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ABOUT THIS PLAN
Developed in collaboration with the Coronavirus Task Force and Flex Planning Committee (a broad group of faculty, administrators, medical experts, board members and staff), this operating plan describes practices and protocols to safely return to campus, while ensuring that students and faculty who do not return to campus can continue to learn and teach. Central components of this plan involve face masks, physical distancing and sanitation; testing, contact tracing, notification and movement protocols; and sick protocol and at-home quarantine. In addition, we identify community standards that will support a safe learning community.

An FAQ that builds upon and clarifies certain aspects of the plan will be available at www.towerhill.org/return.

Tower Hill will offer in-person classes as allowed by the State of Delaware. This operating plan allows the school to maintain those operations on-site that we can while still providing remote options as needed. It ensures that all students will be able to access the best THS experience possible no matter what rules and requirements are in place or what their personal decisions or needs may be. Teaching, learning and being a community together during the pandemic necessitates adjusting plans in order to create the healthiest and safest learning environment possible.

GENERAL PRINCIPLES
No student or faculty member will be required to return to in-person teaching or learning as a condition of enrollment, financial aid or employment. Human Resources will extend Tower Hill’s temporary telework program, so that employees whose roles and responsibilities allow may continue working from home.

By complying with these guidelines, and supporting the goals of this document, we will ensure the satisfactory progress and success of all Tower Hill students.

According to the U.S. Centers for Disease Control and Prevention (CDC), COVID-19’s primary mode of transmission is through respiratory droplets when an infected person coughs, sneezes or talks; spread is most likely when people are in close contact with each other. This is why wearing masks, maintaining physical distance from others and frequent hand washing are currently among the most effective methods of preventing the spread. The protocols we outline below are anchored in the emerging scientific understanding of the transmission of COVID-19 and are informed by the CDC, WHO, American Academy of Pediatrics, CHOP, Johns Hopkins and the Delaware Division of Public Health (DPH). As knowledge of the disease changes, these protocols will change as needed. This planning and guidance is also subject to change in response to local public health conditions and local, state and federal guidelines.
SCENARIOS

Tower Hill School is committed to abiding by and exceeding the State of Delaware’s guidance for the safe operation of schools. The state’s plan envisions three scenarios:

- **Scenario 1:** If minimal community spread exists in Delaware (and school buildings re-open)
- **Scenario 2:** If minimal-to-moderate community spread exists in Delaware (situation dependent)
- **Scenario 3:** If significant community spread exists in Delaware (and school buildings remain closed)

In response to these scenarios, we will focus on three primary modes of operation. These are defined as:

- **In-person with health precautions in place and remote options for those with health or travel restrictions**
- **In-person with health precautions and remote as required by DPH**
- **Fully remote as required by DPH**

The following guidance pertains to both Tower Hill On Campus and Tower Hill Flex, whenever in-person operations are possible. In order to make in-person learning possible, we will all need to support each other in practicing physical distancing, wearing masks (and appreciating reminders to wear masks) and navigating campus in a way that promotes lower density.

Throughout this plan, we will refer to the Delaware Guide for Reopening Schools. The Governor’s office has been explicit in its request that independent schools follow the guidance. Where indicated, this plan will refer directly to the state guidance.
OVERVIEW OF FALL 2020

Since 1919, Tower Hill faculty have worked together in support of the innovative and high-quality teaching and learning experiences that are the core of Tower Hill’s mission. As we prepare for the fall semester and the challenges it presents, we are committed to providing your children with the same level of engagement and rigor, albeit with some changes to ensure physical distancing.

We will always seek to retain as much live teaching and learning as possible. We have created a schedule for the upcoming school year that will work well either in-person or at-home so as to include students who are at home due to parental choice, illness or quarantine. All lessons will continue to be recorded throughout the school year, except in cases where the entire class is present in-person.
COMMUNITY CARE STANDARDS

Through continuous discussion, the Coronavirus Task Force has generated core principles that guide Tower Hill's approach to physical distancing and community building during this difficult time. At the center of our philosophy is the importance of engendering a sense of shared experience and responsibility that leads to empathy and neighborly behavior. For example, mask wearing is not seen as an element of the dress code, but rather as a way of showing friends, community members and beloved teachers that we care about them and their families. Other ways that all community members (students and teachers) can protect each other are by adhering to cleaning guidelines, maintaining physical distance and practicing good hygiene.

Depending on the continued evolution of COVID-19 and scientists’ understanding of its transmission, we may need to update these norms. The Health Team will communicate updates as they become available.

• All community members will follow guidelines set by the Health Team regarding personal protective equipment (PPE), physical distancing, health checks and symptom reporting.
• All children and adults will be encouraged to kindly assist each other in remembering to keep distance and wear a mask. Children will be provided with several considerate and gentle ways to remind another community member.
• If a student or employee has COVID-19 symptoms, they will not come to school or work that day.
• Families who travel to areas identified by the CDC as having travel restrictions are required to notify the school and may be required to quarantine for 14 days.
• Everyone will use the Daily COVID-19 Symptoms Pre-Screen Tool prior to entry on campus. Students/families/faculty/staff are required to self-attest to their health through the RUVNA mobile app. Students, faculty and staff are encouraged to continue to self-monitor for symptoms every morning before they begin their day.
• Middle and Upper School students and all faculty and staff will have their school ID (KeyFob for faculty) at all times when on campus in order to access buildings. There will also be additional protocols for swiping in and out of certain spaces.
• Because it will be difficult to determine when you might not be able to maintain 6 feet of distance from someone, masks/face coverings are required at all times while in shared spaces and while walking across campus. Masks/face coverings may be removed when alone in a private office or room, when dining (6 feet apart) or upon arrival at an outdoor location where you can reasonably maintain 6 feet of physical distance.
• Everyone is expected to abide by the following community care rules
  § Always maintain at least 6 feet between yourself and others when possible.
  § Adhere to posted room-capacity limits at all times.
  § Follow directional signage in all buildings.
  § Use hand sanitizer before and after entry through doors with knobs, restrooms, stairs and elevators.
• Classroom spaces have been furnished to accommodate physical distancing; no new furniture should be brought into classrooms.
• KeyFob access in the evenings/weekends to academic buildings will be restricted to those who apply for that access because of specific needs/requirements.
• Avoid having multiple individuals in narrow halls or rooms where a 6-foot distance is not possible. Please look for and respect the traffic/directional and distancing markings for entry, exit and movement down hallways.
• Please leave doors open and, if possible, open windows to maximize air circulation in classrooms and other meeting spaces. HVAC modifications have been made to ensure maximal air circulation and constant air filtration.
• Use hand sanitizer before entering and upon exiting elevators. There should be no more than one person in small elevators and no more than two people in freight-sized elevators. Limit touching buttons with bare hands when possible.
• In stairwells, use hand sanitizer prior to entry and avoid touching handrails. Use sanitizer upon exit, after opening crash bar doors.
• Use sanitizing wipes to clean all chairs, tables and surfaces upon entry into a classroom or shared space. If possible, wipe again before leaving.
• Use hand sanitizer before entering and upon exiting classrooms.
• In order to limit density in buildings, people should keep their entry into other buildings on campus to a minimum.
• Bathrooms in academic and administrative buildings are limited to the capacity stated on the door (roughly 50% of fixture capacity). Individuals waiting to use the restroom should stand at least 6 feet from the door so that others can safely exit.

The Health Team will be proactive in providing training for faculty, staff and students. A gentle but clear approach will be used when a child is not wearing a mask appropriately or is too close to another child. The supervising adult will ask questions (e.g. “Do you have a mask today?”), educate with a common language (e.g. “Please remember your bubble when you are playing. Here, let’s use this ribbon to measure how big your bubble should be.”) and offer support and access to supplies (e.g. offering a disposable mask if a student is in need of one).

If a student continues to interfere with the learning environment of others, a complaint should be made to the appropriate faculty member, division head and/or advisor for review and a conference. In extreme cases where students continue to disrupt the creation of a safe learning environment, students may be asked to leave campus and complete their semester remotely.

Faculty and staff will undergo training and education to minimize bias. Proper reporting will help keep track of data of the people being reported and will be routinely reviewed by the team in order to minimize the possibility of bias.
MASK PROTOCOL

The Delaware Guidance for Reopening Schools states: “All staff and students in grades 4-12 must wear cloth face coverings in the school building, except when doing so would inhibit the individual’s health. Face coverings should be worn by children in grades pre-k through 3rd grade, except when doing so would inhibit the individual’s health.”

In response to this guidance, and after a review of the current research and recommendations of organizations such as the American Academy of Pediatrics, and the CDC, Tower Hill School is requiring all students to wear masks while present on-site during the Fall 2020 semester. This order will be extended as necessary. Acting in the best interest of safety for our employees and students, THS will strive to achieve the highest standard and mask our entire community this school year.

All faculty and staff are required to wear a 3-ply surgical mask (in compliance with the CDC) at all times. THS is required by the state to provide masks to all employees and will do so.

- Employees will be allotted one mask per day with the understanding they can request more from the school nurse if needed.
- Special CDC compliant masks will be provided for the teaching of phonics and foreign language.
- Alternative standard-compliant masks will be provided for those with skin allergies.
All students are required to wear cloth face coverings provided by THS while on campus.

- The school will provide five masks and a lanyard for each student on campus, with a $20 fee charged to families’ FACTS student billing accounts. Additional masks will be available for purchase through the School Store (a total of 10 masks per student is recommended for full-time, in-person attendance).
- All masks need to be labeled with the student’s full name.
- Preschool students will be required to leave two masks at school (lanyard use to limit dropping).
- Teachers will be provided with additional appropriately sized surgical masks for students for emergency use in the classroom. Please make the nurse aware of any possible skin allergies that could interfere with the use of an emergency mask.
- After daily use, masks must be washed at home.
- If the THS mask cannot be worn, a 3-ply surgical mask would be minimally sufficient. N95 and KN95 masks are acceptable. No respirators/masks with valves may be worn. No homemade masks or other stylized masks will be permitted.
- When putting on a mask, use clean hands and touch only the ear straps/ties. Do not touch or adjust masks without cleaning hands before and after.
- Remove masks by the ear straps/ties; between uses, masks should be folded and stored in a clean paper bag or breathable container.

**When putting on a facemask**

Clean your hands and put on your facemask so it fully covers your mouth and nose.

- **DO** secure the elastic bands around your ears.
- **DO** secure the ties at the middle of your head and the base of your head.

**When wearing a facemask, don’t do the following:**

- **DON’T** wear your facemask under your nose or mouth.
- **DON’T** allow a strap to hang down. **DON’T** cross the straps.
- **DON’T** touch or adjust your facemask without cleaning your hands before and after.
- **DON’T** wear your facemask on your head.
- **DON’T** wear your facemask around your neck.
- **DON’T** wear your facemask around your arm.

Source: CDC
Outdoors, masks must be worn except when 6 feet from other individuals; when running, and able to maintain a 6-foot distance from others; or when staff are performing grounds maintenance while physically distancing from all other workers. All persons must have a mask close at hand to don when coming into close proximity with others. Signage will reinforce these new requirements.

**HAND HYGIENE**
Hand hygiene is one of our most important tasks in order to prevent the spread of illness.
- Students, faculty and staff will have access to handwashing facilities; as well as supplies and hand sanitizer available in each classroom.
- Students should sanitize their hands upon entering and exiting each classroom.
- Additional hand sanitizer stations have been added throughout the school.
- Teachers will increase hand hygiene efforts with regular and frequent hand hygiene routines (including but not limited to: entrance into building, before and after each class change, in between activities, before and after eating or drinking, after bathroom use, etc.).
- Gloves will not be used routinely except when cleaning or handling bodily fluids.

**PHYSICAL DISTANCING**
Physical distancing will be a priority for all persons on campus.
- Students and staff will make every effort to maintain the recommended distance of 6 feet or greater between individuals, including when seated at desks or standing in classrooms.
- Individual desks will be used, reducing or eliminating shared table seating. When tables have to be shared, students will be seated the recommended 6 feet or greater between individuals.
- Desks will be arranged so they are facing in the same direction.
- In group classes without tables, such as preschool and physical education, teachers will design activities that allow for physical distancing.
- Outdoor spaces and resources will be utilized as much as possible during the day, including additional times for recess or breaks.
- Large-scale gatherings of more than 50 people will be avoided or moved to an outdoor location where physical distancing is possible. Attendees at large-scale gatherings must be able to maintain 6 feet of physical distancing at all times from non-household members.

**PRE-ARRIVAL SCREENING**
Students, faculty and staff will attest to their health each morning.
- Students and/or their parents will complete a health assessment every morning before arrival using the RUVNA app. Employees will also complete a health assessment every morning before leaving for school.
Advisors and homeroom teachers, and HR, under guidance from the Health Team, will check to ensure that assessments are completed in a satisfactory manner.

Students and employees who cannot answer all questions affirmatively are asked to stay home and follow up with the school nurse.

**SICK AND POSITIVE TESTS**
The current protocol will remain in place with unwell children or employees reporting to the Health Office to be seen by our school nurse. Symptoms of the common cold and COVID-19, while in many cases are similar, have some telltale differences.

**People with COVID-19 have had a wide range of symptoms reported, ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:**

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list above does not include all possible symptoms. The CDC will continue to update this list as we learn more about COVID-19.

Our school nurse has received increased training in identifying potential COVID-19 symptoms and will make a decision on a case by case basis utilizing assessment skills, patient history and input from DPH as appropriate. If COVID-19 is suspected or any other symptoms that require exclusion in accordance with our Tower Hill Illness Guidelines, the parent/guardian will be notified and the student will remain isolated in the Health Office until picked up for dismissal. The sick individual will be asked to remain off campus until symptom free in accordance with our Tower Hill Illness Guidelines.

Additionally, the current recommendation from DPH is to quarantine all members in the household of the infected person to limit secondary spread of COVID-19. This means, if one sibling is sent home with possible COVID-19 symptoms, all siblings will also be dismissed. **The student and their sibling(s) will not be allowed back on campus until they receive a negative test result.** Once a negative test result has been confirmed by the school nurse and DPH, all well siblings will be permitted back on campus.

Any employee who is suspected or determined to be COVID-19 positive or a close contact of a known or suspected COVID-19 positive individual is required to immediately leave
school with their family members (if applicable) and follow the directives of the local/state health department.

When a member of the THS community receives a positive diagnosis for COVID-19, the school nurse will be notified immediately. The school nurse will work with DPH to complete contact tracing and identify those contacts that are at high risk for contracting the disease. Those that are identified as a contact will be notified immediately and given further instructions by the state regarding symptom surveillance and quarantine. The privacy of each individual will be respected and information will only be shared that aids in the protection of public health.

DPH defines a contact as “a well person who has been exposed to a case or a case’s environment such that they had an opportunity to acquire the infection.” Precautions like social distancing and face coverings significantly reduce the chances of a person being named in contact tracing as a contact. The current recommendation for an identified contact is to quarantine for the entire 14-day incubation period to eliminate the possibility of spread to other individuals in the community. Individual cases will be evaluated by DPH and the Tower Hill School nurse for guidance on when it is safe to return to school. For further clarification, visit this CDC page and review the section titled “Other Considerations.”

It is the expectation that a healthy student or employee in quarantine would continue with their responsibilities by learning or working remotely. In the event that an employee becomes ill and is unable to work, they will be expected to follow the current THS policies for short term disability. The Families First Coronavirus Response Act (FFCRA) states that employees are eligible for up to two weeks (80 hours) of paid sick leave where the employee is unable to work because the employee is quarantined or experiencing COVID-19 symptoms and is seeking a medical diagnosis.

**TESTING**

Testing is a priority for the State and New Castle County. THS is working directly with State and County leaders on ways to make testing available and convenient. A plan for ongoing testing will be communicated based on current community spread and recommendations by DPH.

- Within the first five days prior to the start of school, all students, faculty and staff who would like to be on-campus may be required to take a COVID-19 test.
- All students and faculty on-campus may again be tested within the first two weeks of the start of the school year.
- During the course of the fall semester, on-campus employees and students may be tested on campus periodically, according to a rotation.
- This testing program will be extended as necessary.
- Additional guidance regarding testing is forthcoming.
CONTACT TRACING
Contact tracing prevents further transmission of disease by confidentially identifying people who have been in close contact with a person who has tested positive for COVID-19. According to DPH, because of our strict masking and distancing protocol, positive individuals may not need contact tracing except in the cases where masks were off and distance could not be maintained. Contact tracing will work in tandem with efforts to increase testing, practice effective strategies to reduce transmission, and implement isolation and quarantine protocols. Contact tracing will be conducted by the school nurse in collaboration with DPH.

COMMUNICATION
Tower Hill will communicate anonymized data about positive test results to the school community as we become aware of them. An example communication may be “we have a positive case of COVID-19 in the 10th Grade,” with no names or identifying information shared. The school will work concurrently with DPH on individual contact tracing and all ensuing mitigation protocols with sensitivity to privacy. Mitigation may include extra cleaning, further testing, self-quarantine, the closure of certain grades or divisions, or the closure of school. It is important to note that the identification of a positive case does not mean that your student will be identified as a contact. Follow up communications will occur as necessary.
CLASSROOMS AND SPECIALIST AREAS

In planning for the Fall 2020 semester, we seek to provide a classroom experience that prioritizes the health and safety of all members of the community, in what continues to be a highly uncertain and evolving environment. We recognize that all classes may have remote participants at some time during the semester, and that our faculty will be teaching in new ways, which will change classroom needs and design.

In response to public health conditions and Delaware guidelines, we will reconfigure our classrooms and specialist areas for the Fall 2020 semester. Specifically, classrooms will be configured to minimize density and to follow physical distancing requirements, so that students and faculty maintain 6 feet of distance apart. As a result, classroom capacity will be 20% to 50% of normal capacity, depending on the specific size, shape and furniture in each room. Class sizes have been evaluated utilizing the space requirement of 60 square feet per student. Individual classes will be moved to the appropriate room or space to allow for appropriate distancing at all times.

We will supplement traditional classrooms by creating new teaching spaces in conference rooms, assembly spaces and outdoor tent classrooms. Class sizes vary depending upon enrollment in both grade levels and specific classes. THS administrators worked closely with our architects to determine capacity for all classrooms and common spaces. Classes have
been assigned to locations throughout the building that can accommodate the number of students enrolled. Additional classrooms have been built in the Weaver Gym and the Carpenter Field House to accommodate larger size classes in the Middle and Upper Schools.

Many classrooms will include new technology to support remote learning/teaching and online pedagogy, including: adding microphones and high definition video cameras to allow for both in-person and synchronous remote teaching/learning as well as support for asynchronous learning activities made possible through recorded lessons/classes.

Classroom preparation also requires planning to manage the flow of people in academic buildings and maintaining clean classrooms during the busy school day. When classes resume in the fall, we will have in place building circulation plans to minimize “bunching” of people and new classroom cleaning routines.

**HALLWAY TRAFFIC**

Hallway traffic will be actively managed with directional arrows, signage, timed scheduling and guided progression from class to class.

- Lower School students will be kept in stable groups throughout the day with little to no mixing. Most specialists will push into classrooms vs. students traveling to them.
- Middle and Upper School students will rotate classes as necessary while following physical distancing protocols and guidelines for hallway safety.
- Hallways and corridors should flow either in one direction only or, if not possible, one direction on each side with ample 6 feet of distance between students in single file flow on each side.
- Additional entrances will be opened for supervised arrival with assigned entry points by division.

**BUILDING ENTRY**

Supervised points of entry and exit will be assigned to each student, ensuring that distancing protocols are adhered to. Families may be asked to drop off at multiple entry points, and we ask that each family observe their assigned drop off point strictly. Start times will be staggered.

Please pay attention to your designated building entry point. Students or faculty arriving at times after their designated time should proceed to the front entrance but may have to wait until other groups are cleared before they may enter.

**LIBRARIES**

The Tower Hill Libraries will continue their vital role in academic life. In addition to the robust remote resources available online, the libraries will provide support for students and faculty, primarily through scheduled online meetings and classes in the Lower School. Librarians are available to provide online instruction through Zoom, the creation of re-
search guides or brief videos, or other methods as appropriate. We encourage faculty to contact the division librarian to discuss resources available for their courses, as well as other ways that the libraries can support student research and coursework.

**STUDENT ORGANIZATIONS**

Students should utilize community spaces responsibly and safely. Students are expected to abide by health and safety guidelines and respect the limited space.

- Students using the space will follow guidelines set by the school (including occupancy limits and physical distancing).
- Spaces will be used equitably: When physical spaces are limited, it is imperative that everyone has equal access and opportunities to use spaces. This includes spaces that are typically designated for a specific activity or group of students.
- All student programming, extracurriculars and clubs will offer a hybrid of appropriate in-person programming as well as online programming to ensure that students/community members who are unable to return to campus can still remain a part of these endeavors.

**CAMPUS ACTIVITIES**

- Masks, 6 feet of physical distance and following the capacity limits for each meeting room will be required for all gatherings.
- Only individually pre-packaged food is permitted at any gatherings or celebrations.
- We are not accepting requests for use of facilities by off-campus groups during the fall semester.
- The Founders’ Gallery has canceled all exhibitions this fall. All shows and exhibits will be rescheduled for a later time frame when guests and visitors are invited back to campus.

**CAMPUS DINING**

The plan for dining locations on Tower Hill’s campus was developed by utilizing information provided by the CDC, DPH, our food provider and local authorities. Returning to dining operations during and after the COVID-19 pandemic won’t be as simple as carrying on business as usual. The plans below are especially sensitive to the following health guidelines:

- Physical distancing
- Avoiding heavily populated seating areas
- Avoiding shared condiments (ketchup, hot sauce, milk for coffee)
- Using packaged and prepared foods
- Avoiding self-serve food

By relying on the guidance of our resources and reviewing daily the changes in the guidelines, we have developed a plan that addresses the reopening of dining on campus. The first phase of dining will begin with restrictive self-serve (prepackaged items).
• Boxed lunches will be served to all Lower School students.
  § Third and fourth graders will be eating in Kullman Commons
  § Tower Tots through 2nd Grade will have lunches delivered to their classrooms to
    be eaten either there or outdoors.
• Middle and Upper School students will have “grab and go” lunches on campus in vari-
  ous outdoor and indoor spaces to ensure adequate distancing.
  § Grades will be assigned days to eat in Kullman Commons.
• Our food service personnel will continue to provide excellent service through healthy
  choices and the ability to meet any dietary restrictions our students and faculty may
  have.

SERVICE STYLE
• All food will be served in disposable containers:
  § Hot food served into containers
  § Cold food prepackaged
  § Bottled beverages
  § Prepackaged service ware and individual condiments
• Diners should be mindful of directional floor decals throughout all dining locations to
  help minimize bi-directional foot traffic. These will direct students on how to enter and
  exit dining locations.
• Masks/face coverings will be required at all times when picking up food.
• Students will be required to maintain 6 feet of distance whenever possible and especial-
  ly when you are in line to pick up your grab and go meal.
• Students should also make sure to wash their hands or use hand sanitizer before eating.
• Stations will be equipped with appropriate plexiglass guards to protect employees and students.
• Signage will be provided in all dining locations to ensure that employees and students are maintaining the appropriate 6 feet of physical distancing.

DINING STAFF
Dining staff and management will be trained in appropriate COVID-19 and school protocols prior to opening. These trainings and planning will include:
• Pandemic and COVID-19 training (physical distancing, service style, proper use of PPE, personal hygiene, handwashing)
• Food safety during COVID-19
• Safety and sanitation in the workplace
• Food allergens and celiac disease
• Hazard communication

Dining staff and management will be required to complete a pre-shift health screening questionnaire, wear appropriate PPE (masks, face coverings, gloves, shields, etc.) and maintain 6 feet of physical distancing whenever possible.

FACILITY CLEANING
Facilities will undertake a rigorous cleaning schedule that pays special attention to cleaning high-touch and high-traffic areas on a regular cleaning schedule. The following cleaning protocols will also be implemented:
• **Under State Scenario 1**: All high-touch surfaces in public rooms, hallways, common spaces and bathrooms will be cleaned and disinfected at the start of each day. There will be a second round of disinfecting of these spaces at mid-afternoon each day.
• **Under State Scenario 2**: THS will ensure enhanced cleaning and disinfection of high-touch surfaces (railings, doorknobs, bathrooms, etc), cleaning between every 15 minutes to 2 hours using EPA-approved cleaning and disinfecting solutions.

Other cleaning protocols include:
• Supplies will be available in each classroom for frequent cleaning; teachers will be provided with gloves for cleaning purposes.
• Barriers will be installed between urinals. All toilet stalls will also have signage reminding users to flush after each use.
• Every bathroom will have occupancy number signage to optimize physical distancing. In most cases, this will be based on 50% fixture capacity. Bathroom exhaust fans will be functional to optimize airflow.
• Student rooms and common-use bathrooms will also be disinfected upon notification to Facilities by the Health Team after a student has been relocated to isolation.
• The school will supply disinfecting supplies for all faculty through the Health Office.
The outdoor classroom, playgrounds and other shared spaces will be sanitized appropriately in between groups and at the conclusion of the day.

As noted above, while Facilities will take on the bulk of cleaning responsibilities, employees and students are encouraged to see cleaning as a collective enterprise that helps enrich our notions of community care and responsibility. Employees and students are especially encouraged to clean their workspaces on a regular basis.

**FACILITIES CHANGES**

The Health Office has been modified to create negative pressure rooms for isolation of students or faculty with suspected COVID-19 symptoms. Negative pressure rooms will assist in containing the air within the Health Office should the virus be aerosolized. The addition of HEPA filters will also work to purify air that leaves the office in the areas that are not negative pressure.

Bathrooms have been equipped with plastic dividers between sinks and urinals where physical distancing is not available. Bathrooms will be cleaned by our cleaning staff at the intervals mentioned above in each phase.

The HVAC system has been updated in order to draw in large amounts of fresh air. Windows will be open, as possible. Additional MERV-rated air filtration has been added throughout the entire school.

**VISITOR POLICY**

- All campus buildings will be closed to outside visitors and parents during the school day. Parents will not be permitted on campus at this time.
- Vendors will need to participate in health screening like employees, and other restrictions will apply. Vendors will follow all safety requirements, including but not limited to wearing PPE and following appropriate physical distancing guidelines.
- Open Houses/Tours will be conducted on weekends without student involvement or virtually.
- The campus grounds will be closed to the public.
- Access to buildings will be limited by card swipe to students and employees only. Students, faculty and employees should have their IDs/keyfobs at all times while on campus.

**FIELD TRIPS**

As per the state guidance, off-site field trips will be discontinued for this school year until further notice. This may change as conditions allow.
SPORTS
We are awaiting further guidance from the DIAA on sports participation for the fall season. We are currently operating as if sports will occur and asking parents to submit physicals as is appropriate. Specific guidelines for play (if determined this is allowed) and spectator guidelines from the DIAA and DPH will be followed. In order to participate in our athletic program, students may be required to be enrolled in the on-campus option.

FITNESS CENTER AND LOCKER ROOMS
The Fitness Center is being converted into classroom space, and thus will be closed to physical activity. Locker room access will not be provided for physical education, and physical education uniforms will not be required. Use of all athletic facilities will be governed by new health and safety protocols.

SCHEDULING PRINCIPLES
Use of athletic facilities are typically shared activities that bring together students, faculty, staff and administrators in the same physical location. This sharing of space among different segments of the school community represents increased risk as well as a potential source of anxiety for different subsets of our community. In light of these concerns, schedules/appointments will be adjusted as necessary to provide opportunities for individuals to opt in or opt out of activities that include a cross-section of different campus populations.

BEFORE CARE AND AFTER CARE
• Before Care cannot be provided before 7:45 a.m. This is to allow adequate time for cleaning of surfaces between groups and to ensure entry protocols are followed.
• After Care will continue with changes. After Care policies will be forthcoming as we work out final decisions and space requirements.

SENIOR PRIVILEGES AND STUDENT EXCURSIONS
Students must remain on campus during the school day, with the exception of nearby parks, under the supervision of faculty.

LOCKERS
In general, locker use will be limited or eliminated in order to ensure proper distancing can be followed. Division specific guidance will be forthcoming. Please pack light for the Fall 2020 semester. Do not plan to decorate lockers or install shelving.
FACULTY SUPPORT AND PREPARATION
Due to the unpredictable nature of the pandemic, some students will be in-person and some will be remote (either synchronously or asynchronously), or all will be remote. In addition, if conditions require the school to return to remote teaching and learning, the courses will need to be flexible and prepared to go rapidly to a fully remote format of instruction.

In this context, the Tower Hill faculty are working hard to prepare in various ways for the Fall 2020 semester. These preparations extend beyond the need to respond to a crisis, providing an opportunity for us to re-imagine how we teach and engage with students. Learning experiences can be more accessible and more flexible, and faculty and students can explore new approaches to teaching and learning together.

OTHER FACULTY NOTES
• Masks and hand sanitizer will be available at the Health Office to give out as needed. Each classroom will have hand sanitizer and high-traffic areas will also have hand sanitizing stations.
• The mailroom will temporarily be located in the Business Office. Delivery guidelines (masks, no entry into buildings, etc.) and campus entrance/exit instructions will be
distributed to local businesses. Vendors will be expected to utilize touchless delivery methods, wear protective masks and not enter campus buildings.

- Supply deliveries will be directed to Facilities.

**START DATE OF POLICY**

Tower Hill implemented return-to-work protocols on Aug. 1 for those employees—primarily Safety and Security, Facilities, Administrators and Faculty—who are required or permitted to work on campus. Over the course of the summer, the number of employees working on campus will slowly increase.

By implementing these return-to-work protocols in August, employees will be prepared to support continuing compliance with these protocols when students return for the fall semester.

**ADMINISTRATIVE OFFICES AND TELEWORK**

In order to maintain low density and physical distancing within campus buildings, some employees will continue to have the opportunity to telework during the fall semester. Therefore, some services will be available primarily (or exclusively) online this fall, and appointments will take place via videoconference (Zoom).

Offices that are physically open on campus will generally not be available for drop-in appointments; in-person meetings must be scheduled in advance and follow the protocols limiting in-person meetings described in this document.

**DAILY HEALTH SCREENING**

Employees working on campus will complete a daily self-care assessment before the start of their work day, reporting any COVID-19 symptoms, close contact with confirmed or suspected COVID-19 cases, and whether they have had a positive COVID-19 test in the past 14 days. The school will review these assessments daily. Any employee who experiences COVID-19 symptoms must stay home from work and will be contacted by Human Resources to provide support as needed.

Once students return, they will follow a similar protocol, completing a regular health self-assessment. Any student experiencing COVID-19 symptoms must not come to campus and should contact the Health Office for support and advice on proper care and whether testing and/or quarantine are warranted.
TRANSITION TO TOWERHILL@HOME

DPH may advise the school to close the campus and move online if there is a surge of positive COVID-19 cases in the local community or on our campus. The school will collaborate with DPH to consider a variety of mitigation strategies that can help contain the spread of the virus on campus or, if needed, to close the campus.

Mitigation strategies could include some combination of the following:
• Requiring an entire division or groups of grades moves entirely online.
• Having a class or athletic team self-quarantine.
• Canceling some or all in-person classes and gatherings.
• Limiting access to campus.
• Requiring some or all non-essential employees to work from home.
• Increased testing.
• Closing some or all academic buildings.

Currently, isolation and self-quarantine remain among the most effective responses to helping slow the spread of COVID-19. Per CDC guidance, students who are sick or who may have been exposed are advised to isolate and self-quarantine and avoid traveling.

In the event that the school’s campus is required to close, classes may be canceled for a short period of time before resuming remotely.

IN CONCLUSION

Tower Hill’s Return to Campus Plan is proactive in following public health guidance to help protect employees and students while also providing an engaging, on-campus educational experience. This planning and guidance is also subject to change in response to local public health conditions and local, state and federal guidelines.

UPDATES

Visit towerhill.org/return for FAQs and ongoing updates about Tower Hill’s Return to Campus for the 2020-2021 school year.
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