



## 2020-21 All-School Handbook: COVID-19 Reopening Plan

As a school, we are working tirelessly to plan for a safe opening and implement a hierarchy of controls and policies to keep our community safe throughout the school year. We must ask each family to contemplate the social contract into which you are entering when you make the decision to send your child(ren) to school to learn in-person. We will have to return with a collective sense of shared responsibility for other members of the community. We must understand that our individual actions on and off campus will affect the health and well-being of our friends, peers, teachers, and all of their families. Of course, we will ask you and your child(ren) to comply with the policies outlined in this COVID-19 Reopening Plan. We must also ask that you continue to commit to reducing your family's risk of exposure in your life beyond Hope Road. This means social distancing, wearing masks, avoiding crowds, and meticulous hygiene. We thank you for committing to play your part to keep our community safe and healthy.

In acknowledging the 2020-21 All-School Handbook and COVID-19 Reopening Plan, we, as a family, will:

- Encourage my child(ren) to engage in safe behaviors: social distancing, wearing masks, avoiding crowds, and meticulous hygiene.
- Complete the AUXS Health Certification honestly every morning.
- Keep my child(ren) home if they are exhibiting any symptoms of illness outlined in Ranney's [Sick Policy](#). I will keep my child(ren) home for the day regardless of how symptoms progress throughout the day and regardless of what is scheduled for that day.
- Follow Health Office guidance and policies regarding when my child may return to campus. I will obtain physician clearance to return to campus, as required.
- Keep my child home if he/she was exposed to someone who has tested positive for COVID-19.
- Follow all policies outlined in the Quarantine Policy as it relates to COVID-19.
- Be responsive to the Health Office and to the Department of Health, if notified by a contact tracer regarding potential exposure.
- Encourage my child(ren) to wash their hands with soap and water for at least 20 seconds and use hand sanitizer.
- Encourage my child(ren) to practice clean personal hygiene and come to school with clean clothes and a mask.
- Explain to my child(ren) that they will be required to follow new rules at school, including wearing a mask and practicing social distancing.
- Understand that attending school in-person is a privilege that my child(ren) may lose if we/they do not comply with policies and procedures outlined in the All-School Handbook, the COVID-19 Addendum, the updated Sick Policy, and the Quarantine Policy.

The following outlines the new policies and procedures in the Reopening Plan. Please refer to the [2020 Reopening Plan](#) and <https://www.ranneyschool.org/covid-19> for additional information.

**Please sign the All-School Handbook form in myRanney to acknowledge that you have received this information.**

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## Executive Summary

- We plan to re-open in the fall, on campus and in person, five days per week.
- Classes will be available to all students ages 3 through Grade 12 both in-person and through distance learning to allow families flexibility to accommodate health concerns and regulations.
- This is the moment when our mission promise to know and value every child and to provide the best academic and student life experience to our students, notwithstanding the challenges ahead, will be as important as ever.
- Our primary concern is to maintain the health and safety of our students, faculty and staff. There is no single measure that provides perfect protection against COVID-19, but we can mitigate the risk of infection by employing a hierarchy of controls to prevent exposure and transmission.
- Ranney is fortunate that our small class size, spacious campus, and ample resources position us to be flexible in responding to this global pandemic.
- Our plan relies on a combination of setting clear community expectations, screening, social distancing, face-covering, expanded indoor spaces, sanitization practices, including electrostatic cleaning, and quarantine protocols.
- Whether students are on campus or learning remotely, we will deliver the best of Ranney School, however our plan entails significant changes in how we will operate.

## Guiding Principles

- The goals and guiding principles of our Reopening Plan are to:
  - Protect students, faculty and staff;
  - Reduce/prevent transmission of SARS-CoV-2 (COVID-19);
  - Maintain our commitment to know and value every child and provide the best academic and student life experience to our students, notwithstanding the challenges ahead;
  - Provide reassurance to students and their families; and
  - Remain flexible as guidance changes and/or we obtain new information.
- No matter how well we execute our plan, external or internal events could force our campus to close again. Because we will offer the opportunity for students to learn remotely even when campus is open, should we be forced to close campus again the transition back to distance learning will be seamless.
- We will not be able to monitor the actions of every member of the community when they are not on campus, therefore we will need to work together to inspire and instill a mindset of shared community interest and trust.

## About the Reopening Plan and COVID-19 Addendum

- Our Reopening Plan (detailed in this Addendum) is based on guidance from the [Center for Disease Control \(CDC\)](#), the [New Jersey's Governor's Office](#), the [New Jersey Department of Health](#), the [American Academy of Pediatrics](#), and other federal and state entities.
- Reopening in September (and remaining open) is subject to governmental directives and orders.
- In May, we launched a Reopening Task Force comprised of members of the Board of Trustees, the Medical Advisory Board, members of the Administrative Leadership Team and representatives from the Health Office. Our detailed plan has also been advised by Dr. Meg Fisher, a world renowned pediatric infectious disease consultant at Monmouth Medical Center and Dr. Niraj Govil '86, who developed an Infection Control Plan for Ranney based on his expertise advising military command on pandemics.
- We will update the Addendum and Reopening Plan as we receive new guidance and implement new protocols. The latest information can be found at: [www.ranneyschool.org/covid-19](http://www.ranneyschool.org/covid-19).

## SARS-CoV-2 (COVID-19)

- SARS-CoV-2 is the name of the novel coronavirus (COVID-19) that was identified in Wuhan, Hubei Province, China in late 2019 and is now a global pandemic.
  - SARS-CoV-2 is highly contagious.
  - Current available evidence indicates that the primary mode of transmission is from person-to-person via respiratory droplets and contact routes (touching infected surfaces).
  - The role of airborne transmission of SARS-CoV-2 is a subject of intense debate in the scientific and medical community.
  - In certain situations, aerosolization of droplets is more likely, leading to airborne transmission (e.g. during heavy exercise, loud speech).
  - Due to the potential for asymptomatic or mildly symptomatic individuals to transmit SARS-CoV-2, the CDC and DoD recommend use of cloth facemask in any situation where it may be difficult to maintain six feet of physical distance between individuals.
- [COVID-19 Symptoms \(CDC\)](#)
  - [Similarities and Differences between Flu and COVID-19](#)
  - Early symptoms may include anosmia (loss of smell), hyposmia (decreased smell), or dysgeusia (altered taste)
  - Other symptoms include the following:
    - Fever or chills
    - Cough
    - Shortness of breath or difficulty breathing
    - Fatigue
    - Muscle or body aches
    - Headache
    - New loss of taste or smell
    - Sore throat
    - Congestion or runny nose
    - Nausea or vomiting
    - Diarrhea
- Most reported SARS-CoV-2 infections in children aged under 18 years are asymptomatic or mild. Less is known about severe COVID-19 in children requiring hospitalization.
- The incubation period for COVID-19 is estimated to last up to 14 days (average is 5 days).

## Limiting Risk Exposure and Transmission of COVID-19

- All individuals should assume that they may have SARS-CoV-2 and be asymptomatic; therefore, they may be infectious to others.
- All individuals should maintain six feet (2 yds) of distance from all other people at all times with the exception of asymptomatic contacts within an individual household.
- All individuals should learn the signs and symptoms of COVID-19 and self-monitor for symptoms.
- Good hygiene should be practiced at all times.
  - Frequent hand washing for at least 20 seconds with soap and running water.
  - Frequent use of an alcohol-based hand sanitizer with at least 60% alcohol when soap and water are not available.
  - Avoid touching face, mouth, nose, and eyes.
  - Cover sneezes/coughs with an elbow.
  - Daily cleaning and disinfecting of frequently touched surfaces (at home and school).

- Avoid sharing equipment between students (e.g., phones, desks, etc.); if shared, then items should be cleaned and disinfected before and after each use.
- All individuals should adhere to stay-at-home recommendations from government leaders, health departments, and installation guidance.
- All individuals should follow CDC guidance regarding the use of facemasks and other generalized precautions to reduce the risk of community transmission.
  - Facemasks are not a substitute for social distancing.
  - Cloth facemasks are not intended to protect the wearer from acquiring SARS-CoV-2.
  - The CDC does not recommend the use of medical masks or N95 respirators in the community setting.
- Guidance is fluid as more is learned about how SARS-CoV-2 spreads and as the dynamics of community transmission change within the United States and the local area.
- All individuals should know what to do if they OR a member of their household/close contact develops symptoms suggestive of COVID-19 or tests positive for SARS-CoV-2.
  - Symptomatic or exposed individuals WILL NOT come to school.
  - Parents will contact their child's primary care physician for guidance, as necessary.
  - Symptomatic or exposed individuals will notify the school by telephone/email.
  - Symptomatic or exposed students/faculty/staff will NOT return to school until the appropriate health authority confirms that they fulfill criteria for return to school/cessation of isolation or quarantine as established by the CDC.

## Importance of Reopening Schools

- The best available evidence indicates that COVID-19 poses relatively low risks to school-aged children.
  - Children appear to be at lower risk for contracting COVID-19 compared to adults.
  - According to the CDC, as of July 17, 2020, the United States reported that children and adolescents under 18 years old account for under 7 percent of COVID-19 cases and less than 0.1 percent of COVID-19-related deaths.
- Scientific studies suggest that COVID-19 transmission among children in schools may be low.
  - International studies that have assessed how readily COVID-19 spreads in schools also reveal low rates of transmission when community transmission is low.
  - Based on current data, the rate of infection among younger school children, and from students to teachers, has been low, especially if proper precautions are followed.
  - There have also been few reports of children being the primary source of COVID-19 transmission among family members.
- Extended school closure is harmful to children.
  - Can lead to severe learning loss.
  - Schools play a critical role in supporting the whole child, not just their academic achievement.
    - In addition to a structure for learning, schools provide a stable and secure environment for developing social skills and peer relationships.
    - Extended closures can be harmful to children's mental health and can increase the likelihood that children engage in unhealthy behaviors.
    - When schools are closed, children lose access to important opportunities for physical activity.
- [CDC on the importance of reopening schools.](#)
- [American Academy of Pediatrics on the importance of reopening schools.](#)

## Environmental Controls

- Goal: Alter facility layout and the setup of the physical space to reduce risk of potential exposure of students to SARS-CoV-2 and to reduce contamination of surfaces and other inanimate objects.

## Facilities

- We have analyzed the capacity of every classroom and space on campus to determine the maximum number of people that can be allowed in that space with social distancing (minimum 6 feet apart).
- We will schedule classroom use such that maximum class size (i.e. all students enrolled in the class) for each class can fit safely into the scheduled space.
- We are altering facility layout and student schedules to reduce risk of potential exposure:
  - Expanding smaller classrooms.
  - Planning alternative use of larger spaces.
  - Altering schedule to minimize transitions.
  - One-way hallways.
  - Re-envisioning lunch delivery.
  - Increased use of outdoor learning spaces.
  - Installing plexiglass shields for administrative assistants.
- The Heath Office, located in the Commons, will take over select performing arts classrooms (these classes will be relocated to larger spaces). We have invested in additional equipment including no-touch thermometers, PPE, and other supplies to outfit the additional health spaces.
  - We will strictly limit parents' and visitors' access to buildings on campus. We welcome opportunities to meet virtually with parents.
  - In the rare occasion that a parent or visitor would need to come to campus for a meeting in person, we will require them to complete a Health Certification and to wear masks.
- For the foreseeable future, we will not have large indoor gatherings. Events like Back to School nights and other parent meetings and sessions will be held virtually.
- Class release times for Middle and Upper School students will be staggered throughout the day to minimize traffic in hallways during transition periods.
- We will institute one-way hallways with clear signage, and we are exploring use of outdoor sidewalks to make the one-way expectation practical for students in MS and US.
- Middle and Upper School locker pods will be off limits. Students will not be assigned lockers for the year and they will have to carry their belongings with them throughout the day. Lower School students will have access to lockers, but access times will be controlled.
- Lower School grades will have designated rest rooms and will each have their own "neighborhood," allowing hallways to be traversed by different grades in and out of the building. We will monitor this system and make adjustments as necessary.
- We will recommend that classroom windows remain open, and we are installing screens on any windows that do not already have them.
- We will strictly limit shared student resources.
- We will also have signage posted throughout campus reminding students to practice social distancing and proper hygiene.

## Cleaning & Sanitization

- We are enhancing our cleaning & sanitization protocols:
  - Quarterly BioProtectors electrostatic spraying of all surfaces (next cleaning week of August 24).

- Ranney owns an on-site electrostatic sprayer, which will be used to regularly clean touchpoints.
- Cleaning staff will be added during the day and will have extended evening hours.
- Touchless faucets will be installed in all restrooms that do not currently have them.
- Installing water bottle station in the Upper School.

## Ventilation Systems

- We are upgrading our ventilation and HVAC and ventilation systems:
  - Conducted extensive preventive maintenance on each building's HVAC system to ensure everything is working properly.
  - Enhancing our filters from MERV 8 to MERV 13.
  - Adding two HEPA Filters to the new Health Office isolation rooms and assessing if we need to get an additional filter for the main Health Office.
  - Maximizing air change per hour for each space by increasing outside air intake and decreasing relative humidity.
  - Recommending that faculty keep classroom windows open and installing screens on any windows that do not already have them.

## Risk Mitigation

- Goal: Implement policies and procedures (administrative controls) to reduce risk of potential exposure of students to SARS-CoV-2.

## Masks

- We will require masks for all students—Lower, Middle and Upper School—as well as administrators, faculty, and staff, where feasible.
- This policy is based on the latest recommendations by the [American Academy of Pediatrics](#), [the Center for Disease Control \(CDC\)](#), and the [New Jersey's Governor's Office](#).
- We will distribute a Ranney mask (5-layer polycloth mask with replaceable carbon filters) for each student and faculty/staff member.
- According to Johns Hopkins, both fabric and disposable surgical masks help prevent against the spread of COVID-19. Thicker, more densely woven cotton fabrics are best. Masks made with at least two layers of fabric are preferable.
- [A recent Duke Study](#) evaluated the efficacy of a range of face masks in filtering expelled droplets during speech. Neck gators and bandanas were found to be wholly ineffective. [CDC guidelines](#) stipulate that masks with exhalation valves or vents do not prevent the person wearing the mask from spreading COVID-19 to others. Therefore, students may not wear neck gators, bandanas, or masks with valves.
- Mask Guidelines:
  - Cloth and disposable surgical masks are both acceptable. The CDC recommends thicker, more densely woven cotton fabrics with at least two layers.
  - Neck gators, bandanas and masks with valves are not acceptable.
  - Masks should cover the child's nose and mouth without large gaps.
  - Masks should have ear loops or ties so your child can adjust it. For people who wear glasses, look for a mask with a bendable border at the top so you can mold the mask to fit the bridge of your nose.
  - Please wash reusable masks on a daily basis.

- Face shields can be worn in addition to masks, but not as a replacement
- We require that masks do not feature inappropriate language or images.
- Exceptions to wearing a mask include when students are eating (in small groups, sitting 6-feet part) or when physically-distanced outside. We are building in time to the schedule for students in all divisions to have time to be able to get outdoors, whether during recess for Lower School or during flex or recess time for the upper grades.
- The CDC does not recommend use of face shields as a substitute for masks. Students and faculty are welcome to wear face shields in addition to masks if they would prefer to do so. Reusable face shields should be cleaned and disinfected after each use.

## Sick Policy

- See Appendix A for the detailed [Sick Policy](#).
- In an abundance of caution, we will strictly enforce our Sick Policy.
- Students with any of the following symptoms or circumstances **may not attend school in person**. If students are found to exhibit any of these symptoms while at school, they will be sent home immediately. Parents must pick up children within an hour of notification.

Symptoms	Circumstances
<ul style="list-style-type: none"> <li>• Temperature of 100.4+</li> <li>• Cough</li> <li>• Difficulty breathing</li> <li>• Sore throat</li> <li>• Severe cold symptoms</li> <li>• Loss of smell or taste</li> <li>• Unusual body aches</li> <li>• Nausea or vomiting</li> <li>• Diarrhea</li> <li>• Undiagnosed rash</li> </ul>	<ul style="list-style-type: none"> <li>• COVID-19 Positive PCR Test</li> <li>• Recent close contact (being within 6 feet for at least 10 minutes) with a person with COVID-19 in the past 14 days</li> <li>• Traveled to an area with high levels of COVID-19 transmission in the last 14 days: <ul style="list-style-type: none"> <li>○ <a href="#">NJ Travel Advisory List</a></li> <li>○ <a href="#">International Travel Advisory</a></li> </ul> </li> <li>• Taken fever or symptom-reducing medications to alleviate symptom listed to the left within the last 24-hours</li> </ul>

- If students are found to exhibit any of these symptoms while at school, they will be sent home immediately. Parents must pick up children within an hour of notification.
- If a student exhibits any of the symptoms listed above, they must obtain clearance from a physician prior to return to campus.
- Ranney's Health Office will:
  - Follow up with families to track diagnosis and treatment.
  - Provide a form to be completed by the family's physician to obtain clearance for the student to return to school.
- Families who repeatedly violate the Sick Policy by sending their children to school when they are sick, or who fail to comply with any of the school's policies related to health and safety, will be required to keep their children home to learn virtually for the remainder of the school year.

## Daily Health Certification

- We will require parents to submit a Health Certification for each of their children on a daily basis.
- To make this process as streamlined and effective as possible, we are leveraging an application developed by [AUXS \(Auxiliary Services Organization\)](#), an organization that advises and supports independent schools, colleges and universities in the areas of campus safety and operations.

- To submit the Health Certification, parents will be able to access the COVID Safety App on their phones or through a website portal.
- In line with our [Sick Policy](#), families will be required to certify that their students do not have any of the symptoms or circumstances that would require their child to stay home from school.
- When parents submit the certification and affirm that their child(ren) do/does not have any of the specified symptoms or circumstances, the parent will receive an email with a green Safety Pass.
  - When the child gets to school, they will be required to show this green Safety Pass to enter the building.
  - Students can show this pass on their phones (parents can forward the email to their child), or they can bring a printout of the email.
  - Parents of Lower School students can show the green Safety Pass to administrators at drop off.
  - Students taking the bus should bring a print out of the Health Certification with them to give to the administrator when exiting the bus.
- If your child has any of the symptoms or circumstances listed in the [Sick Policy](#), for example a fever of 100.4 or more, a new or worsening cough, or a loss of taste or smell, you must keep your child home from school.
- Please notify your Division's assistant that your child will stay home sick. The Health Office will follow up with you regarding next steps.
- Administrators and faculty will check students' temperature during the school day to ensure compliance with our Sick Policy as well as to identify students who might begin to develop symptoms of illness while at school.

## Quarantine Policy

- Ranney has prepared a detailed [Quarantine Policy](#) in collaboration with Ranney's Medical Advisory Board and Board of Trustees. See Appendix B for the full policy.
- This Quarantine Policy was informed by administrator participation in COVID-19 Case Response and Contact Tracing training, as well as close review of [CDC](#), [NJ Department of Health](#) and [Monmouth County Department of Health](#) guidelines regarding safe school opening.
- If a student or faculty member tests positive for COVID-19, the first critical step is that the family or faculty/staff member must notify the Ranney Health Office, their Division Head, or supervisor immediately. Timely communication about this matter is imperative as the effectiveness of contact tracing is dependent on the ability to quarantine individuals who may have been exposed to the person with a confirmed case of COVID-19 before it is possible for the potentially exposed individuals to become contagious and continue the spread.
- If we learn of a COVID-positive case in our community, we will immediately call our contact at the [Monmouth County Department of Health](#) and begin contact tracing.
- In an abundance of caution, we will plan to require both close and proximate contacts of any COVID-positive case to quarantine for 14 days.
  - Individuals with the highest risk of potential exposure are those defined by the CDC as "close contacts", or those who have been within 6 feet of the COVID-19 positive case for more than 15 minutes.
  - "Proximate contacts" are those who have considerably less, but still some risk of exposure. These individuals would have been socially distanced from the COVID-19 case, but in the same room for an hour or more.
- Other considerations include the following:
  - While quarantined without symptoms, we will expect students to participate in distance learning.
  - Quarantined faculty would, of course, be able to teach from home if healthy and able to do so.

- We will strongly recommend that community members identified as "contacts" and required to quarantine get a PCR/molecular test for COVID-19 immediately, and again at day 10. While the cohort will still have to quarantine for the full 14-day period (even if the test results come back negative), testing will rule out individuals as potential asymptomatic carriers.
- We will defer to Department of Health guidance as to whether siblings or entire classes should be required to quarantine.
- The [Quarantine Policy](#) includes many more details including policies related to community members exhibiting potential symptoms of COVID-19, more details regarding return to campus for individuals who are quarantined or in isolation (due to a positive COVID-19 test result), and travel-related quarantine protocols.
- Families who repeatedly violate the [Sick Policy](#) by sending their children to school when they are sick, or who fail to comply with any of the school's policies related to health and safety, will be required to keep their children home to learn virtually for the remainder of the school year.

## Reporting Absences

- To report your child's absence, please notify the school before 8:30 a.m.
- Please copy your child's advisor or homeroom teacher as well as:
  - Upper School email Ninetta at [nvuoso@ranneyschool.org](mailto:nvuoso@ranneyschool.org).
  - Middle School email Cheryl at [cwhite@ranneyschool.org](mailto:cwhite@ranneyschool.org).
  - Lower School email [lsattendance@ranneyschool.org](mailto:lsattendance@ranneyschool.org).

## Health Office

- We are expanding Health Office staffing such that at the start of the year we will have three nurses available.
- The Health Office, located in the Commons, will take over select performing arts classrooms (these classes will be relocated to larger spaces).
- We have invested in additional equipment including no-touch thermometers, PPE, and other supplies to outfit the additional health spaces.
- When a student is sick, Ranney's Health Office will:
  - Proactively follow up with families to track diagnosis and treatment.
  - Advise families as to next steps regarding clearance to return to campus based on symptoms and diagnosis.
  - Provide a form to be completed by the family's physician to obtain clearance for the student to return to school.

## Academics and Student Life

### Simultaneous In-Person and Distance Learning

- Campus will be open for students to learn in person, 5-days per week, however students will have the option to continue learning remotely for optimal flexibility based on individual family needs.
- Goals of 2020-21 school schedule are to:
  - Provide (approximate) equivalency in time to our regular academic schedule.
  - Simplify the schedule to reduce stress on students and faculty.
  - Allow for a "seamless" transition between on-campus instruction and distance learning.

- Reduce the number of daily transitions to reduce contact points between and among people.
- Enable late arrivals and early departures, where possible.
- Offer alignment across divisions.
- We will simulcast the on-campus classroom experience to students who are distance learning so that they can participate in real-time with their teachers and peers.
  - iPads will capture faculty lectures and instruction.
  - Webcams in every classroom will capture students engaged in group discussions and activities.
  - Interactive White Boards in every classroom can be used as a whiteboard or to feature students participating through GoogleMeet. When faculty use TVs as whiteboards, this will be simulcast to the GoogleMeet for students learning remotely.
  - Classes will be recorded and posted to myRanney for student access.
- **Upper School:**
  - [Upper School Schedule \(PDF\)](#). Dr. Martin explains the US schedule in this [video](#).
  - Both Middle and Upper School have 70-minute classes (four blocks per day).
  - The schedule will operate on a two-day rotation with A, C, and E days being the same, and B, D, and F days being the same.
  - The main difference between letter days will be in 8th period activities on B, D, and F days.
  - Students will have the ability to arrive late or leave early if they have a study hall in the beginning or at the end of the day.
- **Middle School:**
  - [Middle School Schedule \(PDF\)](#). Middle School Head David Ketcham explains MS the schedule in this [video](#).
  - Both Middle and Upper School have 70-minute classes (four blocks per day).
  - The schedule will operate on a two-day rotation with A, C, and E days being the same, and B, D, and F days being the same.
  - The main difference between letter days will be in the end of day activities and athletics periods.
- **Lower School:**
  - Our Lower School will also offer a full-day of classes on a six-day cycle.
  - [Lower School Schedule \(Sample PDF\)](#).
  - Specials teachers will come to the homeroom classrooms to minimize transitions.
  - Teachers will share the detailed weekly schedule with parents so those learning from home can plan ahead.
  - Students who are distance learning will have planned breaks from the computer.
  - Students will not engage in swim for at least the first trimester.

## 2020-21 Academic Calendar

- [Revised 2020-21 Calendar](#).
- The first day of school is Tuesday, September 8.
- The first week of school we will have a shortened schedule with dismissal at noon.
- Six professional development days have been added to the [Revised 2020-21 Calendar](#) to allow faculty to plan from home and the campus to be sanitized thoroughly.
- Students will not have classes on the following days:
  - Friday 9/25
  - Friday 10/16

- Friday 12/4
- Friday 2/26
- Friday 3/12
- Friday 4/23

## Athletics

- NJSIAA is the governing body of High School sports in New Jersey and we are following their guidelines closely. They recently released the Return to Play Fall Sports Model 1, which pushed back the official practice start date for all sports to September 14th.
- We will mirror the Middle School athletic schedule to the emerging plans for High School sports. Stay tuned for more about the return to athletics in upcoming communications.

## Performing Arts

- Ranney Performing Arts are a vital part of our community and it is the department's goal to continue to nurture the full range of artistic talent in every child. Our faculty have been preparing modifications to the curriculum and its delivery to ensure the health and safety of all students.
- Band and Chorus classes, as well as woodwind and brass Orchestra instrumentalists will move to designated outdoor teaching spaces, weather permitting.
- All instruction will follow and adhere to the most current CDC guidelines of distancing, as well as NAFME, ASTA, ACDA Arts Ed NJ, and other performing arts organizations' recommendations regarding safe indoor and outdoor performance.
- We are also prepared to use various web-based technology as an aid in instruction and assessment methods.
- Although there will not be any traditional concerts in the first semester, there will be a focus on student growth in skills, musicianship, and understanding of the art of music and its interdisciplinary character.
- Extracurricular opportunities in theater will be modified to virtual distant learning and performance that will still give our students room and place to explore their talents, express themselves through performance, and work on their stagecraft.

## Dress Code

- As the realities of the new school year will be challenging, the dress code for the 2020-2021 school year will be relaxed.
- We will be keeping windows to classrooms open, so students should plan to dress accordingly.
- Students will no longer have access to locker rooms to change for PE or athletics, so students should also dress to be able to transition to these activities without changing.
- Middle and Upper School: Students will be allowed to wear casual clothes (jeans, sweatpants, t-shirts, and Ranney gear).
  - [Upper School Dress Code](#)
  - [Middle School Dress Code](#)
- Lower School: Students are encouraged to come to school dressed for PE on those days when it is scheduled. On alternating days, we encourage Lower School students to wear the uniform (we find that it is helpful to students at these ages to have consistency in these expectations). We will,

however, be flexible in enforcing the Lower School uniform policy. Polos will be acceptable without the logo.

- [Lower School Dress Code](#)
- Students should pay particular attention to washing all articles of clothing, including masks, between wearing.

## Lunch

- Our lunch partner, FLIK, is re-imagining lunch delivery so lunches are pre-ordered and individually prepared rather than served buffet-style in the dining hall.
- Parents will be able to setup an online account with FLIK to order lunches in advance. Students will be given both cold and hot lunch options.
- The typical daily menu will include eight choices (one hot entree, one vegetarian hot entree, one salad with protein, a vegetarian salad, three cold sandwiches / wraps, and a bagel option).
  - In the first two weeks of school, FLIK will only provide cold options and will add hot options thereafter.
  - Cold lunches will include a fresh fruit cup & a side salad (pasta or grain).
  - Hot lunches will include one or two sides depending on the entrée of the day.
  - Chips, dessert and bottled water will be available as well.
- Lower School lunches will be delivered to homeroom classrooms.
- Middle and Upper School students will pick up their boxed lunches at designated pick up points in waves.
- Students will be allowed to eat in small groups, ideally outdoors or in socially distanced larger spaces on campus.
- Each division will assign faculty and administrators to monitor lunchtime.

## COVID-19 Resources

### Resource Links

- **Centers for Disease Control and Prevention (CDC)**
  - [The Importance of Reopening America's Schools this Fall](#)
  - [Considerations for Schools](#)
  - [Strategies for Protecting K-12 School Staff from COVID-19](#)
  - [Cleaning, Disinfection, and Hand Hygiene in Schools](#)
  - [School Decision-Making Tool for Parents, Caregivers, and Guardians](#)
  - [Guidance for K-12 School Administrators on the Use of Cloth Face Coverings in Schools](#)
- **New Jersey State**
  - [NJ COVID-19 Information Hub](#)
  - [School reopening guidance, "The Road Back."](#)
  - [Locating a COVID-19 Test Center](#)
- **New Jersey Department of Health (NJDOH)**
  - [COVID-19](#)
  - [NJDOH Guidance on School Reopening](#)
- **Monmouth County Department of Health**
  - [Website](#)
- **American Academy of Pediatrics**

— [COVID-19 Planning Considerations: Guidance for School Re-entry](#)

## Reopening Task Force and COVID Response Team

- The Reopening Task Force, which will transition to the COVID Response Team after school starts, is comprised of leadership, Trustees, members of the Medical Advisory Board, the Health Office, the Operations Team, and faculty representatives.
- This Team will continuously monitor COVID-related metrics in New Jersey to proactively monitor considerations regarding keeping campus open, Monmouth County and surrounding counties.
- We will work closely with the Monmouth County Department of Health to ensure the health of our community.
- The Ranney COVID-19 Task Force includes members of the Board of Trustees, Medical Advisory Board and Administrative Leadership:

### ***Board of Trustees***

Bob Chandler, *Chair*

Joe Giuliano, *Vice Chair*

### ***Medical Advisory Board***

Dr. Shamina Dhillon, *Chair of Medical Advisory Board and Trustee*

Dr. Ramil Bhatnagar, *Trustee*

Dr. Seth Dinowitz

Dr. Meg Fisher

Dr. Amy Goodman

Dr. Niraj Govil '85

Dr. Sunita Mann

Dr. Janine Sanderman

Dr. Brian Torpey, *Trustee Emeritus*

### ***Administration***

Dr. John Griffith, *Head of School*

Dr. Greg Martin, *Assistant Head for Academics and Head of Upper School*

Chuck Zalewski, *Chief Financial Officer*

Jennifer Collins, *Chief Advancement Officer*

David Ketcham, *Head of Middle School*

Dr. Andrea Danial, *Head of Lower School*

Natalie Gorman, *Director of Athletics*

Chris Landosky, *Director of Operations*

Dan Moller, *Director of IT*

Tara Kardum, *Health Office*

Sara Zavorek, *Director of Marketing & Communications*

Appendix A                   Sick Policy

Appendix B                   Quarantine Policy

Appendix C                   Panther Pledge—Lower School, Middle School, Upper School





## 2020-2021 Sick Policy

August 14, 2020

**In an abundance of caution, we will strictly enforce this Sick Policy. Students with any of the following symptoms or circumstances may not attend school in person. If students are found to exhibit any of these symptoms while at school, they will be sent home immediately. Parents must pick up children within an hour of notification.**

Symptoms	Circumstances
<ul style="list-style-type: none"><li>• Temperature of 100.4+</li><li>• Cough</li><li>• Difficulty breathing</li><li>• Sore throat</li><li>• Severe cold symptoms</li><li>• Loss of smell or taste</li><li>• Unusual body aches</li><li>• Nausea or vomiting</li><li>• Diarrhea</li><li>• Undiagnosed rash</li></ul>	<ul style="list-style-type: none"><li>• COVID-19 Positive PCR Test</li><li>• Recent close contact (being within 6 feet for at least 10 minutes) with a person with COVID-19 in the past 14 days</li><li>• Traveled to an area with high levels of COVID-19 transmission in the last 14 days:<ul style="list-style-type: none"><li>○ <a href="#">NJ Travel Advisory List</a></li><li>○ <a href="#">International Travel Advisory</a></li></ul></li><li>• Taken fever or symptom-reducing medications to alleviate symptom listed to the left within the last 24-hours</li></ul>

### Health Certification

- Parents will be required to certify every morning via the [AUXS](#) app that their child(ren) do not have any of the above symptoms, conditions, or circumstances.
- Administrators and faculty will check students' temperature during the school day to ensure compliance with our Sick Policy and to identify students who might begin to develop symptoms of illness while at school.
- If a family repeatedly violates the Sick Policy by sending their child(ren) to school when they are sick, or if a student refuses to comply with any of the school's policies related to health and safety, the student(s) will be required to learn virtually for the remainder of the school year.

### Return to Campus Policy for Non-COVID Illness

- If a student exhibits any of the symptoms listed above, they must obtain clearance from a physician prior to return to campus.
- If a student is prescribed antibiotics for an illness, they will require a doctor's note with the diagnosis and may return to campus 24 hours after the first dose of antibiotics.
- In the case of vomiting or diarrhea, assuming the student does not exhibit any other additional symptoms, the student may return to campus 24 hours after symptoms resolve and a normal diet can be resumed.

### Return to Campus Policy for COVID-19 Related Symptoms, Illness or Circumstances

- Please see our Quarantine Policy for specific protocols regarding quarantine and return to campus clearance requirements specifically related to COVID-19 symptoms and circumstances. Please visit [www.ranneyschool.org/covid-19](http://www.ranneyschool.org/covid-19) for the most up to date version of this policy.

### **Notifying the School of a Child's Illness**

- If your child is sick with any illness and is unable to attend class (whether in person or virtually), you must notify your respective division's assistant:
  - ✓ Upper School email Ninetta Vuoso at [nvuoso@ranneyschool.org](mailto:nvuoso@ranneyschool.org)
  - ✓ Middle School email Cheryl White at [cwhite@ranneyschool.org](mailto:cwhite@ranneyschool.org).
  - ✓ Lower School email [lsattendance@ranneyschool.org](mailto:lsattendance@ranneyschool.org).
- A nurse from the Health Office will follow up with you to assess symptoms and discuss the need for medical evaluation before the student may be cleared to return to campus.

Effective communication between the Health Office and home is extremely important to help your child in the event of an illness or injury. Our Health Office will be proactive in reaching out to you in the event your child becomes ill so that we support your child and assess potential risk of COVID-19. Please return calls from the Health Office promptly and feel free to contact the Health Office directly with details about the Sick Policy or questions regarding your child.

**Also, please keep your contact information up to date in myRanney.**

***Health Office***

732-542-4777 Ext 1132

Tara Kardum

[tkardum@ranneyschool.org](mailto:tkardum@ranneyschool.org)

Kimberly Rusoff

[krusoff@ranneyschool.org](mailto:krusoff@ranneyschool.org)



## 2020-2021 COVID-19 Quarantine Policy

August 20, 2020

**In an abundance of caution, we will strictly enforce this COVID-19 Quarantine policy as well as our updated Sick Policy.** This policy has been developed in partnership with Ranney's Medical Advisory Board and has been informed through Administrator and Health Office staff training related to COVID-19 Case Response and Contact Tracing, as well as the latest guidelines from the New Jersey Department of Health and the Center for Disease Control (CDC). We will continue to follow updated CDC, state, and local guidelines regarding safe school opening. This policy is subject to revision. Please visit [www.ranneyschool.org/covid-19](http://www.ranneyschool.org/covid-19) for the most up to date version of this policy.

**Community Members with any of the following symptoms or circumstances may not attend school in person.** If Community Members are found to exhibit any of these symptoms while at school, they will be sent home immediately. (Community Members include students, parents, faculty, staff and administrators).

Symptoms	Circumstances
<ul style="list-style-type: none"><li>• Temperature of 100.4+*</li><li>• Cough*</li><li>• Difficulty breathing*</li><li>• Sore throat*</li><li>• Severe cold symptoms*</li><li>• Loss of smell or taste*</li><li>• Unusual body aches*</li><li>• Nausea or vomiting*</li><li>• Diarrhea*</li><li>• Undiagnosed rash</li></ul> <p>* Denotes potential <a href="#">symptom of COVID-19</a>.</p>	<ul style="list-style-type: none"><li>• COVID-19 Positive PCR Test</li><li>• Recent close contact (being within 6 feet for at least 10 minutes) with a person with COVID-19 in the past 14 days</li><li>• Traveled to an area with high levels of COVID-19 transmission in the last 14 days:<ul style="list-style-type: none"><li>○ <a href="#">NJ Travel Advisory List</a></li><li>○ <a href="#">International Travel Advisory</a></li></ul></li><li>• Taken fever or symptom-reducing medications to alleviate symptom listed to the left within the last 24-hours</li></ul>

### I. If a Community Member Exhibits Potential Symptoms of COVID-19

- **Community Members exhibiting potential [symptoms of COVID-19](#) may not come to campus.**
- If Community Members are found to have these symptoms while at school, they will be sent home immediately.
- If a Community Member exhibits potential symptoms of COVID-19:
  - They must obtain a medical evaluation and diagnosis before they are cleared to return to campus. A medical professional can assess other potential causes of symptoms or advise the individual to get tested for COVID-19 (PCR/molecular tests only).
  - Ranney's Health Office will:
    - ✓ Proactively reach out to parents/faculty/staff to review symptoms and discuss risk prevalence (e.g. friends or family members who may have similar symptoms).
    - ✓ Continue to reach out to the family/individual to obtain updated information regarding the outcome of the medical evaluation and recommendations regarding COVID-19 testing.
    - ✓ Provide the family/individual with a form to be completed by the family's physician to obtain clearance for the student to return to school.
    - ✓ Contact tracing will not commence until a Community Member is confirmed or presumed a COVID-19 positive case.

## II. If a Community Member Tests Positive for COVID-19

- If a Community Member tests positive for COVID-19, it is critical that the parent of the student, the parent(s) themselves, or the faculty/staff member notify the Health Office, a Division Head, or supervisor immediately.
- As soon as the school learns of a positive COVID-19 case in our community, we will:
  - Contact the Monmouth County Department of Health
  - Collaborate with the Department of Health to trace contacts and notify parents of students, faculty and staff members who may have been exposed due to close or proximate contact\*
  - Require that close and proximate contacts\* quarantine for 14-days
  - Send a school-wide communication regarding the COVID-19 positive case while maintaining confidentiality of the positive individual

*\* Close contacts are defined as having been within 6 feet of the COVID-19 positive case for more than 15 minutes. Proximate contacts are defined as having been more than 6 feet apart but in the same room for an extended period.*

## III. Return to Campus Protocol for a Community Member Who Tests Positive for COVID-19

- **If a Community Member tests positive for COVID-19, they may not return to campus until they are cleared by a medical professional.**
- [CDC Guidelines for individuals who have tested positive for COVID-19](#) (subject to change) indicate that an individual may be cleared if the individual:
  - Has had no temperature for 24 hours; and
  - Symptoms have been improving for 24 hours; and
  - It has been 10 days or more days since symptoms began (longer in cases of high risk or severe illness)
  - An individual may also be cleared if they have received two negative PCR COVID-19 tests 24 hours apart.
- The Health Office will provide a form to be completed by the attending physician to obtain clearance for the Community Member to return to campus.

## IV. If a Community Member Has Been Identified as a Contact with Exposure to COVID-19

- CDC definitions:
  - A “close contact” is someone who was within 6 feet of a COVID-19 case for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection) until the time the patient is isolated.
  - A “proximate contact” is someone who was socially distanced (more than 6 feet) of a COVID-19 case for an extended period of time (one hour or more).
  - [CDC Guidelines on when to Quarantine](#)
- Contact examples at Ranney:
  - “Close contact” includes family members; friends who have not been social distancing.
  - “Proximate contact” includes individuals with whom the COVID-19 case has had class or activities; friend cohorts.
- If a Community Member is identified as a close or proximate contact and they have no symptoms, they will be required to:
  - Quarantine for 14 days.
  - Take a PCR/molecular test immediately.
  - Repeat the PCR/molecular test at day 10.
  - *While the individual will still have to quarantine for the full 14-day period, testing will rule out the individual as a potential asymptomatic carrier.*

**IV. If a Community Member Has Been Identified as a Contact with Exposure to COVID-19 (continued)**

- Other information:
  - Quarantined individuals who do not have symptoms of illness will be expected to participate in distance learning.
  - We will defer to Department of Health guidance regarding whether household members of quarantined individuals or entire grades should also quarantine.
  - The Health Office will follow up with quarantined contacts and their families to obtain updated information regarding the outcome COVID-19 testing.

**V. Considerations Related to Closing Campus and Return to Distance Learning**

- If executive order mandates, we will, of course, need to close campus again.
- The New Jersey Department of Health has released [detailed guidance regarding when the school would be required to close](#). These decisions will be made in close collaboration between Ranney's COVID Response Team and the Department of Health. Three instances in particular could cause us to make a decision to close:
  - A significant community outbreak is occurring or has recently occurred (e.g., large event or large local employer) and is impacting multiple staff, students, and families served by the school community.
  - 2 or more cases are identified within 14 days that occur across multiple classrooms and a clear connection between cases or to a suspected or confirmed case of COVID-19 cannot be easily identified (outbreak involving multiple cohorts).
  - Very high risk of community transmission as measured by county and state-wide metrics including COVID-19 Test Positivity and trends in population-adjusted case rates (new daily cases per 100K population).
- Families and students should be prepared to return to distance learning at any time. We must all continue to be flexible and anticipate that plans will have to be amended for the safety of our students and faculty.

**VI. If a Faculty Member is Identified as a Contact and Required to Quarantine**

- If a faculty member must quarantine and they are asymptomatic, they will be able to teach from home. If students are still on campus (assuming they are not required to quarantine as well), another faculty member or administrator will oversee the classroom while the faculty member teaches remotely.

**VII. Travel-Related Quarantine Protocols**

- If a Community Member returns from travel to a state or country on New Jersey's mandatory self-quarantine list, we will require the Community Member to self-quarantine for 14-days before they are able to return to campus.
  - [NJ Travel Advisory List](#)
  - [International Travel Advisory](#)
- Students will be expected to participate in distance learning during the quarantine period if healthy.

Effective communication between the Health Office and home is extremely important to help your child in the event of an illness or injury. Our Health Office will be proactive in reaching out to you in the event your child becomes ill so that we support your child and assess potential risk of COVID-19. Please return calls from the Health Office and the Monmouth County Department of Health and feel free to contact the Health Office directly with details about the Quarantine Policy or questions regarding your child.

***Health Office***

732-542-4777 Ext 1132

Tara Kardum

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Kimberly Rusoff

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# LOWER SCHOOL PLEDGE

**I can help keep everyone in my Ranney family healthy and safe by following these 10 rules...**

1. I will let a parent or guardian know how I am feeling (healthy or sick) when I wake up each morning.
2. I will stay home for the whole day when I am feeling sick, even if I don't want to miss school that day.
3. I will let my teacher know if I begin to feel sick during the school day.
4. I will stay home if I was exposed to someone who has tested positive for COVID-19.
5. I will wash my hands often. I will wash with soap and water for at least 20 seconds. I will use hand sanitizer only if a hand-washing station is not available.
6. I will make sure my clothes and body are clean for school each day.
7. I will follow my teacher's guidelines about physical distancing.
8. I will wear my mask at all times unless my teacher allows me to remove it.
9. I will help clean my spaces and supplies when my teacher asks.
10. I will keep my belongings and supplies to myself to stop the spread of germs.

*This certifies that*

*pledged to follow the Ranney School COVID-19  
Community Guidelines.*



# Middle School Panther Pledge

## Together More Than Ever

Keeping all members of our community healthy and safe is a shared responsibility that requires honesty and accountability. Because our actions and decisions impact all members of the community during this unique time, this Panther Pledge will guide our efforts to help prevent the spread of COVID-19. As a member of the Middle School community, I will:

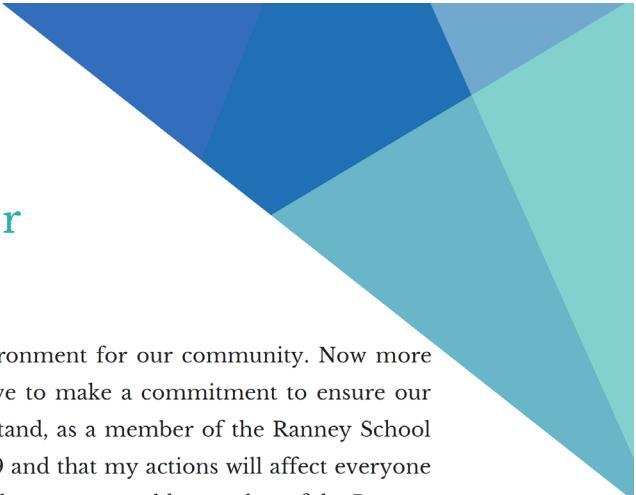
- Accurately complete the Ranney School health certification process using the Safety App with my family each morning. This process includes taking my temperature, screening for COVID-19 symptoms, and ensuring that I have not been in close contact with anyone confirmed to have COVID-19 in the past 14 days.
- Stay home for the day if the Safety App determines I should or if the 2020-21 Ranney School Sick Policy determines I should.
- Inform a teacher, advisor, or administrator if I do not feel well during the school day.
- Practice clean personal hygiene and wear clean clothes daily.
- Wear my mask properly so it covers my nose, mouth, and chin, unless a teacher, advisor, or administrator allows me to remove it.
- Follow school guidelines for social distancing.
- Wash my hands with soap and water for at least 20 seconds or use hand sanitizer if a hand washing station is not available. I will do this as frequently as possible and when instructed to.
- Agree not to share my belongings or supplies with others in order to avoid the spread of germs.
- Help clean my spaces as frequently as possible and when instructed to.
- Follow any other school policies that are implemented to keep our community safe, including but not limited to quarantining and contact tracing policies.
- Remember that my actions and decisions outside of school impact the entire community, which includes students, faculty, staff, administrators, and all of their families. Because of this, I will follow all guidelines for safe behavior that the school asks families to follow.

By signing my name below, I commit to this pledge:

Student \_\_\_\_\_ Date \_\_\_\_\_

# UPPER SCHOOL PANTHER PLEDGE

## Working together to keep our community safe.



At Ranney School, it is our priority to provide a safe environment for our community. Now more than ever, each student, faculty, and staff member will have to make a commitment to ensure our community's well being, both on and off campus. I understand, as a member of the Ranney School community, that I have a role in the fight against COVID-19 and that my actions will affect everyone at Ranney. I hereby commit to responsible actions and I will be an accountable member of the Ranney family. I pledge to support my school, and this community, by demonstrating personal integrity and doing my part to protect those around me.

- Outside of school, I will remember that all of my actions affect the rest of the Ranney community. Knowing that, I will engage in safe behavior and do my part to protect all of the Ranney School students, faculty, staff, and administrators (and their families).
- I will conduct a self-assessment of my health every morning to watch for COVID-19 symptoms as outlined by the Center for Disease Control and Prevention.
- I will stay home if I am feeling sick and monitor for any symptoms in the Updated Sick Policy. I will stay home for the day regardless of how symptoms progress throughout the day and regardless of what is scheduled for that day.
- I will stay home if I was exposed to someone who has tested positive for COVID-19.
- I will frequently wash my hands with soap and water for at least 20 seconds. I will use hand sanitizer only if a hand washing station is not available.
- I will practice clean personal hygiene.
- I will maintain physical distancing as recommended by the Center for Disease Control and Prevention.
- I will wear a mask unless I am physically isolated in a private space, eating, or outside doing physical activity. Face coverings should completely cover a person's nose, mouth, and chin with no gaps that would admit air to be effective.
- I will be conscious of my spaces and wipe off surfaces and equipment when possible.
- I will not share any personal supplies with other students to limit contact and exposure.
- I will be responsive if notified by a contact tracer regarding potential exposure.
- I will follow other school rules or protocols that the school implements to keep our community safe.



In this unprecedented time, Ranney School is striving to provide the exemplary experience we have come to know on Hope Road, while keeping everyone safe. By following these principles, you will help ensure the safety of our community and show your Panther Pride.

By taking the Panther Pledge, I accept responsibility for myself and my actions and will do my best to help prevent the spread of COVID-19.

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Name, Date