**

- All athletic surfaces, balls, and other equipment will be cleaned before each use and prior to the next use.

- Hand sanitizer will be available at all athletic activities.

### **Hydration**

- All students, coaches, officials, and staff must bring their own water bottle. Water bottles must not be shared.

### **Attendance**

- Until the OHSAA and the ODH lift restrictions on mass gatherings, only players, coaches, and school officials will be permitted to attend events.
- If these rules are lifted, fans at outdoor contests will be expected to social distance. Those at indoor contests will wear masks.

### **Transportation to Away Games**

- Athletes will wear masks on school-provided transportation.
- To reduce overcrowding on buses and vans, we may need help from parent drivers.

### **Transportation and Field Trips**

- The shuttle between campuses will run as usual, but students will sit at a safe distance and will be required to wear masks on all school-provided transportation.
- Field trips and overnight trips will be limited until venues re-open and safe transportation of large groups is possible.

### **Emotional Support**

Because some students may struggle to adjust to these new protocols or worry inordinately about their own or others' health and safety:

- Guidance counselors will provide opportunities for classroom discussion.
- Homeroom teachers and advisors will monitor students for sign of stress refer them to the divisional guidance counselor for additional support.

### **Additional Precautions During Flare-Ups**

In the event of a surge in COVID-19 cases, Seven Hills will comply with the orders of the Ohio Department of Health or Hamilton County Health Departments.

- If schools are ordered to close, we implement remote learning in PK2-12.
- Even if school remains open, if a cluster of absenteeism should occur within a cohort of students, the other students in that cohort may be asked to attend school remotely for a period of time. To maintain continuity of instruction, teachers will broadcast classes using ZOOM and/or Swivel cameras for students who must stay home.

### **COVID Advisory Team**

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