



St. Mark's Campus Operations Phase Levels

Phases and approach to ensuring a safe transition to various levels of changes to teaching and campus operations as a result of COVID-19. Each plan below is subject to change given the specific circumstances of the scenario at-hand.

Phase levels are determined by the Health Services and administrative teams in conjunction with the Health & Safety Task Force. The key to phase determination is speed and follow-through. The School will also work in conjunction with the Town of Southborough Public Health Director. In addition, the School will examine data as part of the EH&E tracking database as well as work with the consultant(s) at EH&E, as needed.

The phases used are independent of the color code systems used by any other jurisdictions or municipalities.

Changes in phases will be communicated via our RAVE emergency communication system via text and email. This communication will be sent to our entire community, including all parents, students, and all faculty and staff. A change in phases will include the delivery of an initial RAVE message explaining the phase level immediately followed by a more detailed email explaining the phase details.

GREEN PHASE

Green Phase

All campus operations continue to run as per the current plan. This includes students continuing to attend classes as well as all other planned facets of operations. All members of the School community will maintain a high level of awareness about ensuring all baseline protocols are in place - masks, social distancing, staggered meals, and distancing in all campus public spaces. This remains in place as long as all test results for COVID-19 remain negative.

YELLOW PHASE

Yellow Phase

Should a positive COVID-19 case occur on campus we will move to Phase Yellow. The existing plan remains in place with students attending classes in person, however a heightened sense of awareness is necessary and precaution is necessary. All common spaces will be closed for 48 hours as deep cleaning/disinfecting occurs before resuming operations in these areas. This phase remains in existence while contact tracing occurs with our Health Services team in conjunction with the Town of Southborough Public Health Director.

ORANGE PHASE

Orange Phase

The determination of this phase will be done in consultation with the Massachusetts Department of Public Health, our consultants at EH&E, and upon examination of both the quantity and source of positive COVID-19 cases on campus. In-person teaching will stop, students will return to their rooms, and teaching will continue remotely. Day students are remote as well. Depending on the severity of the situation, dining and grab-and-go meals may still be permitted. Other precautionary measures may be put in place including how strict the in-dorm requirements are.

RED PHASE

Red Phase

The Red Phase requires the complete closing of our campus operations for student learning and for students residing in the houses. This removes all in-person facets of operations, requiring all students to return home immediately, and reverts to only mission-critical facilities operational support permitting in buildings. The determination of this phase will be done in conjunction with the Town of Southborough Public Health Director, the Massachusetts Department of Public Health, and our consultants at EH&E who will assist in the examination of both the quantity and source of positive COVID-19 cases on campus.

SAFELY CLOSING THE CAMPUS IN THE RED PHASE:

Fully closing the St. Mark's campus requires an attention to many details to ensure a safe closing.

- 1) Baseline risk mitigation should be adhered to at all times throughout the process. This includes mask wearing, social distancing, limited use of common spaces and other areas which do not require use during this period.
- 2) Classes will cease to continue to ensure students are focused on the move-out process.
- 3) Students will remain in their rooms during this time in quarantine similar to the first weekend of arrival on campus until they are scheduled to depart campus.
- 4) Students will work with the Dean's office to schedule their departure and pick up so that the times for pick-ups for local boarding students is staggered, similar to the drop-off procedures in the fall.
- 5) Depending on the severity of the situation, students may need to pack the essentials and allow the majority of their items to remain. The School will coordinate with the families to ship items back to the families at a later date.
- 6) Dining Services will provide packed meals to be delivered to students in dormitories during this time.
- 7) If Dining Services and our servery/kitchen is affected by COVID-19, the School has emergency frozen meals stored in commercial freezers ready for heating and serving. This includes emergency boxed water as well.
- 8) As with any case of COVID-19 within our student population, these students must be picked up by parents/guardians or an authorized local guardian immediately after diagnosis of the need for either isolation or quarantine at our Health Center Annex.
- 9) If the Health Center Annex is at capacity due to the number of students in quarantine and or isolation before the families or guardians arrive, we will work with the Marriott Residence Inn or another area hotel to secure spaces for overnight quarantine as needed.