



Community Handbook - COVID-19 Addendum

Effective August 2020

In light of the COVID-19 pandemic and Concord Academy's (the "school") commitment to the safety and well-being of its students, faculty, staff, and other members of the community, the school has created this COVID-19 Addendum to the Community Handbook.

This Addendum includes policies that are intended to be temporary, because we are hopeful that once the pandemic runs its course, we will be able to return to a campus environment that will not necessitate these policies. That said, we are unable to predict how long these policies will be in effect. As with other policies in the Handbook, the school reserves the right to amend or remove these policies as circumstances warrant.

As a reminder, even in a remote learning environment, our Handbook policies that cover how students behave toward each other, faculty, and staff are still in effect. Bullying, hazing, harassment, sexual harassment and misconduct and other behaviors prohibited by the school are still against the rules, even in a cyber environment. In particular, adhering to the school's responsible use of technology policy is as important as ever. While it is not the school's intention to monitor students in all of their off-campus activities, the school may take disciplinary action, including suspension or expulsion, in response to inappropriate conduct occurring outside of campus as long as the student is enrolled in the school.

Above all else, the school is grateful for the cooperation and collaboration of all of our families during these unprecedented times. Together, we will do our best to maintain our strong sense of community, whether we are working on or off campus to educate our students.

Please visit [Healthy Concord](#) on our website for easy access to any required COVID-19 training, links, videos and any updates to this information as new guidance is released.

Concord Academy Safety Protocols:

"Help others, help yourself." We each have a responsibility to follow, and help others adhere to, these guidelines.

- **Concord Pact:** We expect all members of our community who wish to be on campus to read, uphold and sign the Concord Pact.
- **Face Masks:** All community members are required to wear face masks adequately covering their nose, mouth, and chin within all campus buildings. The most effective face masks are ones that have a metal piece along the bridge of the nose to ensure proper fit. Coverings may be taken off if outdoors and 6 feet distancing is possible. Everyone should provide their own face masks. The school will have a small supply on hand in emergency situations, but will rely on each person to supply their own. Please note: bandanas and gaiter masks are not effective forms of face masks.
 - **Mask Breaks:** Students have the ability to take a mask break whenever they feel they need it. There are some built-in times in the schedule when students can do this: during their free blocks, in between classes, during break, and/or during lunch time. Any mask break must be taken outside and when six feet apart from all others. When taking a mask break, please follow guidelines on how to properly remove and store your mask to ensure your mask does not contaminate surfaces and stays clean.
- **Hygiene:** All community members are required to exercise hand hygiene (hand washing and/or sanitizing) upon arrival to school, before and after each class, before eating, before putting on and taking off masks, and before leaving school. CA will have sanitizer placed at several entrance/exit points and high-traffic areas. We recommend that each CA community member come to campus with sanitizer for their own personal use as well. Washing hands should be done with soap and water for at least 20 seconds.
- **Social Distancing:** All community members are required to follow 6 feet of social distancing from others while on campus, both indoors and outdoors. Hallways will also be clearly marked to guide traffic patterns and limit density in the hallways.
 - **Shared Spaces (bathrooms, faculty-staff room, and conference rooms):** Shared spaces will have limited capacity to account for 6 feet of social distancing. Capacity limits will be clearly stated for each space and all community members are expected to abide by these limits. At this point, conference rooms are not open for shared use.
- **Reducing Exposure - Living “Quiet Lives”:** In addition to social distancing while on campus, we expect all community members to follow similar guidelines when not on campus. We also expect that all community members will limit the number of people they interact with outside of their immediate household in an effort to reduce exposure.
- **Symptom Monitoring and Awareness:** Every community member must complete the Boardingware symptom checking app daily by 11:00 a.m. prior to arriving at school.
 - Each individual will receive a daily email from Boardingware with the subject: Concord Academy has invited you to submit a Daily Symptom Self Check. The message should arrive daily at 5:30 AM. The Boardingware app is not necessary for this step.
 - If you are planning to come to campus, please fill out the Self-Symptom Check at least two hours prior to your arrival.
 - Please note that this capability is brand new for Boardingware so we do not have the capability to change some things - for example, the form will say student name even though we are using it for students and adults.
 - Please visit [Healthy Concord](#) on our website for easy access to any required COVID-19 training and helpful instructions.

- Instructions to use Boardingware are being developed and will be available shortly.
- If anyone experiences any COVID-19 symptoms, they should isolate at home (or go to the COVID center in the Health Center if they are on campus) and call the nurse at 978-402-2390
- People must stay at home if they exhibit any symptoms. Please adhere to this [decision tree for CA adults and students](#).
- **Contact Tracing:** All community members are asked to “chip in” to their location through the Boardingware Application or website when on campus, whether they are entering a classroom, an office grouping, the Stu-Fac, a conference room or an outdoor location (sports field). In the event we have a COVID-19 positive case, this tracking will enable us to inform those who were in direct contact with this person.
 - Please look for the chips around campus which look like this:



- **Cleaning:** Our cleaning employees are trained to follow CDC and OSHA cleaning guidelines. If there are any positive cases of COVID-19 on campus, the spaces that the individual inhabited while on campus will be deep cleaned prior to use by the remainder of the school community.
- **Changes to Campus:** We have adjusted our campus in the following ways to accommodate the safety and security of our community members.
 - Creating of second health center to aid our health center in caring for individuals with COVID-19 symptoms to be cared for until they can be picked up
 - Installation of automatic door openers to main school buildings
 - Installation of automatic sensors to all bathroom fixtures in main school buildings and student houses
 - Installation of toilet seat covers in main school buildings and student houses
 - Installation of touchless water bottle fillers
 - Installation of dividers in the sink area of bathrooms
 - Installation of hand sanitizer dispensers by entryways, in every classroom, in key outdoor areas used for student activities and in conference rooms
 - Purchased fogging equipment to aid our cleaning staff in disinfection of spaces and equipment
 - Installation of dividers in specific shared offices
 - Installation of barriers for individuals whose location necessitates such protective equipment
 - Installation of HEPA filters in classrooms and offices
 - Installation of fans to aid in air flow in rooms with windows
 - Installation of mask dispensers by key doors to main school buildings

Quarantining:

It is imperative that community members follow state guidelines around self-quarantine after travel. Everyone must adhere to the [COVID-19 Travel Order](#) and follow [Massachusetts State guidelines](#). If a Concord Academy community member travels outside of the approved areas outlined by the state, they must self-quarantine and refrain from coming to campus until the quarantine is complete.

Should a member of our community come in close contact* with someone with COVID-19 or should a member of our community test positive for COVID-19, they will be required to follow CDC, state, and [school guidelines](#) around self-quarantine. During self-quarantine, that member will not be permitted on campus for in-person events and/or learning, until they have completed their quarantine or have been otherwise cleared by the Health Center and their physician.

To ensure we all understand the safety protocols enacted by the school, every community member is required to adhere to the Concord Compact, and watch COVID training videos. Please visit [Healthy Concord](#) on our website for easy access to any required COVID-19 training.

***Definition of close contact:** You must have been within 6 feet of a positive COVID case for 15 minutes with or without a mask on and regardless of whether you were indoors or outside.

On Campus Hours: At this time the campus is open for limited on campus activities.

- **For Students:** The academic schedule is posted [here](#). At this time, campus is open for limited on-campus activities which are supervised by an adult, such as after school activities, advising, performing arts, and athletics, during the specific times listed below. **Outside of these scheduled times, campus is closed.**
 - **Monday, Tuesday, Thursday and Friday**
 - 2:30 - 6:30 pm: Moriarity Campus, Main School Athletic Fields
 - **Wednesday**
 - 3:15 - 6:30 pm: Moriarity Campus, Main School Athletic Fields
 - **Saturday**
 - **Student Life Activities - pre-registration required**
 - **Sunday**
 - **Closed**
- **For Adults:** Office buildings are open during the following times when on-campus classes are in session:
 - **Monday - Friday: All campus buildings are open, except the fitness room. At this time, the fitness room is closed.**
 - 6:45 am - 5:30 pm
 - **Weekend (Saturday, Sunday, and Monday of long weekends)**
 - All campus buildings are closed, including the fitness center.

Attendance

Students are expected to attend classes, chapels, community meetings, announcements, weekly advisory meetings, PE/athletics, class meetings, and X block events that are required by a course in a timely manner each day. Absences created by the application of self-quarantining policies or other excused absences, however, will not result in any disciplinary action by the school, provided that the individual is complying in good faith with these policies. A student who accrues too many unexcused absences in an academic class or in PE/athletics, will be at risk of not receiving credit for that particular course. A student who accrues too many unexcused absences for mandatory community events may receive a dean's warning for failing to meet community expectations.

Visitor Policy

In the spirit of ensuring the safety and security of the community at large, Concord Academy is a “restricted campus” until the COVID-19 threat has abated. Only core Concord Academy community members may visit the campus at this time. The core community consists of all students currently attending CA, and the adults that support the daily operation of the school, including the family members that reside on campus. For the foreseeable future, and with an abundance of caution, we are restricting visitors and shifting to virtual visits, meetings, and gatherings.

On Campus Expectations: Behavioral protocols for all community members.

Outdoor Spaces: The quad, patios, fields, walkways, etc.

Required outdoors at all times: Social distancing (masks are not required outdoors if people are more than 6 feet apart)

- **When entering a shared outdoor space:**
 - **Chip in to your new location:** Boardingware chips will be located on the quad, playground, fields, and the Moriarty Athletic Campus so everyone may chip in if they will be spending time in these areas. Chipping in is not required if passing through an area.

Indoor Spaces: Masks and social distancing are required indoors at all times.

- **Contact Tracing and Cleaning: “The two C’s” when entering a shared space:**
 - **Chip in to your new location:** Each community member must use the Boardingware app to “chip in” when they enter a new location. **People do not need to chip into hallways or bathrooms.**
 - **When exiting a shared space:**
 - **Chip out to “in transit”:** Each community member should use Boardingware to “chip out” and change their location to “in transit.”
 - **Clean:**

- Sanitize your space FIRST: Each community member should use a wipe to sanitize the space they will be occupying. Wipes are available within each classroom, conference room, shared space and office.
- Sanitize hands: Each student and teacher needs to sanitize their hands before and after each class.

How to arrive and leave campus:

- By **11:00 am M-F** and by **10:00 am for Saturday events**, all individuals planning to come to campus must complete the Boardingware self- symptom check. Only those who have completed the form and are symptom-free may be on campus.
- Students driving themselves to campus should park in the West Gate parking lot for any sports/activities on the Main Campus, or in a designated parking spot at the Moriarty Athletic Campus lot for those assigned sports/activities.
- Please drive carefully and remember other students, faculty and staff, as well as campus families are present.
- Only park in designated parking spots. Do not park in a fire lane or in a “Resident Only” spot - this is someone’s driveway!
- Masks should be put on before exiting your vehicle and worn anytime you are on-campus.
- Please go directly to the field or meeting area for your sport/activity, Chip-in (Boardingware), Clean (use hand sanitizer), and Check-in with your coach/instructor.
- At the conclusion of your class/practice, please head directly to your vehicle or your pre-arranged pick-up location.

Parent/Guardian Drop-off and Pick-up Protocols

- Please adhere to the Drop-off/Pick-up times and locations below as well as all posted signage and/or any staff directing traffic.
- The Drop-off/Pick-up loops detailed below are meant to be “active loading zones” and not parking spots. If you need to park, please do so on Main Street, in the West Gate parking lot, or at the Moriarty Athletic Campus parking lot.
- Do not park in a fire lane or in a “Resident Only” spot - this is someone’s driveway!
- Please drive carefully and remember other students, faculty and staff, as well as campus families are present.
- We ask that all parents/guardians remain in their vehicle at all times. Concord Academy remains closed to all visitors.
- Please wait until your student’s indicated Pick-up time, or upon hearing from them, to pull onto campus.

Additional Tips:

Cell service can be spotty at times in Concord. It is better to discuss and pre-arrange a pick-up plan rather than relying on a strong signal!

If you are dropping-off/picking-up more than one student from different sports/activities on the Main Campus, you may want to park on Main Street and arrange to meet the students there.

Academic COVID-19 Related Policies

I. Immunizations and Communicable Illness

Immunizations

In accordance with MA state law, the school requires all students to provide proof of up-to-date immunizations or a certificate of exemption before attending on campus activities of any kind. Proof of immunization should be provided on a form signed by a licensed health care provider. A student with a qualified religious, personal, or medical exemption must provide the school with an exemption form, pursuant to state law. A medical exemption must be signed by a licensed health care provider, attesting that the student is exempt from a specific vaccine(s) because of medical reasons. A religious or personal exemption must be signed by the student's parent or guardian (and by students age 18 and older), attesting that immunization conflicts with the tenets of their religious beliefs. Students who do not provide proof of up-to-date immunizations or qualify for an exemption will not be permitted to attend the school or participate in any on campus activities.

Students who are exempt from the state's immunization requirements may be prohibited from attending school and participating in school activities in the event of an outbreak of a vaccine-preventable disease. Students excluded from the school for this reason will not be permitted to return until (1) the danger of the outbreak has passed; (2) the student becomes ill with the disease and completely recovers; or (3) the student is immunized.

In determining whether there is an outbreak of a vaccine-preventable disease, the school may consult with appropriate medical professionals and/or the Massachusetts Department of Health. The school may exclude from school any student who has a communicable illness or has been exposed to an infected person if the school determines, in its sole discretion, that such exclusion is appropriate for the welfare of the student who is excluded from school and/or the welfare of other students or employees at the school. In reaching the decision to exclude a student from the school, the school may consult with appropriate medical professionals, including the Centers for Disease Control (CDC), and the state's Department of Public Health. Please note that guidelines are changing frequently at this time.

Health And Safety Communications Regarding Communicable Illnesses

If and when appropriate, the school will disseminate information to students and families regarding campus health and safety issues through regular internal communication channels. For example, the school may provide families with information about the nature and spread of communicable illnesses, including COVID-19, including symptoms and signs to watch for, as well as required steps to be taken in the event of an epidemic or outbreak. The school will also comply with any reporting directives issued by our state's Department of Public Health. Of course, we encourage all parents and guardians to contact medical professionals with any questions or concerns about communicable illnesses or immunization issues.

Our protocols will be updated from time to time based on evolving guidance and directives from our state's public health department and the CDC. We will notify you of these updates and will post them on our [Healthy Concord](#) website. Failure to adhere to these protocols will be considered a violation of the school's rules and may result in discipline, including removal from campus until compliance is achieved.

It is important that families understand that even with all of these precautions in place, as a result of being on campus, your child may be exposed to COVID-19 and contract the disease; that your child may transmit the disease to others, including members of your household; and that as a result, your child and household members may experience COVID-19 symptoms, and may require isolation, quarantine and hospitalization.

Accountability

We each have a responsibility to follow, and help others adhere to, these guidelines. In order for school to run smoothly and safely for everyone on campus, it is essential that health and safety measures are respected and consistently followed by everyone. While all disciplinary policies listed in the Community Handbook and Employee Handbook remain in effect, rule violations pertaining to the COVID-19 protocol may lead to the following process:

Habitual or repeated offenses will lead to a conversation with an adult, which could lead to a conversation with the dean of students, parents/guardians, and a formal warning. Any additional violation of the COVID-19 protocol may result in the student being prohibited from campus indefinitely.

II. Remote Learning

Under extraordinary circumstances, such as an epidemic, pandemic, governmental action or other reason, the school may be required to, or determine that for the health and safety of the school community, close campus and initiate a hybrid or fully remote student program.

Our faculty and staff have taken great care in designing a curriculum and activities that can be followed and engaged in safely at home. Nonetheless our teachers, coaches, and advisors are unable to supervise all activities associated with the curriculum and cannot assume risks involved in students engaging in this work. Please note that course material and activities are designed for a particular grade and level of experience and thus may not be appropriate for younger siblings who are also at home.

In order to facilitate remote learning, the school will record audio and video of classes, meetings, and other school related events ("Recordings"). Students and other individuals will participate in recorded class in real-time, as well as view Recordings at later times. The school does not intend to edit the Recordings. Thus, in addition to educational content, the Recordings will likely capture the students' and other participants' names, appearances, voices, personal information and characteristics, activities, and any other information that occurs or is provided during the Recordings. Recordings will be made available only to the class or event participants and facilitators. Community-wide events will aim to only record active speakers.

Families are reminded that the school's responsible use of technology policy is in effect during any period of digital learning. Students are expected to treat each other, faculty, and staff with respect and to refrain from any inappropriate conduct. If a student feels uncomfortable as a result of an interaction with another student or a school employee, the student and/or parents should report the concern immediately to the dean of students. The school's policies for addressing reports of misconduct contained elsewhere in the Community Handbook will be followed to address the situation.

Regardless of the learning environment for the school year, families are asked to understand that the tuition and fees families provide are in exchange for learning, academic credit, and certain non-academic services that will be provided whether remotely, or in a hybrid environment. The school, in its sole discretion, will calculate the actual reduction in the costs of operations (if any) as a result of a transition to remote learning and may refund that amount in proportion to the actual tuition, and fees paid by the parents.