



MERCERSBURG ACADEMY

Devoted to a Mighty Task



Return to Campus

Phased School Reopening and
Health and Safety Plan



Phased School Reopening and Health and Safety Plan for Mercersburg Academy

To provide timely guidance and aid in planning for a return to in-person instruction, delivery of services, and resumption of extracurricular activities and other programs amid the COVID-19 pandemic, the Pennsylvania Department of Education (PDE) requires each public-school entity to create a Health and Safety Plan. The PDE directs that health and safety plans should reflect local needs and serve as the local guideline for all public school reopening activities. Private and parochial schools are not required to construct and provide a health and safety plan to the PDE and the public, but they are strongly encouraged to do so by the PDE.

This document provides a summary of Mercersburg Academy's extensive health and safety planning and follows the PDE template. Per the PDE guidance, the plan has been developed and tailored to Mercersburg Academy's unique needs. The ongoing process of the planning for the reopening of school has, and continues to include, consultation with health and medical professionals and an external advisory group of professionals in related fields. This plan also includes summary content of the efforts of multiple internal school departments. Given the ever-changing nature of the pandemic, every part of the school's planning incorporates flexibility to adapt to changing conditions.

The Health and Safety Plan is subject to approval by the Board of Regents, which serves as Mercersburg Academy's governing body. The plan will be posted on the school's website and on other digital media platforms that the school uses for communication with families.

Mercersburg Academy will continue to monitor its Health and Safety Plan throughout the year and update as needed. Significant revisions and updates to policies will be reviewed and approved by school leadership and the Board of Regents prior to updating on the school's digital media platforms, including the school's website.

The school's most current information for the academic plan (including a remote-learning option), the tuition plan, community health and safety, families and students, international students, visitors, and employees can be found on the [Return to Campus](#) section of the school's website.



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Health and Safety Plan: Mercersburg Academy

It is inherent that all constituencies and decision-makers remain mindful that even if there is minimal presence of COVID-19 in the local and school community, there are no strategies that can completely eliminate transmission risk within a school population.

Mercersburg Academy's focus is on mitigation and the ability to respond to student and employee health needs with appropriate care and efficiency. The goal is to keep transmission as low as possible to safely continue school activities and operations.

All school activities, including private and independent schools, in the Commonwealth of Pennsylvania are informed and guided by [Governor Wolf's Process to Reopen Pennsylvania](#). The governor's office has categorized reopening into three broad phases: red, yellow, and green. These designations signal how counties and/or regions can approach mandates, recommendations, and restrictions on school, work, congregate settings, and social interactions:

- The Red Phase: Schools remain closed for in-person instruction and all instruction must be provided via remote learning, whether using digital or non-digital platforms. Provisions for student services such as school meal programs should continue.
- The Yellow Phase and the Green Phase: Schools may provide in-person instruction.

Depending upon the public health conditions in any county within the Commonwealth, the Pennsylvania Department of Education (PDE) and/or the Pennsylvania Department of Health (DH) can issue additional actions, orders, and guidance to that county, or counties, in the red, yellow, or green phase.

Mercersburg Academy has implemented four levels of mitigation practices for campus operations:

- » Level 4 - Risk of transmission is at its highest level. Campus is closed and implements its virtual-learning protocols.
- » Level 3 - Risk of transmission remains at moderate to high levels. Campus is open for in-person learning for the fall term and offers an online-learning option for students. Strict health and safety protocols are in effect.
- » Level 2 - Risk of transmission is low, isolated, or at seasonal only levels. Campus is open for in-person learning for the fall term and offers an online-learning option for students. Health and safety protocols are mostly lifted with certain exceptions.
- » Level 1 - Risk of transmission is low, isolated, or at seasonal only levels. Campus is open for in-person learning for the fall term and offers an online-learning option for students. Health and safety protocols are lifted with certain exceptions.



Type of Reopening

Based on Franklin County's current designation and local community needs, Mercersburg Academy has selected the following type of reopening:

- » **Total reopen for all students and employees**, in addition to virtual/distance-learning options for some of our students and families who have either opted for this or are unable to return to campus due to travel restrictions.

Mercersburg Academy's anticipated launch date for in-person learning for the 2020-2021 academic year:

- » **September 4, 2020:** arrival of students and the beginning of student leadership training

Current timeline for student arrival:

- Friday, September 4, 2020: Student leaders
- Sunday, September 6, 2020: New students living abroad
- Monday, September 7, 2020: New domestic boarding students
- Tuesday, September 8, 2020 through Wednesday, September 9, 2020: Returning domestic boarding and day students (families will set up move-in times through the Office of Student Life)
- Thursday, September 10, 2020: Returning students who live abroad

The following Health and Safety Plan was constructed by many stakeholders: faculty and staff members across campus, the Heads' Council, the Crisis Management Team, the Board of Regents COVID task force, the internal Safe Campus Initiative committee (Storm Watch), Storm Watch's external advisory group, and external consultants. In addition, all community members were invited to submit questions, feedback, and concerns to the school through a [Safe Campus Initiative](#) form.

Stakeholder communications have been sent frequently, as is outlined in the Health and Safety Communication section of this plan. The first communication about the Safe Campus Initiative was sent to stakeholders on May 7, 2020, and updates continue to be provided via regularly scheduled emails and on the school's [Return to Campus webpage](#).

Mercersburg Academy believes in the ability of our students, employees, and community members to make adjustments that will allow us to have the privilege of living and learning together. The following plan outlines risk-mitigation strategies aimed at keeping our community safe and minimizing health risks.

Once school reopens, the Heads' Council and the Board of Regents will be the groups deciding whether the school must significantly modify its operations or if it must transition entirely to remote learning.

The following section outlines the pandemic coordination team structure at Mercersburg Academy.



Pandemic Coordination Team

Mercersburg Academy has identified the following as the pandemic coordination team:

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities
Pandemic Coordination Team - Heads' Council: Katie Titus, head of school; Maria Kimsey, associate head of school for finance and operations; Quentin McDowell, associate head of school for external relations; Julia Maurer, associate head of school for school life	School Leadership	Plan Development and Response Team (both)
School Life: Julia Maurer, associate head of school for school life	Faculty/Program	Plan Development and Response Team (both)
Student Life: Chris Howes, assistant head of school for student life and culture	Students	Plan Development and Response Team (both)
Human Resources: Danielle Nordyke, director of human resources	All Employees	Plan Development and Response Team (both)
Medical Director: Rita Barone, BSN, RN, NCSN, Health and Wellness Center director	Health Official	Plan Development and Response Team (both)
Communications: Amy Marathe, director of strategic marketing and communications	School Community	Plan Development and Response Team (both)
External Affairs: Quentin McDowell, associate head of school for external relations	Alumni/Admission	Plan Development and Response Team (both)
Finance/Operations: Maria Kimsey, associate head of school for finance and operations	School Community	Plan Development and Response Team (both)
Facilities: Brian Nordyke, director of facilities	Grounds, Services, Housekeeping, Maintenance	Plan Development and Response Team (both)
Storm Watch: Safe Campus Initiative Task Force: Rick Hendrickson, chair; Jenn Bradley, vice chair	School Community	Plan Development
Pandemic Safety Officer: Sean Flaherty, assistant director of campus safety	School Community	Response Team
DH: Franklin County Health Center 717-263-4143	Health Official	Response Team
County EMA: Jacob Crider, director of the Franklin County Emergency Management Agency	Health Official	Response Team



continued – Pandemic Coordination Team

The pandemic coordination team is responsible for facilitating the local planning process, assessing the school's preparedness, monitoring implementation of the Health and Safety Plan, and continued monitoring of local health data to assess implications for school operations and potential adjustments to the Health and Safety Plan throughout the school year.

Pandemic Coordination Team Roles and Responsibilities:

- **Health and Safety Plan Development:** These individuals played a role in drafting the enclosed Health and Safety Plan.
- **Pandemic Crisis Response Team:** These individuals play a role in within-year decision-making regarding response efforts in the event of a discovered confirmed positive case or exposure among employees and students.
- **Both (Plan Development and Response Team):** These individuals play a role in drafting the plan and within-year decision-making regarding response efforts in the event of a confirmed positive COVID-19 case.



continued – Pandemic Coordination Team

Teams Making Decisions at Mercersburg Academy





Key Strategies, Policies, and Procedures

The following pages of this document provide information and content in the format suggested by the PDE. The action plan sections explain key components of a thorough plan as outlined in the PDE Preliminary Guidance for Phased Reopening of Pre-K to 12 Schools. Given that Mercersburg Academy is a boarding school, the plan is also informed by the PDE Preliminary Reopening Guidance for Postsecondary and Adult Education.

For each domain of the Health and Safety Plan, a detailed summary is provided that describes the key strategies, policies, and procedures that are employed to satisfy the requirements of the domain.

For each requirement within each domain, the following is documented:

- **Action Steps under Yellow Phase:** This identifies the discrete action steps in sequential order required to prepare for and implement the requirement under the guidelines outlined for counties in yellow.
- **Action Steps under Green Phase:** This identifies the specific adjustments Mercersburg Academy will make to the requirement during the time period Franklin County is designated as green.
- **Lead Individual and Position:** This identifies the person(s) responsible for ensuring the action steps are fully planned and that Mercersburg Academy is prepared for effective implementation.
- **Materials, Resources, and/or Supports Needed:** This lists any materials, resources, or support necessary to implement the requirement.
- **Professional Development (PD) Required:** In order to implement this requirement effectively, will employees, students, families, or other stakeholders require professional development?



Cleaning, Sanitizing, Disinfecting, and Ventilation

Summary of Key Components:

Mercersburg Academy employs a housekeeping staff whose primary responsibility is to clean and disinfect all buildings on campus. Many of the cleaning protocols and supplies used prior to the pandemic already aligned with the current COVID-19 recommendations. Adjustments will be made to address additional cleaning of high-touch areas, and products will be more readily available to the campus community for disinfecting personal workspaces and other common areas.

Mercersburg Academy has a baseline inventory for disinfectant supplies and a well-established supply chain with vendors to maintain the inventory. Inventory tracking is monitored with the school's web-based work order and inventory management system. The school has doubled up on initial inventory to test the current supply chain, and will continue to order supplies approximately two months in advance.

Cleaning and disinfecting will be performed daily in all spaces, with additional sanitization of high-touch areas throughout the day via disinfecting stations located in all building common areas.

Mercersburg Academy has a written protocol that lists the disinfecting products to be used, cleaning procedures and areas to be cleaned and disinfected by housekeeping staff, and those to be performed by individuals in their personal work spaces and academic spaces.

The primary stakeholders of cleaning, disinfecting, and ventilation fall under the facilities department. Training of facilities staff is the responsibility of the director and department supervisors, and is achieved through a combination of in-house instruction, research, webinars, product demonstrations, and other third-party training. Secondary stakeholders and the community at large will be trained on the use and conservation of sanitizers through public announcements and instructional displays.



continued – Cleaning, Sanitizing, Disinfecting, and Ventilation

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	Professional Development Required (Y/N)
Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (e.g., restrooms, drinking fountains, hallways, and transportation)	<p>Daily routine cleaning of all spaces will be performed by housekeeping staff. Daily cleaning to include frequently touched surfaces, such as door handles, elevator touch points, sinks, fountains, and light switches.</p> <p>Daily cleaning will include disinfecting, with additional disinfecting of high-touch surfaces throughout the day using EPA-approved disinfectants against COVID-19.</p>	Same as yellow phase	Randy Campbell , supervisor of housekeeping	<p>Reinforcement of the current supply chain, and monitored with the school's web-based inventory system. Establishing multiple vendors for multi-sourcing options.</p> <p>Will provide common area cleaning stations to aid in additional support by the community.</p>	No
HVAC/Ventilation	HVAC systems are managed with the school's web-based work order and maintenance program. Preventive maintenance is performed in accordance with ANSI/ASHRAE/ACCA Standard I80-2018.	Same as yellow phase	Tracy Linn , supervisor of maintenance	N/A	No
Vehicles	Cleaning of vehicles will be performed by the Services Department, which manages the vehicle fleet. Cleaning will be performed on an as-used basis and tracked through the vehicle log. Cleaning will include disinfecting of all surfaces using EPA-approved disinfectants against COVID-19 .	Same as yellow phase	Ed Martin , supervisor of operational services	Training on use of disinfectants for vehicle cleaning. Disinfectants will be supplied by housekeeping via the school inventory.	Yes



Physical Distancing and Other Safety Protocols

Visitor Policies

Each visitor must complete the following steps to be approved to interact with the buildings, employees, or students on campus:

1. Fill out a health screening form the morning of the visit to be approved to come to campus
2. Functional areas will be doing a temperature check of the visitor on arrival
3. After satisfactory completion of the health screen and temperature check, each visitor must sign in with their name and phone number, and must describe with specificity the areas of campus they will be visiting
4. A follow-up health screening questionnaire will be sent 5-7 days after the visit to check on symptoms

Summary of Key Components:

Establishing new campus norms that minimize exposure to threats of contagions or threats of any manner is contingent upon well-defined protocols and practices that align with current standards. The practices and approaches are specific to the community culture of the institution.

To aid in limiting the number of individuals who come into contact with each other throughout the day, classrooms and learning spaces will be restructured and organized to mitigate spread by limiting room occupancy and providing for physical distancing. Students will sit at desks that are at least six feet apart from each other and the teacher; all desks will be facing the same direction. Masks will be worn while in class indoors. In addition, hallways will have one-way directionality and there will be separate, designated entrances and exits to academic buildings. The curriculum and schedule have been revised for each trimester to reduce points of contact in the academic environment.

Policies and procedures will be introduced to help govern the use of communal spaces on campus. While in residence, students will be restricted to dormitory floors or wings in their dorm cohorts in the first weeks of the school term. After that time period, if students choose to go onto other floors, they must adhere to physical-distancing policies and face covering policies. Dormitory common spaces will be closed, or if in use, will be labeled with capacity limits to encourage physical distancing. Common spaces outside of dormitories will be labeled and monitored to adhere to physical-distancing protocols.

Common spaces and classrooms will be cleaned regularly by staff. Students will be asked to clean up after themselves by wiping down door knobs and desks after classes, before the next class arrives. Hand-washing and disinfecting stations will be installed in high-traffic areas across campus; students and employees will be encouraged to regularly clean hands. Students and employees will be reminded to maintain physical distance when utilizing hand-washing stations.

When gathering in groups, students will be encouraged to use outdoor communal spaces as much as possible. To aid in mitigation efforts, the school will rent or purchase large tents to provide extra outdoor social interaction space (an outdoor student center), as well as for outdoor classroom teaching space. Teachers and advisers will also be encouraged to use outdoor (untented) campus spaces for meetings and classes as much as they can.

During the first few weeks of the term, day students will be prohibited from entering dormitories, and the school will have designated spaces where day students can keep their belongings.



continued – Physical Distancing and Other Safety Protocols

For the first several weeks of the term, meals will be “grab-and-go,” so food will be consumed in spaces where students are able to maintain physical distance; students will be encouraged to eat outside whenever possible. The dining hall space will be used for preparing food and allowing students to come and retrieve food, but only 25 students at a time will be allowed to use the space for eating because of current restrictions; therefore, students will grab their meals and either eat in their rooms, outside, or in other spaces where physical distancing can be maintained.

Co-curricular programming, including athletics, entails additional and varying considerations for safe participation. Health and safety plans for each area of co-curricular engagement will be constructed and implemented individually in conjunction with the rest of the school's programming.

- [Return to Sports: Health and Safety Plan](#)
- **Return to Performing Arts: Health and Safety Plan**
- **Return to Community Engagement: Health and Safety Plan**
- **Return to Outdoor Education: Health and Safety Plan**

Student transportation will be adjusted to meet physical-distancing requirements by limiting travel on and off campus in school vehicles. The school will also engage the services of transportation companies, when needed, that adhere to the school's physical-distancing requirements and standards. School vehicles will be adjusted to meet necessary protocols and requirements for the safe transport of students, as needed.

As described above, the school has established a comprehensive visitor policy. To aid in mitigation efforts, all visitors to campus will fill out a health screening form the day of their visit to campus and get their temperature checked prior to entry onto the premises. After successfully completing their health screening and temperature check, all visitors must sign in and provide their contact information and list all specific areas of campus they will be visiting.

Community training will also be a critical component of mitigation efforts and success. The school has a robust plan for training all employees, students, and families, in addition to a visual campaign (videos and signage) that will aid in teaching the school's new mitigation policies. To date, training has been conducted virtually, and all faculty, staff, and students will be trained (in person and virtually) prior to the start of classes and repeatedly over the first three weeks of school and then periodically thereafter. The student handbook (the *Blue Book*) will be updated with safe campus policies, and all students are expected to fully read and comprehend the handbook.

Employees were initially trained on physical distancing and other safety protocols on June 2, 2020. All employees were expected to sign an acknowledgment of the safety protocols in place including symptom checks and temperature screening, face mask protocols, and cleaning protocols. All supervisors were trained on physical distancing and other safety protocols on June 3, 2020, prior to the return to work of certain employees during Franklin County's yellow phase. A supervisor checklist was created that included the requirement for supervisors to review protocols with their department prior to the start of work. Supervisors will continue to review protocols monthly with their employees.

All employees and supervisors will again be trained prior to the start of classes with new and/or updated information to be included. This employee training will be completed during the three weeks leading up to the start of the school year. Human Resources will keep a record of the completion of training and compliance of protocols for all employees. In addition, signage will clearly state the processes and protocols all employees should follow in day-to-day practices.

The school has been measuring the initial training of employees by reviewing compliance and use of the online symptom health check and daily temperature screening.



continued – Physical Distancing and Other Safety Protocols

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	Professional Development Required (Y/N)
Classroom/learning space occupancy that allows for six feet of separation among students and employees throughout the day, to the maximum extent feasible	Class sizes limited and desks spaced at least six feet apart in all classes.	Same as yellow phase	Jennifer Smith, dean of academics	Floor markings and signage	No
Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	Tables will be set up for physical distancing. Meals will be staggered to adhere to physical-distancing guidelines. Only cohort eating for the first four weeks. Meals will be “grab-and-go.”	Tables will be set up for physical distancing. Meals will be staggered to adhere to physical-distance guidelines. Designated grab-and-go meals.	Chris Howes, assistant head of school for student life and culture Director of food services	Partnership with the school's food service provider, Meriwether Godsey.	No
Hygiene practices for students and employees including the manner and frequency of hand-washing and other best practices	Teach and reinforce good hygiene measures such as handwashing, covering coughs, and face coverings. Provide hand soap and hand sanitizer with at least 60% alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms, and frequently trafficked areas. Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. Include information on COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and Mercersburg Academy-specific protocols.	Same as yellow phase	Chris Howes, assistant head of school for student life Rita Barone, BSN, RN, NCSN, Health and Wellness Center director Danielle Nordyke, director of human resources Brian Nordyke, director of facilities <u>Other:</u> Dormitory Deans Advisers Students Parents	Signage Health curriculum	Yes



continued – Physical Distancing and Other Safety Protocols

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	Professional Development Required (Y/N)
Posting signs in highly visible locations that promote everyday protective measures and ways to stop the spread of germs	Sample signage that will be used around campus	Same as yellow phase	Amy Marathe , director of strategic marketing and communications Sean Flaherty , pandemic safety coordinator	Laminated signage/posters	No
Identifying and restricting nonessential visitors and volunteers	Revisit and adjust visitor policies and procedures. Limit entrance to the buildings to essential employees and essential visitors.	Same as yellow phase	Liam Chatterton , director of financial aid and associate director of admission	Policies and procedures Updated signs that give visitors the functional area phone numbers	No
Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	Following applicable spacing and hygiene requirements and practices as listed by NFHS and Preliminary School Sports Guidance for yellow phase activities for all sports categorized by risk level for participation.	Competition and practices will occur within the green phase guidelines according to Preliminary School Sports Guidance standards and NFHS best practices.	Lauren Hoffman , associate director of athletics Paul Sipes , associate director of athletics Andrew Myers , associate director of athletics	NFHS Coaches Guide to COVID will be added to already required coaching education materials.	Yes
Limiting the sharing of materials among students	Teachers will instruct students not to share materials. We will have some classroom materials that can be disinfected between use if necessary. Students will provide their own materials in most circumstances.	Same as yellow phase	Jennifer Smith , dean of academics	Clear communication from teachers to students about necessary materials for each class.	No



continued – Physical Distancing and Other Safety Protocols

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	Professional Development Required (Y/N)
Staggering the use of communal spaces and hallways	<p>Teachers will release students when the hallway is clear. Longer passing times between classes to allow for spacing.</p> <p>Dormitory common spaces will have limited use.</p> <p>Other common spaces will have capacity limits in adherence to physical-distancing policies. Will be cleaned regularly by staff.</p>	Same as yellow phase	<p>Jennifer Smith, dean of academics</p> <p>Brian Nordyke, director of facilities</p> <p>Chris Howes, assistant head of school for student life and culture</p>	<p>Signage for hallway directionality and passageways.</p> <p>Reservation/sign-up system for space usage.</p>	No
Adjusting transportation schedules and practices to create physical distance between students	Transportation will be limited, and when used, PDE/DH-applicable guidelines will be followed.	Same as yellow phase	Chris Howes , assistant head of school for student life and culture	Some vehicles will be modified to increase safety.	No
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	Classrooms have all been measured and will be limited in students based on six-foot spacing.	Same as yellow phase	<p>Jennifer Smith, dean of academics</p> <p>Eric Hicks, as a member of Storm Watch: Safe Campus Initiative</p>	Floor markings and signage	No
Other physical distancing and safety practices	<p>Training for all employees on safe work practices and expectations.</p> <p>Training for all students on safe practices for community/residential living.</p>	Same as yellow phase	<p>For employees: Danielle Nordyke, director of human resources</p> <p>For students: Chris Howes, assistant head of school for student life and culture</p>	Signs, virtual training, website communications, weekly employee newsletter, monthly supervisor review of protocols, Veracross	Yes



Monitoring Student and Employee Health

Summary of Key Components:

Testing

Mercersburg will utilize a structured, multifaceted testing strategy. This strategy will be informed by evolving research, technology, and evidence of effective applications.

All employees and students will undergo PCR testing as part of the reopening of campus. These tests will be administered for employees prior to the start of faculty meetings. Students are required to obtain a test and provide the result to the school prior to their arrival on campus.

Daily Health Screenings

All members of the school community will complete the Mercersburg Daily Health Screening digital application each morning prior to leaving their respective dorm rooms, apartments, or homes. If no symptoms are evident, community members can proceed with the day under school protocols.

If students have symptoms, they must remain in place and contact the Rutherford Health and Wellness Center (HWC) for a telehealth check. HWC personnel are notified of the student's report and will reach out to the student if the student does not initiate contact.

During the first four weeks of the school session, students will also complete the Daily Health Screening survey a second time, between 7:30 and 8 p.m.

If an employee reports symptoms, they are directed by the health screening app to remain at home and to report the information to their supervisors. The employee will then follow the process of re-checking the next day and instructions in the school's policy regarding contact and exposure.

The health screening information for students will be monitored daily by the HWC staff. Observation will also be done by dorm faculty and teaching faculty, checking on students regularly to ensure health and wellness. Data is stored on a secure server, with access by medical personnel and authorized school personnel only.

The health screening information for employees will be monitored daily by the Human Resources Department. A text message is immediately sent to the HR director if an employee reports they have symptoms or have been in contact with a confirmed or probable COVID-19 patient. Data is stored on a secure server, with access by medical personnel and authorized school personnel only.

Quarantine and Isolation

Students

- If a student is exhibiting symptoms of COVID-19, they will be isolated in the COVID-19 Unit of the HWC and assessed. Students will remain in isolation until a parent or guardian can take them away from campus, to their home, or to another appropriate place to isolate/quarantine. If they cannot be evacuated from campus, the student will remain on campus, in isolation, in accordance with CDC guidelines.
- Students who are considered to have been in close contact (currently defined by the CDC as within approximately six feet for approximately 15 minutes or longer) with a symptomatic student will be quarantined in a separate space from the rest of the school population either in a designated facility identified by the school or with family or a guardian. The student will remain in quarantine in accordance with CDC guidelines and advised to monitor their symptoms.
- A COVID-19 Response Contact Tracing Team, made up of at least 20 adult members of the community, will conduct contact tracing interviews via telecommunication or in person (as necessary). Designated members of this team will be mobilized immediately upon notification from HWC staff that a student may be a positive or probable COVID-19 case.
 - Each member of this team will complete the [Johns Hopkins Contact Tracing Course](#) and will engage in group preparations prior to the start of school.



continued – Monitoring Student and Employee Health

For Employees

- Faculty and staff will follow the [Employee Contact and Exposure](#) policy regarding contact and exposure that is posted on the school website.
- The Human Resources staff comprises the COVID-19 Response Contact Tracing Team for employees and coordinates with department managers for any needed contact tracing of adult visitors to campus. The HR staff has completed the Johns Hopkins Contact Tracing Course.
- A member of the HR staff will immediately be deployed to conduct interviews via telecommunication or in person, immediately upon notification that an employee has reported either symptoms of COVID-19 or has had close contact with a confirmed or probable COVID-19 case.

Decisions Regarding Quarantine/Isolation

- Students: the nurse on duty, who consults with a nurse practitioner or a doctor as necessary, will make decisions regarding quarantine or isolation.
- Employees: the Human Resources Department, in conjunction with regional and Commonwealth policies and directives, will make decisions regarding quarantine and isolation. All Mercersburg Academy employees will be directed to seek the advice of a health care provider in the event they have symptoms of COVID-19 or if they have had close contact with a confirmed or probable COVID-19 case, and to communicate any quarantine or self-isolation orders to Human Resources immediately.
- The Heads' Council, in consultation with the Health and Wellness Center, the Office of Student Life, the Human Resources Department, and the COVID-19 Response Contact Tracing Team, determines policies for quarantine and isolation at Mercersburg.

Return to Community and Communications

- Students and employees who are a probable or confirmed COVID-19 case, once recovered, will be permitted to return to the school community in accordance with CDC guidelines.

- Human Resources has surveyed and will continue to respond to employees who indicate that they are unable or unwilling to return to work. HR will work with each individual employee to determine if an accommodation is warranted and/or can be accomplished.
- The school (Office of Student Life, Health and Wellness Center) will be in regular communication with families of students and the students themselves during isolation and quarantine. If families are not comfortable having a student return, the student can continue to learn virtually until they are prepared and comfortable to return.
- The Health and Wellness Center, Office of Student Life, and COVID-19 Response Contact Tracing Team will communicate directly with students and families affected by COVID-19. The general Mercersburg Academy community will be notified via email/text message communication if the school needs to shift to a different phase of the Health and Safety Plan.

Training

For Students

- All dorm faculty and teaching faculty will be trained on the protocols regarding student health monitoring and symptom reporting. These protocols will be built into the dorm duty schedule and will be reviewed regularly prior to the start of school and through the first four weeks of school, and on an ongoing basis as may be necessary.

For Employees

- All supervisors were trained on monitoring employee health and other safety protocols on June 3, 2020, prior to the return to work of certain employees during Franklin County's yellow phase. All faculty and supervisors will again be trained prior to the start of classes with new or additional information to be included.
- Human Resources staff will also work closely with the Health and Wellness Center to update monitoring techniques.



continued – Monitoring Student and Employee Health

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	Professional Development Required (Y/N)
Monitoring students and employees for symptoms, as determined by the CDC, and history of exposure	Students and employees will self-report symptoms on an online screening application in the mornings prior to starting school. Students will also self-report symptoms again in the evening.	Students and employees will self-report symptoms on an online screening application in the mornings prior to starting school.	Rita Barone, BSN, RN, NCSN, Health and Wellness Center director	When and how trainings will be provided Training for using the app will begin in weeks leading up to school and first three weeks of school	Yes
Isolating or quarantining students, employees, or visitors if they become sick or demonstrate a history of exposure	<p>School administrators, school nurses, and other health care professionals have identified isolation rooms to separate anyone who exhibits COVID-like symptoms.</p> <p>School nurses and other health care providers will use Standard and Transmission-Based Precautions when caring for sick people.</p> <p>The school has specially modified a vehicle to transport students safely to the Health and Wellness Center.</p> <p>School medical personnel will notify local health officials, employees, and families immediately of a possible case while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.</p> <p>“Dirty” areas used by a sick person will be cleaned and disinfected within school protocols.</p>	Same as yellow phase	Rita Barone, BSN, RN, NCSN, Health and Wellness Center director	<p>Isolation rooms</p> <p>Quarantine space</p> <p>Proper PPE equipment for health professionals</p>	No



continued – Monitoring Student and Employee Health

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	Professional Development Required (Y/N)
	<p>Diagnosed employees and children will not return until they have met state DH criteria to discontinue isolation.</p> <p>Inform those who have had close contact with a person diagnosed with COVID-19 to go home and follow state DH guidance if symptoms develop. If students cannot get home, the school will quarantine them in an identified space separate from the larger community. If a person does not have symptoms, follow appropriate state DH guidance for home quarantine.</p> <p>In addition to utilizing universal precautions for all patients, Health and Wellness Center nurses will be fitted for an N95 mask to be worn when working with suspected or confirmed COVID-19 patients.</p> <p>Additionally, nurses will have access to plastic and cloth isolation gowns to be worn over work apparel. Cloth gowns will be laundered daily at the Health and Wellness Center.</p> <p>For suspected or confirmed COVID-19 cases, in addition to wearing masks, safety goggles will be provided for use or face shields will be used.</p>				



continued – Monitoring Student and Employee Health

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	Professional Development Required (Y/N)
Returning isolated or quarantined employees, students, or visitors to school	<p>Students will return in accordance with CDC guidelines.</p> <p>Employee work policies will adhere to state and federal guidelines.</p>	Same as yellow phase	<p>Rita Barone, BSN, RN, NCSN, Health and Wellness Center director</p> <p>Chris Howes, assistant head of school for student life and culture</p> <p>Danielle Nordyke, director of human resources</p>	Policies and procedures	No
Notifying employees, families, and the public of school closures and within-school-year changes in safety protocols	<p>Post on the public website</p> <p>Post in Veracross, as well as send community eblast or text message</p>	Same as yellow phase	<p>Katie Titus, head of school</p> <p>Danielle Nordyke, director of human resources</p>	Communication system	No
Other monitoring and screening practices	<p>Wellness Checks</p> <p>Symptom Check app</p>	Same as yellow phase	Rita Barone , BSN, RN, NCSN, Health and Wellness Center director	<p>Temperature scanners</p> <p>Adjustments made to vehicles to ensure safety</p>	No



Other Considerations for Students and Employees

Summary of Key Components:

On July 1, 2020, Governor Wolf released a [universal face coverings order](#) for the Commonwealth of Pennsylvania.

The Mercersburg Academy school policy is that students must wear masks/face coverings at all times when indoors, except for when eating (six feet apart), sleeping, or in a dormitory room with a roommate. In alignment with the state's mitigation phases, these restrictions may ease after four weeks where students can be without face coverings within floors/wings in dorms and outdoors. Employees are required to follow the current Pennsylvania Department of Health guidance and the school's [face mask policy](#).

For students who are at higher risk for severe illness, the school compiles and updates a risk registry, offering accommodations based on individual needs (example: providing rooming with no roommate), and in some cases offering an online-learning environment and providing PPE for greater protection.

For employees who are at higher risk for severe illness, Human Resources will work to accommodate individual employees who have self-identified as high risk by providing coverage with existing employees, restructuring job responsibilities, etc.

The residential life experience at Mercersburg Academy is designed to provide a variety of social and emotional supports for students. All students have advisers whom they meet with weekly, students have dorm faculty who check in daily, and the school offers counseling services (including virtual counseling if requested) as well as social-emotional learning programming.

The school has constructed a travel policy for employees that encompasses business and personal travel. The policy is reviewed and updated on a regular basis. The policy aligns with Pennsylvania and CDC guidelines for travel.



continued – Other Considerations for Students and Employees

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	Professional Development Required (Y/N)
<p>Protecting students and employees at higher risk for severe illness</p>	<p>CDC Precautions</p> <p>For students, we are in close contact with families to complete an up-to-date risk registry, offer accommodations based on their individual needs (example: providing rooming with no roommate), and in some cases offering an online learning environment and providing PPE for greater protection.</p> <p>For employees who are at higher risk for severe illness, Human Resources will work to accommodate employees who have self-identified as high risk by providing coverage with existing employees, restructuring job responsibilities, etc.</p> <p>We adhere to FERPA and HIPAA requirements, state and federal employment law, and extended leave allowances.</p> <p>We offer an Employee Assistance Program to all faculty and staff.</p>	<p>CDC Precautions</p> <p>For students, we are in close contact with families to complete an up-to-date risk registry, offer accommodations based on their individual needs (example: providing rooming with no roommate), and in some cases offering an online learning environment and providing PPE for greater protection.</p> <p>For employees who are at higher risk for severe illness, Human Resources will work to accommodate employees who have self-identified as high risk by providing coverage with existing employees, restructuring job responsibilities, etc.</p>	<p>Rita Barone, BSN, RN, NCSN, Health and Wellness Center director</p> <p>Chris Howes, assistant head of school for student life and culture</p> <p>Danielle Nordyke, director of human resources</p>	<p>Policies and procedures</p>	<p>No</p>



continued – Other Considerations for Students and Employees

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	Professional Development Required (Y/N)
Use of face coverings (masks or face shields) by all employees	The school will adhere to state guidance regarding face coverings. All faculty and staff have been or will be trained (upon return to campus) on the proper use, removal, and care of cloth face masks. The school's current policy is here . (CDC Guidance)	The school will adhere to state guidance regarding face coverings. All faculty and staff have been or will be trained (upon return to campus) on the proper use, removal, and care of cloth face masks. The school's current policy is here . (CDC Guidance)	Danielle Nurdyke , director of human resources	Masks, signage for proper use	Yes
Use of face coverings (masks or face shields) by students	All students will be asked to wear face coverings at all times when indoors except for when eating (six feet apart), sleeping, or in a room with a roommate.	All students will be asked to wear face coverings at all times when indoors except for when eating (six feet apart), sleeping, or in a family group on the wing or dormitory floor, or outside and physical distancing is maintained.	Chris Howes , assistant head of school for student life and culture Dormitory deans	Masks, signage for proper use	No
Unique safety protocols for students with complex needs or other vulnerable individuals	Survey families with vulnerable children to gauge their intentions in returning to a traditional school setting while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws. Provide remote/distance learning opportunities for vulnerable student populations in consultation with parents and public health officials.	Survey families with vulnerable children to gauge their intentions in returning to a traditional school setting while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws. Provide remote/distance learning opportunities for vulnerable student populations in consultation with parents and public health officials.	For students: Rita Barone , BSN, RN, NCSN, Health and Wellness Center director Chris Howes , assistant head of school for student life and culture For employees: Danielle Nurdyke , director of human resources	Risk registry Employee survey	No



continued – Other Considerations for Students and Employees

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	Professional Development Required (Y/N)
		<p>Provide single dormitory rooms for these students.</p> <p>Regular health and safety meeting with these students regarding health and well-being.</p>			
Strategic deployment of employees	Existing employees will be deployed to cover classes and activities due to illness.	<p>Existing employees will be deployed to cover classes and activities due to illness.</p> <p>Part-time personnel will be added to accommodate needs for student supervision.</p>	<p>Danielle Nordyke, director of human resources</p> <p>Julia Maurer, associate head of school for school life</p>	<p>Existing personnel</p> <p>Part-time personnel</p>	<p>No</p> <p>Yes</p>



Health and Safety Plan Professional Development

The success of the Mercersburg Academy plan for a healthy and safe reopening requires all stakeholders to be prepared with the necessary knowledge and skills to implement the plan as intended. For each item that requires professional development, document the following components of your professional learning plan.

- **Topic:** List the content on which the professional development will focus.
- **Audience:** List the stakeholder group(s) who will participate in the professional learning activity.
- **Lead Person and Position:** List the person or organization that will provide the professional learning.
- **Session Format:** List the strategy/format that will be utilized to facilitate participant learning.
- **Materials, Resources, and/or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Start Date:** Enter the date on which the first professional learning activity for the topic will be offered.
- **Completion Date:** Enter the date on which the last professional learning activity for the topic will be offered.



continued – Health and Safety Plan Professional Development

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and/or Supports Needed	Start Date	Completion Date
Face Coverings Policy	Employees	Danielle Nurdyke , director of human resources	Virtual	Face mask, video	August 17, 2020	August 21, 2020
Physical Distancing Guidelines	Employees	Danielle Nurdyke , director of human resources	Virtual	Video, slide presentation	August 17, 2020	August 21, 2020
Contact and Exposure	Employees	Danielle Nurdyke , director of human resources	Virtual	Slide presentation	August 17, 2020	August 21, 2020
Cleaning Protocols	Employees	Randy Campbell , supervisor of housekeeping; Brian Nurdyke , director of facilities	Virtual	Product use instructional presentations and signage	August 17, 2020	August 21, 2020
Health Center Services	Health Center Staff	Rita Barone , director of Health and Wellness Center	Virtual	Video		August 21, 2020
Cleaning Vehicles	Services Department	Ed Martin , supervisor of operational services	In person	Reference materials	August 17, 2020	August 21, 2020
NFHS Coaches Guide to COVID	Athletic Coaches	Lauren Hoffman , Paul Sipes , and Andrew Myers , associate directors of athletics	Virtual/online	Online course	August 1, 2020	September 1, 2020
Hygiene Practices	Employees/Students	Danielle Nurdyke , director of human resources; Chris Howes , assistant head of school	Virtual	Videos, online materials	August 17, 2020	September 10, 2020
Symptom Check Technology	Employees/Students	Danielle Nurdyke , director of human resources; Chris Howes , assistant head of school	Virtual	Video, online stream	August 17, 2020	September 10, 2020
Student Supervision	Part-Time Employees	Julia Maurer , associate head of school; Chris Howes , assistant head of school	In person	School employee materials	August 17, 2020	September 10, 2020



Health and Safety Plan Communications

Since the beginning of the pandemic, Mercersburg Academy has been in close and regular contact with all community stakeholders. The following chart outlines communications that pertain to the work of the Safe Campus Initiative, which is relevant to this plan. The school continues to provide the latest updates or changes to policies on the [Return to School webpage](#). In addition to posting on the website, the internal employee portal (Veracross) is updated regularly so all employees have easy access to information.

Communications and updates are scheduled via email to constituents (no less than once a month), and updates will be included in the regularly scheduled newsletters to parents, alumni, and employees. These updates include instructions for them to visit and read our website, where additional information about Mercersburg's health and safety plans can be found.

The Marketing and Communications team is currently engaged in [creating a suite of signage](#) and informational materials that will reinforce new policies and procedures related to physical distancing, face coverings, traffic flow, sanitization, and other measures described in this plan. These materials are designed to be engaging, to be educational, and to reinforce good prevention habits. Visual messaging will be present around campus.

The Heads' Council is responsible for maintaining ongoing communication with local and state authorities to determine necessary response to mitigation levels in the local community.



continued – Health and Safety Plan Communications

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Introducing Mercersburg Academy's Safe Campus Initiative	Parents, Alumni	Katie Titus, head of school	Email and posted on website	May 7, 2020	May 7, 2020
Weekly Newsletter	Employees	Katie Titus, head of school	Email	June 12, 2020	June 12, 2020
Monthly Newsletter	Alumni	Jason Bershatsky, director of alumni relations	Email	June 17, 2020	June 17, 2020
Weekly Newsletter	Employees	Katie Titus, head of school	Email	June 26, 2020	June 26, 2020
COVID-19 Webpage	Public	Amy Marathe, director of strategic marketing and communications	Website	June 30, 2020	June 30, 2020
Initial Decisions for the Fall and FAQs	Parents, Students	Katie Titus, head of school	Email and posted on website	July 1, 2020	July 1, 2020
Return to School Webpage	Public	Amy Marathe, director of strategic marketing and communications	Website	July 1, 2020	July 1, 2020
Weekly Newsletter	Employees	Katie Titus, head of school	Email	July 2, 2020	July 2, 2020
Updates Re: Return to School and International FAQs	Parents	Katie Titus, head of school	Email and posted on website	July 13, 2020	July 13, 2020
Monthly Newsletter	Alumni	Jason Bershatsky, director of alumni relations	Email	July 15, 2020	July 15, 2020
Weekly Newsletter	Employees	Katie Titus, head of school	Email	July 17, 2020	July 17, 2020
Weekly Newsletter	Employees	Katie Titus, head of school	Email	July 24, 2020	July 24, 2020
Weekly Newsletter	Employees	Katie Titus, head of school	Email	July 31, 2020	July 31, 2020



continued – Health and Safety Plan Communications

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Weekly Newsletter	Employees	Katie Titus, head of school	Email		August 7, 2020
Updates Re: Return to School	Parents (students)	Katie Titus, head of school	Email and posted on website		August 10, 2020
Weekly Newsletter	Employees	Katie Titus, head of school	Email		August 14, 2020
Weekly Newsletter	Employees	Katie Titus, head of school	Email		August 21, 2020
Updates Re: Return to School	Parents (students)	Katie Titus, head of school	Email and posted on website		August 24, 2020
Weekly Newsletter	Employees	Katie Titus, head of school	Email		August 28, 2020
Updates Re: Return to School	Parents (students)	Katie Titus, head of school	Email and posted on website		September 7, 2020



Health and Safety Plan Summary Chart

Anticipated Launch Date: **September 4, 2020**; arrival of students and the beginning of student leadership training and orientation.

Below are summary tables that provide a detailed overview of the Health and Safety Plan.

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies, and Procedures
Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (e.g., restrooms, drinking fountains, hallways, and transportation)	<p>Mercersburg Academy employs a housekeeping staff whose primary responsibility is to clean and disinfect all buildings on campus. Many of the cleaning protocols and supplies used prior to the pandemic already aligned with the current COVID-19 recommendations. Adjustments will be made to address additional cleaning of high-touch areas, and products will be more readily available to the campus community for disinfecting personal workspaces and other common areas.</p> <p>The school has a baseline inventory for disinfectant supplies and a well-established supply chain with vendors to maintain the inventory. Inventory tracking is monitored with the school's web-based work order and inventory-management system. The school has doubled up on initial inventory to test the current supply chain and will continue to order supplies approximately two months in advance.</p> <p>Cleaning and disinfecting will be performed daily in all spaces, with additional sanitization of high-touch areas throughout the day via disinfecting stations located in all building common areas.</p> <p>The school has a written protocol that lists the disinfecting products to be used, as well as cleaning procedures and areas to be cleaned and disinfected by housekeeping staff, as well as those to be performed by individuals in their personal work spaces and academic spaces.</p> <p>The primary stakeholders of cleaning, disinfecting, and ventilation fall under the Facilities Department. Training of facilities staff is the responsibility of the director and department supervisors, and is achieved through a combination of in-house instruction, research, webinars, product demonstrations, and other third-party training. Secondary stakeholders and the community at large will be trained on the use and conservation of sanitizers through public announcements and instructional displays.</p>



Physical Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies, and Procedures
Classroom/learning space occupancy and other administrative controls that allow for six feet of separation among students and employees throughout the day	Establishing new campus norms that minimize exposure to threats of contagions or threats of any manner is contingent upon well-defined protocols and best practices that align with authorized standards. The practices and approaches are specific to the community culture of the institution.
Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	A safe campus is highly contingent on human behavior and the recognition that the success of any implementation of processes and protocols is dependent upon how we approach transforming changes in that behavior. Many times, human behavior is rooted in long-held beliefs, long-practiced habits, and long-reinforced culture. We believe that positive incentivization and broad-based, clear messaging are necessary tools to aid in changing human behavior. Incentives may be as simple as continued employment and can be as significant as personal experience with the impact of our actions on others. Messaging will be multifaceted and conveyed in a manner that reinforces good behavior.
Hygiene practices for students and employees including the manner and frequency of hand-washing and other best practices	To aid in limiting the number of individuals who come into contact with each other throughout the day, classrooms and learning spaces will be restructured and organized to mitigate spread by limiting room occupancy and meeting physical-distancing expectations. Students will sit at desks that are at least six feet apart from each other and the teacher; all desks will be facing the same direction. Masks will be worn while in class indoors. In addition, hallways will have one-way directionality and there will be separate, designated entrances and exits to academic buildings. The curriculum and schedule have been revised for each trimester to reduce points of contact in the academic environment.
Posting signs in highly visible locations that promote everyday protective measures and ways to stop the spread of germs	Several policies and procedures will be introduced to help govern the use of communal spaces on campus. While in residence, students will be restricted to dormitory floors/wings in their dorm cohorts in the first weeks of the school term. After that time period, if students do go onto other floors, they must adhere to physical-distancing policies and face-covering policies. Dormitory common spaces will have limited use and will not exceed capacity necessary for physical distancing (rooms will be labeled with capacity). Common spaces outside of dormitories will be labeled and monitored to adhere to physical-distancing protocols.
Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes	
Limiting the sharing of materials among students	
Staggering the use of communal spaces and hallways	
Adjusting transportation schedules and practices to create physical distance between students	
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	
Coordinating with local childcare regarding on-site care, transportation protocol changes, and, when possible, revised hours of operation or modified school-year calendars	
Other physical distancing and safety practices	



continued – Physical Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies, and Procedures
	<p>Common spaces and classrooms will be cleaned regularly by staff. Students will be asked to clean up after themselves by wiping down door knobs and desks after classes, before the next class arrives. Hand-washing and disinfecting stations will be installed in high-traffic areas across campus; students and employees will be encouraged to regularly clean hands and help clean high-touch, high-traffic areas.</p> <p>Students will be encouraged to use outdoor communal spaces as much as possible. To aid in mitigation efforts, the school will rent or purchase large tents to provide extra outdoor social interaction space (an outdoor student center), as well as for outdoor classroom teaching space. Teachers and advisers will also be encouraged to use outdoor (untented) campus spaces for meetings and classes as much as they can.</p> <p>During the fall term, day students' access to dormitories will be limited or not available, depending on the school's established mitigation level. The school will have designated spaces for day student use.</p> <p>For the first several weeks of the term, meals will be grab-and-go, so food will be consumed in spaces where students are physically distanced; students will be encouraged to eat outside whenever possible. The dining hall space will be used for preparing food and allowing students to come and retrieve food, but because of state restrictions, only 25 students at a time will be allowed to use the space for eating; therefore, students will grab their meals and either eat in their rooms, outside, or in other spaces where physical distancing is maintained.</p> <p>Co-curricular programming, including athletics, entails additional and varying considerations for safe participation. Health and safety plans for each area of co-curricular engagement will be constructed and implemented in conjunction with the rest of the school's programming.</p> <ul style="list-style-type: none">• Return to Sports: Health and Safety Plan• Return to Performing Arts: Health and Safety Plan• Return to Community Engagement: Health and Safety Plan• Return to Outdoor Education: Health and Safety Plan <p>Student transportation will be adjusted to meet physical-distancing requirements by limiting travel on and off campus in school vehicles. The school will also engage the services of transportation companies, when needed, that adhere to the school's physical-distancing requirements and standards. School vehicles will be adjusted to meet necessary protocols and requirements for the safe transport of students, as needed.</p>



continued – Physical Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies, and Procedures
	<p>To aid in mitigation efforts, all visitors to campus will be required to follow an established visitor policy that will include adherence to physical-distancing standards, wearing of masks, and a health screening process.</p> <p>Community training will be a critical component of mitigation efforts and success. The school has a robust plan for training all employees, students, and families, in addition to a visual campaign (videos and signage) that will aid in teaching the school's new mitigation policies.</p> <p>To date, training has been conducted virtually, and all faculty, staff, and students will be trained (in person and virtually) prior to the start of classes and repeatedly over the first three weeks of school and then periodically thereafter. The student handbook (the <i>Blue Book</i>) will be updated with safe campus policies, and all students are expected to fully read and comprehend the handbook.</p> <p>Employees were initially trained on physical distancing and other safety protocols on June 2, 2020. All employees were expected to sign an acknowledgment of the safety protocols in place including symptom checks and temperature screening, face mask protocols, and cleaning protocols. All supervisors were trained on physical distancing and other safety protocols on June 3, 2020, prior to the return to work of certain employees during Franklin County's yellow phase. A supervisor checklist was created that included the requirement for supervisors to review protocols with their department prior to the start of work. Supervisors will continue to review protocols monthly with their employees.</p> <p>All employees and supervisors will again be trained prior to the start of classes with new and/or updated information to be included. This employee training will be completed during the three weeks leading up to the start of the school year. Human Resources will keep a record of the completion of training and compliance of protocols for all employees. In addition, signage will clearly state the processes and protocols all employees should follow in day-to-day practices.</p> <p>The school has been measuring the initial training of employees by reviewing compliance and use of the online symptom health check and daily temperature screening.</p>



Monitoring Student and Employee Health

Requirement(s)	Strategies, Policies, and Procedures
<p>Monitoring students, employees, and visitors for symptoms and history of exposure</p> <p>Isolating or quarantining students, employees, or visitors if they become sick or demonstrate a history of exposure</p> <p>Returning recovered employees, students, or visitors to school in conformity with CDC guidance on discontinuing home isolation</p> <p>Notifying employees, families, and the public of school closures and within-school-year changes in safety protocols</p>	<p>Testing Mercersburg will utilize a structured, multifaceted testing strategy. This strategy will be informed by evolving research, technology, and evidence of effective applications.</p> <p>All employees and students will undergo PCR testing as part of the reopening of campus. These tests will be administered for employees prior to the start of faculty meetings. Students are required to obtain a test and provide the result to the school prior to their arrival on campus.</p> <p>Daily Health Screenings All members of the school community will complete a daily health screening using a digital application each morning prior to leaving their respective dorm rooms, apartments, or homes. If no symptoms are reported, community members can proceed with the day under school protocols.</p> <p>If students report symptoms, they are directed by the app to remain in place and to contact the Rutherford Health and Wellness Center (HWC) for a telehealth check. HWC personnel are notified of the student's report and will reach out to the student if the student does not initiate contact. During the first four weeks of the school session, students will also complete the Daily Health Screening survey a second time, between 7:30 and 8 p.m.</p> <p>If an employee reports symptoms, they are directed by the health screening app to remain at home and to report the information to their supervisors. The employee will then follow the process of re-checking the next day and instructions in the school's policy regarding contact and exposure.</p> <p>The health screening information for students will be monitored daily by the HWC staff. Observation will also be done by dorm faculty and teaching faculty, checking on students regularly to ensure health and wellness. Data is stored on a secure server, with access by medical personnel and authorized school personnel only.</p> <p>The health screening information for employees will be monitored daily by the Human Resources Department. HWC personnel are notified immediately via digital communications if an employee reports they have symptoms or have been in contact with a positive COVID patient. Data is stored on a secure server, with access by medical personnel and authorized school personnel only.</p>



continued – Monitoring Student and Employee Health

Requirement(s)	Strategies, Policies, and Procedures
	<p data-bbox="604 424 876 449">Quarantine and Isolation</p> <p data-bbox="604 457 706 483"><u>Students</u></p> <ul data-bbox="604 491 1510 1024" style="list-style-type: none"><li data-bbox="604 491 1510 638">• If a student is exhibiting symptoms, they will be isolated in the COVID Unit of the HWC and assessed. Students will remain in isolation until a parent or guardian can take them away from campus, to their home, or to another appropriate place to isolate/quarantine. If they cannot be evacuated from campus, the student will remain on campus, in isolation, in accordance with CDC guidelines.<li data-bbox="604 646 1510 793">• Students who are considered to have been in close contact with a symptomatic student will be quarantined in a separate space from the rest of the school population either in a designated facility identified by the school or with family or a guardian. The student will remain in quarantine in accordance with CDC guidelines.<li data-bbox="604 802 1510 1024">• A COVID-19 Response Contact Tracing Team made up of at least 20 adult members of the community will conduct contact tracing interviews via telecommunication or in person. Designated members of this team will be mobilized immediately upon notification from HWC staff that a student may be positive with COVID-19.<ul data-bbox="649 961 1510 1024" style="list-style-type: none"><li data-bbox="649 961 1510 1024">• Each member of this team will complete the Johns Hopkins Contact Tracing Course and will engage in group preparations prior to the start of school. <p data-bbox="604 1058 771 1083"><u>For Employees</u></p> <ul data-bbox="604 1092 1510 1373" style="list-style-type: none"><li data-bbox="604 1092 1510 1150">• Faculty and staff will follow the Employee Contact and Exposure policy regarding contact and exposure that is posted on the school website.<li data-bbox="604 1159 1510 1373">• The Human Resources staff comprises the COVID-19 Response Contact Tracing Team for employees and coordinates with school department managers for any needed contact tracing of adult visitors to campus. The HR staff has completed the Johns Hopkins Contact Tracing Course. A member of the staff is immediately deployed to conduct interviews via telecommunication or in person, upon notification that an employee has reported either symptoms of COVID-19 or contact with a possible COVID case. <p data-bbox="604 1407 1055 1432"><u>Decisions Regarding Quarantine/Isolation</u></p> <ul data-bbox="604 1440 1510 1711" style="list-style-type: none"><li data-bbox="604 1440 1510 1499">• Students: the nurse on duty, who consults with a nurse practitioner or a doctor as necessary, will make decisions regarding quarantine or isolation.<li data-bbox="604 1507 1510 1591">• Employees: the Human Resources Department, in conjunction with regional and Commonwealth policies and directives, makes decisions regarding quarantine and isolation.<li data-bbox="604 1600 1510 1711">• The Heads' Council, in consultation with the Health and Wellness Center, the Office of Student Life, the Human Resources Department, and the COVID-19 Response Contact Tracing Team, determines policies for quarantine and isolation at Mercersburg.



continued – Monitoring Student and Employee Health

Requirement(s)	Strategies, Policies, and Procedures
	<p data-bbox="604 422 1084 447"><u>Return to Community and Communications</u></p> <ul data-bbox="604 453 1516 989" style="list-style-type: none"><li data-bbox="604 453 1516 541">• Students and employees who are confirmed with the contagion, once recovered, will be permitted to return to the school community in accordance with CDC guidelines.<li data-bbox="604 548 1516 669">• Human Resources has surveyed and will continue to respond to employees who indicate that they are unable or unwilling to return to work. HR will work with each individual employee to determine if an accommodation is warranted and can be accomplished.<li data-bbox="604 676 1516 827">• The school (Office of Student Life, Health and Wellness Center) will be in constant communication with families of students and the students themselves during isolation and quarantine. If families are not comfortable having a student return, the student can continue to learn virtually until they are prepared and comfortable to return.<li data-bbox="604 833 1516 989">• The Health and Wellness Center, Office of Student Life, and COVID-19 Response Contact Tracing Team will communicate directly with students and families affected by COVID-19. The general school community will be notified via email/ text message communication if the school needs to shift to a different phase of the Health and Safety Plan. <p data-bbox="604 1024 695 1050"><u>Training</u></p> <p data-bbox="604 1056 748 1081"><u>For Students</u></p> <ul data-bbox="604 1087 1495 1209" style="list-style-type: none"><li data-bbox="604 1087 1495 1209">• All dorm faculty and teaching faculty will be trained on the protocols regarding student health monitoring and symptom reporting. These protocols will be built into the dorm duty schedule and will be reviewed regularly prior to the start of school and through the first four weeks of school. <p data-bbox="604 1245 773 1270"><u>For Employees</u></p> <ul data-bbox="604 1276 1516 1463" style="list-style-type: none"><li data-bbox="604 1276 1516 1398">• All supervisors were trained on monitoring employee health and other safety protocols on June 3, 2020, prior to the return to work of certain employees during Franklin County's yellow phase. All faculty and supervisors will again be trained prior to the start of classes with new or additional information to be included.<li data-bbox="604 1404 1516 1463">• Human Resources staff will also work closely with the Health and Wellness Center to update monitoring techniques.



Other Considerations for Students and Employees

Requirement(s)	Strategies, Policies, and Procedures
Protecting students and employees at higher risk for severe illness	<p>On July 1, 2020, Governor Wolf released a universal face coverings order for the Commonwealth of Pennsylvania.</p>
Use of face coverings (masks or face shields) by all employees	<p>Mercersburg Academy school policy is that students must wear masks/face coverings at all times when indoors, except for when eating (six feet apart), sleeping, or in a dormitory room with a roommate. In alignment with the state's mitigation phases, these restrictions may ease after four weeks where students can be without face coverings within floors/wings in dorms and outdoors. Employees are required to follow the current Pennsylvania Department of Health guidance and the school's face mask policy.</p>
Use of face coverings (masks or face shields) by older students (as appropriate)	
Unique safety protocols for students with complex needs or other vulnerable individuals	<p>For students who are at higher risk for severe illness, the school compiles and updates a risk registry, offering accommodations based on individual needs (example: providing rooming with no roommate), and in some cases offering an online learning environment and providing PPE for greater protection.</p>
Strategic deployment of employees	<p>For employees who are at higher risk for severe illness, Human Resources will work to accommodate individual employees who have self-identified as high risk by providing coverage with existing employees, restructuring job responsibilities, etc.</p>
	<p>The residential life experience at Mercersburg Academy is designed to provide a variety of social and emotional supports for students. All students have advisers whom they meet with weekly, students have dorm faculty who check in daily, and the school offers free counseling services (including virtual counseling if requested) as well as social-emotional learning programming.</p>
	<p>The school has constructed a travel policy for employees that encompasses business and personal travel. The policy is reviewed and updated on a regular basis. The policy aligns with Pennsylvania and CDC guidelines for travel.</p>



Health and Safety Plan Governing Body Affirmation Statement

The Mercersburg Academy Board of Regents reviewed and approved the Phased School Reopening and Health and Safety Plan on July 31, 2020.

The plan was approved by a vote of:

Yes

No

Affirmed on: July 31, 2020

By: *Stacie Rice Lissette*

(Signature of Board President)

Stacie Rice Lissette '85

(Print Name of Board President)



MERCERSBURG ACADEMY

100 Academy Drive, Mercersburg, PA 17236