Baldwin School of Puerto Rico
Campus Health and Safety Reopening Protocols
(rev. 6-5-2020; subject to change as warranted)

The emergence and spread of COVID-19 resulted in a worldwide pandemic. Governments instituted highly restrictive and comprehensive quarantines in Spring 2020, including school closures at national levels. UNESCO estimates that 1.5 billion children were affected by these closures. Governments are now beginning to relax restrictions and move towards “reopening” their respective economies and public and private sectors. These decisions are not without risk. Treatment protocols, antivirals, and vaccines are all in different stages of development, and their timelines are hopeful but uncertain.

The Baldwin School of Puerto Rico is committed to providing a safe learning and working environment for students and employees. To this end, considerable thought was given to the development of health and safety protocols in advance of the resumption of campus services and activities. The protocols herein are informed by recommendations from the Centers for Disease Control (CDC) and the National Association of Independent Schools (NAIS), among others, and by ongoing conversations with heads of schools from the Caribbean Association of Independent Schools (CAIS), the Klingenstein Fellows program at the Columbia University’s Teachers College, Johns Hopkins University School of Education (SOE), and the Academy for International School Heads (AISH). Numerous national and international models, including the Maryland State Department of Education’s plan for reopening schools, and Dutch and German socially-distanced learning programs, were reviewed during the preparation of this document.

It is the aim of Baldwin School to provide a complete experience for its students, with an understanding that certain aspects of campus life may be different for some period of time. The school’s response will be scalable and proportional to conditions as they change.

This document, while not exhaustive, is intended to be thorough and flexible in its scope and consideration, and provide contingencies for a fluid and evolving environment. It is a master plan for reopening the campus in August. Other protocols may be developed as necessary to address particular programmatic and operational requirements and concerns.

This document was reviewed by infectious disease, public health, legal, and educational professionals. Any of the protocols described herein may be deployed in whole or in part as conditions warrant. These protocols are subject to change as advanced planning and real time conditions warrant.

All persons—students, parents, Baldwin School employees, visitors and third parties—are subject to these protocols while on campus. It is the ongoing obligation of all parents, employees, visitors and third parties to review and comply with any updated and revised protocol, as well as those that may be added as circumstances warrant.

James Nelligan
Headmaster
**Key Mitigation Strategies**

In reopening the campus, Baldwin School may employ a number of CDC/UNESCO/WHO recommended strategies throughout the school day to mitigate the spread of COVID-19. These include:

- Physical distancing—in classroom design, ingress and egress, scheduling, etc., as described herein.
- Systemic Screening—temperature checks at arrival and during the day.
- Monitoring—continuous monitoring throughout school day for COVID-19 symptoms.
- Modifications in school-based programming—options that support social distancing as described herein.
- Issuance of Personal Protective Equipment (PPE)—providing medical-grade equipment for all health professionals (school nurses), and non-medical grade equipment for all others.
- Enhanced sanitization—sanitization before, during, and after each school day.
- Isolation, Testing, and Contact Tracing—in the event of a suspected case of COVID-19, employees and students will be isolated until they leave campus. Testing will be required of all employees or students displaying COVID-19 symptoms. Contact tracing will be conducted to determine risks of exposure, and relevant parties will be notified.
- Communications—in the event of a suspected or confirmed case of COVID-19, staff and families will be informed, and appropriate mitigation actions will be taken.

**Before the Return to Campus**

A return to campus is planned for Fall 2020. The decision to resume campus services is subject to rapidly evolving governmental mandates and timelines, as well as circumstances specific to the Baldwin Community. Despite uncertainties, proactive steps are being taken to prepare the campus for a range of eventualities. These may include, but are not limited to:

- Campus-wide deep-cleaning and sanitization of all spaces.
- Installation of additional physically-distanced sinks for hand washing.
- Ingress/egress barriers located so as to manage drop-off and pick up.
- Issuance of protective gear (PPE) for all staff.
- Acquisition of digital thermometers.
-Social-distancing markers to separate students:
  a. Sidewalk markings outside of classrooms, bathrooms, ingress/egress points.
  b. Floor tape delineating student work space at desks or tables.
  c. Directional arrows for hallways and pathways.

-A clear plexiglass shield system mounted atop desks, tables and work spaces
-Air filtration devices with HEPA micron filters for each classroom and work space.
-UV sterilizers in all AC units.
-Handheld industrial UV sterilization equipment.

**Employee Training**

All Baldwin employees will be briefed on COVID-19: pathogenesis and associated symptoms (as understood at the time of re-opening); effective personal and group mitigation strategies. Briefings will be conducted by a licensed health professional(s). All faculty and staff will be trained in how to properly use PPE, sanitize work surfaces, and support physical-distancing and hygiene in a classroom/work setting.

**Health Inventory**

We will ask each family to take a personal inventory of their family's health and exposure prior to returning to school. We ask families to self-report concerns to HEALTHYBALDWIN@baldwin-school.org, a confidential link:

-Are you and your children in good health?
-Have you and your family been exposed to COVID-19, or to individuals displaying symptoms associated with COVID-19?
-Have you traveled for work or pleasure outside of Puerto Rico in the last 14 days?
-If there has been a risk of exposure to the family, has a minimum of 14 days passed without the onset of illness or related symptoms?
-If anyone in the family has been diagnosed with COVID-19, has the person fully recovered, and been cleared by a physician for return to school or work? Has the immediate family been tested for COVID-19?

Families and staff should continually refer to this inventory, and update the school as necessary to support mitigation efforts. The health inventory will be distributed periodically throughout the year, as necessary.
**Return to Campus**

As circumstances warrant, a series of protective protocols and practices will be enacted so as to mitigate the spread of COVID-19 among students and staff. These may include:

- Home-based prescreening before the start of each school or work day.
- Faculty/staff daily temperature check at ingress/arrival.
- Student daily temperature check at ingress/arrival.
- Active case monitoring throughout the day.
- Improved isolation area in nurse's station.
- Schedule of regular hand-washing throughout the day (all grades).
- Physical-distancing protocols for students and faculty.
- Modifications to daily activities as necessary.
- Masks required for all students and staff (as warranted).
- Continuous sanitization throughout the school day.
- Staggered break, play, and lunch times.

Additional possible measures by division—OECC and Elementary:

- Staggered start times.
- Assigned seating.
- No general usage of classroom materials, e.g. crayons, pencils, glue, scissors. Individual kits will be used.
- Backpack prohibitions and exterior storage.
- Limitations on access to non-classroom spaces and shared materials and equipment, e.g. library books, etc.

Additional possible measures by division—Middle and Upper School:

- Staggered start times.
- Assigned seating.
- Locker usage discontinued during the period of concern.
- No general usage of classroom materials.
-Limitations on access to non-classroom spaces and shared materials and equipment, e.g. library books, etc.

**Before the Start of Each School Day—Faculty and Staff**

On regular school days, all faculty and staff must:

- Take body temperature before leaving home. Stay home if a fever is detected.

- Arrive at school by no later than **7:50am**.

- If required, wear protective masks throughout the day while on campus or engaged in school activities, apart from lunch and/or periods of physical exertion. Retrieve new PPE as needed.

- Upon arrival at school, check in at the faculty/staff designated temperature station.

- Use hand sanitizer at the temperature station and, preferably, wash hands with soap and water prior to the start of the work day.

- Open a door or window within classroom/work spaces, those located farthest from the AC unit, so as to improve airflow.

- Ensure air purifiers are operational.

- Wipe down all contact surfaces with supplied cleaning materials.

- Staff members will monitor students once on campus to ensure proper hygiene and/or physical distancing throughout the period of concern.

**Before the Start and During the School Day—Students**

On regular school days, students must:

- Have temperature taken at home prior to departure for school.

- Stay home if a fever is detected, or if other known symptoms emerge. Parents should notify the school immediately if COVID-19 is suspected, or symptoms emerge.

- Upon arrival at school, have temperature checked prior to exiting the family vehicle.

- Use provided hand sanitizer and proceed to socially-distanced queues for hand washing.

- Avoid sitting or gathering in common areas.
-If required, wear masks at all times, apart from lunch and/or periods of physical exertion.

**Pick-Up and Drop Off**

Drop-off and Pick-up times may be adjusted and staggered to support morning screening and physical distancing:

- Staggered by grade/division.

- A Drop-off/Pick-up schedule and protocol will be communicated to parents in August if a staggered system is adopted.

**Temperature Screening Protocol**

One way to mitigate against the spread of COVID-19 is to screen employees and students as they enter campus:

- Anybody entering the campus will have their temperature taken before being allowed to enter campus.

- Faculty and staff—the guard will take the temperature of all faculty and staff members as they enter the gate.

- Students—students will remain with their parents/guardians inside the vehicle. A staff member will approach the car and take the temperature of the student(s) prior to their exiting of the vehicle. Only after confirming their temperatures are below the defined threshold (100.4 F/38 C) will the student(s) be allowed to exit the vehicle to enter campus.

- Faculty, Staff, and Families, if denied entry due to a temperature(s) exceeding the stated threshold, may elect to exit the queue and campus for a period of ten minutes, and then be re-screened. If a second temperature screening results in a temperature exceeding the stated threshold, access to campus will be denied, pending certification of good health from a physician.

- Guards and/or staff members will use an IR thermometer to check temperatures, and take care to prevent exposure of eyes to IR beams.

- If the temperature exceeds the stated threshold (100.4 F/38 C), a second thermometer will be used to confirm temperature.

- To mitigate the risk of a false positive, three total tests will be conducted to confirm a fever using two different IR thermometers.

- Any employee or child whose temperature exceeds the acceptable range for at least two of the three temperature checks will be turned away from campus.
Employees and children should have their temperatures taken before leaving home to reduce any inconvenience.

**Continuity of Learning—Program Level Pandemic Response Options**

Continuity of learning is of critical importance for our students. The research record firmly establishes both priority and preference for school-based learning opportunities for children. However, circumstances may dictate a need for a blending of program options while COVID-19 remains a significant public health threat. “Blending” refers to implementing strategies and elements drawn from multiple program options described below. A complicating factor for families is that certain options described herein may conflict with their work schedules.

The following options are designed as discrete solutions that may also be used in concert depending on current conditions and requirements. Baldwin School shall have sole discretion as to which program(s) it implements during the period of concern, with the exception of a government-mandated quarantine order or similar prohibitions:

**Full Year Program, August Start and May Finish**

- Enhanced hygiene and sanitization.
- All students report.
- Regular school day.

**Full Year Program, September Start and June Finish**

- Enhanced hygiene and sanitization.
- All students report.
- Regular school day.

**Hybrid Program, Physically-Distanced**

A hybrid program draws on strategies derived from numerous program contingencies, including in-person, synchronous and asynchronous instruction. See Appendix B for definitions of educational terms.

- All sections divided into cohorts of no more than (12) students.
- Cohorts designated A and B.
- Cohorts will follow a modified schedule that fulfills the requirements of the PYP, MYP, and DP, 1st respectively.
- Cohorts A and B meet an equal number of times per semester.

- School day may be extended.

- Arrival/dismissal times may be staggered.

- In PYP, classroom time will emphasize mathematics, reading, and language instruction on most on-campus days.

- In MYP and DP, the school may stipulate that all campus meeting days are “A” days relative to the normal schedule.

- On non-campus days, groups are provided asynchronous virtual supports, homework, and all classroom/project materials.

- Asynchronous work will be used to reinforce live instruction; in general, new concepts will be introduced in class.

- Most PYP at home work will be either self-directed (e.g. reading, math problems, etc.) or focus on speciality and/or extension activities. These activities may require parental assistance.

- MYP/DP at home work will focus on skills and concepts practice, essential readings, explorations of prior knowledge, and project completion.

**Virtual Programming Only, Government Mandated Campus Closure**

- Government-mandated closure or administrative closure due to active COVID-19 cases; indefinite period.

- Synchronous and asynchronous coursework; modified/enhanced from Spring 2020 iteration.

**PPK through Grade 2**

- Students will meet daily with their homeroom teacher, with a focus on language arts and mathematics.

- Meetings will be conducted in whole or small group format as necessary.

- The duration and focus of virtual meetings will be determined by teachers and be consistent with developmentally appropriate best practices for early learners.

- Specialists will meet weekly with students and be available for additional student support upon request.

- Spanish teachers will meet 2x per week with students.
- Asynchronous activities will be carefully selected to enrich and reinforce core material as taught in synchronous sessions.

**Elementary Grades 3 through 5**
- Students will meet daily with their homeroom teacher, with a focus on language arts and mathematics. These times may be spaced so as to provide breaks for children.
- Meetings will be conducted in whole or small group format as necessary.
- The duration and focus of virtual meetings will be determined by teachers and be consistent with developmentally appropriate best practices for upper elementary learners.
- Specialists will meet weekly with students.
- Spanish teachers will meet 2x per week with students.
- Asynchronous activities will be carefully selected to enrich and reinforce core material as taught in synchronous sessions.

**MUS grades 6 through 10**
- Students will participate in virtual coursework on a modified schedule that meets required hours for each subject in the Middle Years Program (MYP).
- Meeting times by subject and day will be scheduled in advance, and will include a break period.
- Meetings may be conducted in whole or small group format as necessary.
- The focus of virtual meetings will be determined by teachers and be consistent with curricular priorities and best practices.
- Asynchronous activities will be carefully selected to enrich and reinforce core material as taught in synchronous sessions.
- Advisory will meet weekly.

**DP Students Grades 11 and 12**
- Students will participate in virtual coursework on a modified schedule that meets required hours for each subject and core component within the Diploma Program (DP).
- Meeting times by subject and day will be scheduled in advance, and will include a break period.
The focus of virtual meetings will be determined by teachers and be consistent with curricular priorities and IBDP objectives and requirements.

Asynchronous activities will be linked to curricular priorities and IBDP objectives and requirements.

Advisory will meet weekly.

Baldwin School reserves the right to develop or apply program options not described herein, provided they better serve our students and mission.

All program options are developed in consultation with the International Baccalaureate Organization (IBO) to ensure their compliance with PYP, MYP, and DP requirements.

Counselors and support specialists will be available either virtually or in-person, depending on prevailing public health concerns and governmental mandates.

School-based standardized testing may be amended, rescheduled, or eliminated based on prevailing public health priorities and governmental mandates.

Field trips may be modified or suspended during the period of concern. School trips outside of Puerto Rico, e.g. NAIMUN, Washington D.C., Spain, France, etc., may be modified, rescheduled, or eliminated based on public health priorities and governmental mandates.

Any of the aforementioned program options as outlined may be revised as conditions warrant. Changes may include modifications to curriculum, scheduling, modes of program delivery, access to services, instructional practices, and/or co-curricular programs.

**Beginning of the Year Activities**

- Pre-year activities may be modified to reflect public health priorities.
- Individual student supply drop-off may be structured and by appointment.
- Locker individualization may be suspended.
- Student and Parent orientations may be modified and emphasize social distancing behaviors.
- Community welcome events may be postponed, eliminated, or modified depending on current conditions.
Co-curricular Activities

- Co-curricular activities, including athletics, performance, and all large school gatherings, may be modified, rescheduled, or eliminated as public health priorities or governmental mandates dictate.

- Every effort will be made to facilitate opportunities for social interaction, experience, and wellness within a framework of positive public health. In MUS, student leaders will work with faculty to create a positive school culture and climate.

Non-academic Activities

- Birthdays and similar celebrations involving close interaction and the distribution of food, drink, gift bags, or similar, will not be allowed on campus during the period of concern.

- On-campus student fundraising, including those involving the distribution of food and beverages, will be suspended during the period of concern.

- It is recommended that families refrain from off-campus class gatherings, e.g. birthday parties, pool parties, BBQs, etc. where children may congregate in a manner inconsistent with physical distancing recommendations during the period of concern.

- Access to snacks will be organized relative to public health priorities.

Protocols for Non-classroom Spaces

Play Areas

Play areas include OECC interior play spaces, OECC exterior play spaces, Elementary playground, soccer field, fieldhouse, exterior courts, and tennis courts.

- Access to play spaces will be subject to staggered scheduling so as to ensure reduced group-size by period and/or support cohort monitoring.

- Discrete play areas will be designated. Access to these areas will rotate throughout the week by cohort according to a schedule.

- Students will interact only with their classroom cohorts to mitigate the spread of COVID-19.

- All standing play surfaces will be sanitized throughout the day.
Cafeteria/OECC Multipurpose Space

- Lunch service may be modified, e.g. box lunch take out service or additional socially-distanced lunch periods. This will likely affect menu options.

- If the take-out option is exercised, children will eat outside (weather permitting) or in classrooms.

- Cafeteria personnel will be required to wear protective gear at all times, and adhere to strict hygiene and sanitation protocols.

- During the period of concern, microwave usage will be discontinued. Food items must be sent in thermoses or similar insulated containers, pre-warmed.

Communal Bathrooms

- Additional hand-washing stations will be set up around campus.

- Students will only be allowed to enter the bathroom two at a time, and socially-distanced queues will be established outside all bathroom spaces.

- Bathroom usage will be monitored by a staff member stationed outside.

- No-touch wastebaskets will be installed in all bathrooms.

Fieldhouse and VPAC

- Large gatherings will be mitigated through social-distancing protocols or suspended for the duration of the public health crisis depending on conditions and/or government mandates.

- Co-curricular activities will adhere to the aforementioned protocols.

- The school will work with PRHSAA and LAMPEI to align practices to protocols and governmental mandates.

- Campus access by other schools will be suspended and or limited depending on conditions, including but not limited to delay of seasons, and/or prohibition of visitors during games/matches.

Physical Education, Music, Art, Performance

- Curriculum and instruction will be amended in all spaces so as to ensure hygiene and physical-distancing, in excess of 6 feet where possible.

- Pool access may be limited or eliminated throughout the period of concern.

- Hygiene and respiratory etiquette will be strictly enforced in all PE/Pool spaces.

- Access to locker rooms/changing rooms will be staggered and carefully monitored.
Queues with social-distanced physical indicators will be established to mitigate against the spread of disease as necessary.

**After School Programs and Tutoring**

- During the period of concern for public health, After Care, after school programming, and/or tutoring may be modified, limited, or eliminated depending on prevailing public health conditions and concerns.

- If programs are allowed to proceed, they may be subject to physical-distancing and hygiene protocols as herein stipulated.

**Transportation**

- During the period of concern for public health, transportation services will be curtailed wherever possible.

- If transportation services are required, special attention will be given to the cleaning and sanitization of vehicles before and after usage by students and personnel.

- Students and staff will follow strict hygiene and, as possible, social distancing protocols while in vehicles, e.g. eliminating the use of middle bench seating.

Third-party providers will be required to provide evidence of their own COVID-19 protocols before the resumption of services to and from campus.

**Common Use Specialty Equipment**

- All athletic equipment will be sanitized throughout the day following strict guidelines.

- All music equipment will be sanitized before and after each use. Curriculum and instruction will be amended to ensure hygiene and social distancing, e.g. discontinuance of the use of brass or woodwind instruments during the period of concern, etc.

- Library computers and classroom IPads will be sanitized after each use.

- All play equipment, e.g. balls, tricycles, etc., will be sanitized before and after use. Access to play equipment will be strictly limited to cohort usage during the period of concern.

- Art curriculum and instruction will be amended to ensure hygiene and social distancing during the period of concern, etc.

- Students will be required to wash hands before and after the use of shared equipment.
Access to Campus During School Day

To mitigate against the spread of infection, only students and personnel will be allowed on campus:

- Pick-up and drop-off will be curbside only for parents in all three divisions.

- Parent conferences will be conducted remotely via Zoom or similar.

- Other parent activities, e.g. those of classroom parents and PTO, may be modified, limited or suspended throughout the period of concern to mitigate against the spread of disease.

- Non-Baldwin families will have limited or no access to the campus during the period of concern as conditions warrant.

- Vendors and third-party services will be strictly limited to essential activity and allowed on campus by appointment only. Vendors and third parties are subject to temperature checks and social-distancing protocols throughout the period of concern.

- Contacted third party personnel, e.g. security, cleaning crews, etc., are subject to hygiene and social-distancing protocols, temperature checks, prescreening, and monitoring as outlined herein.

Amended Faculty/Staff Practice and Movement Around Campus

To mitigate against the spread of disease, normal campus work activity with regards to daily procedures, movement, and interaction amongst faculty and staff may be modified. Faculty and staff refers to all Baldwin School employees.

- Sign-in/sign-out procedures will be email/call-in rather than manual log-in/electronic thumbprint to control traffic volume in offices.

- Faculty and staff meetings may be conducted electronically.

- All faculty and staff will be required to use Personal Protective Equipment (PPE) throughout the work day during the period of concern. Equipment will be available upon request in each divisional office and in the administration office.

- Communal gathering, e.g. lunch in faculty workrooms, will be indefinitely suspended while public health concerns persist.

- All faculty and staff will be required to stay in their assigned workspace throughout the work day.

- Lunch, court and other supervisory duties will be modified as appropriate to support hygiene and social distancing protocols.

- Faculty and staff will be required to disinfect work surfaces at the start and end of school day, and as needed throughout the day.
-Windows and/or doors will remain open through the school day to improve air circulation.

-Faculty and staff will help to ensure that social-distancing and hygiene protocols are followed by students throughout the school day.

-Homework will be returned digitally, e.g. SeeSaw, Google Docs, Managebac, or similar so as to mitigate against disease transmission.

**Absenteeism**

Students are expected to attend to their studies (both on and off campus as circumstances dictate) and complete assigned work in a timely fashion. Exceptions to these expectations include:

- 14 day quarantine period for students who are known to have been exposed to COVID-19 or other high risk communicable diseases.

- Absence due to illness arising from COVID-19 or Influenza/Pneumonia during the period of the public health emergency.

- Immunocompromised students.

- The emergence of known COVID-19 symptoms.

- Refer to the Student Handbook for general policies regarding illness.

Faculty/staff are expected to be on time and in attendance during the work week and complete their assigned duties as scheduled. Exceptions to these expectations include:

- 14 day quarantine period for Faculty/Staff who are known to have been exposed to COVID-19 or other high risk communicable diseases.

- Absence due to illness arising from COVID-19 or Influenza/Pneumonia during the period of the public health emergency.

- Immunocompromised adults.

- The emergence of known COVID-19 symptoms.

- Refer to the Employee Handbook for general policies regarding illness.
**Immune Compromised Students**

Reasonable accommodations will be made for high-risk students, e.g. synchronous and asynchronous supports.

**Immune Compromised Faculty and Staff**

Immune-compromised faculty and staff may work from home during the period of concern if possible and within reason, provided their job can be done virtually. Faculty and staff must present an official physician’s assessment of compromised immunity.

**Other Areas and Core School Functions**

**Nurse’s Station**

- The nurses station will be configured with hospital-grade isolation curtains.
- The nurse(s) will affect strict isolation and social-distancing protocols as recommended by the CDC for schools.
- The nurse(s) will be required to be in additional protective equipment at all times.
- Secondary isolation spaces will be identified around campus.
- All known or suspected cases of COVID-19 arising in children, staff or in the extended community, will be monitored and, where possible, traced so as to mitigate the spread of disease.
- Public health officials and parents will be notified as warranted.

**Admissions**

- Most admissions activities will be electronic.
- A virtual tour will be available to prospective families.
- Depending on prevailing conditions, interviews and testing may be conducted virtually.
- Visiting families will be required to follow strict hygiene and social-distancing protocols. They will be notified of these requirements in advance of their visit.

**Administrative Offices**

- Depending on current conditions, administrative activities may be conducted virtually.
Wherever possible, meetings will be virtual during the period of concern.

**Tracking and Monitoring**

The school will employ CDC recommendations for Tracking and Monitoring the spread of COVID-19. The school will employ the CDC-recommended “School Decision Tree” in the event of a known case in the school:

- Coordinate with local health officials.
- Dismiss staff and students for 2-5 days.
- Communicate with all stakeholders.
- Clean and disinfect thoroughly.
- Determine whether dismissal should be extended based on emergent cases.
- Implement strategies to continue education (see above).

**Amendments to Weekly Schedules and the School Calendar**

An updated calendar will be sent to families in August. Every effort will be made to preserve schedules as published.

Should conditions warrant, e.g. the emergence of COVID-19 on campus, governmental quarantine orders, etc., the school reserves the right to amend daily and weekly schedules, and the school year calendar.

**Events**

The school reserves the right to reschedule, modify, or cancel events as necessary due to governmental mandates and/or concerns related to public health.

**Notification**

A separate school email address, HEALTHYSCHOOL@baldwin-school.org, will be established for the reporting of confirmed or suspected COVID-19 cases.
**Confirmed or Suspected Cases**

Should students or staff be sent home due to concerns that they:

1. may be infected with COVID-19 based on a screening protocol conducted by a school nurse;

2. were exposed on or off campus to someone known to be infected with the virus,

They will be expected to remain away from campus for the minimum 14 day quarantine period and be tested for COVID-19 by a qualified physician or public health agent. The school reserves the right to restrict access to the campus where illness is suspected and medical documentation of good health is lacking.

**Leadership**

Baldwin School is overseen by a self-perpetuating fiduciary body. The Board will ensure continuity of leadership throughout the period of concern. Baldwin School also has a “chain of command” and established protocol in the event assigned leadership is absent due to personal, health, or professional reasons.
## Appendix A: CDC Recommendations for School Closure Decisions

<table>
<thead>
<tr>
<th>All Schools Regardless of Community Spread</th>
<th>Confirmed person with COVID-19 in Building</th>
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<tbody>
<tr>
<td>Assess risk</td>
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<tr>
<td>Short (potentially two to five days) building dismissal to clean, disinfect, and contact trace in consultation with local health officials</td>
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<tr>
<th>No Community Spread</th>
<th>Prepare</th>
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<tr>
<td>Teach and reinforce healthy hygiene</td>
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<tr>
<td>Develop information sharing systems</td>
<td>Develop information sharing systems</td>
</tr>
<tr>
<td>Intensify cleaning and disinfection</td>
<td>Intensify cleaning and disinfection</td>
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<tr>
<td>Monitor for absenteeism</td>
<td>Monitor for absenteeism</td>
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<tr>
<td>Assess group gatherings and events</td>
<td>Assess group gatherings and events</td>
</tr>
<tr>
<td>Consider postponing noncritical gatherings and events</td>
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</tr>
<tr>
<td>Require sick students and staff to stay at home</td>
<td>Require sick students and staff to stay at home</td>
</tr>
<tr>
<td>Establish procedures for someone becoming sick at school</td>
<td>Establish procedures for someone becoming sick at school</td>
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<tr>
<td>Coordinate with local health officials</td>
<td>Coordinate with local health officials</td>
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<table>
<thead>
<tr>
<th>Minimal to Moderate Community Spread</th>
<th>Implement multiple social distancing strategies for gatherings, classrooms, and movement through building(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consider ways to accommodate needs of children and families at high risk</td>
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<thead>
<tr>
<th>Substantial Community Spread</th>
<th>Coordinate with local health officials</th>
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<tbody>
<tr>
<td>Implement multiple social distancing strategies for gatherings, classrooms, and movement through the building with extended school dismissals</td>
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### Appendix B: Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Blended Programming</td>
<td>Blending refers to the implementation of strategies and elements drawn from multiple program options as outlined in this document.</td>
</tr>
<tr>
<td>Hybrid Program</td>
<td>A hybrid program draws on strategies derived from numerous program contingencies, including in-person, synchronous and asynchronous instructional techniques.</td>
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<tr>
<td>Synchronous Learning</td>
<td>Synchronous learning refers to virtual instruction in real time through video conferencing and “live” chats. This type of instruction is supported by web-based platforms like Zoom and Goggle Hangouts.</td>
</tr>
<tr>
<td>Asynchronous Learning</td>
<td>Asynchronous learning refers to learning engagements, e.g. completing assignments, watching instructional videos, on-line journaling, etc., done within a preset timeframe but at a learner's individual pace. This type of learning is supported by web-based platforms like Managebac, SeeSaw and Google Docs.</td>
</tr>
<tr>
<td>Developmentally Appropriate</td>
<td>Developmentally appropriate practice refers to the choices teachers make with regards to instructional design, teaching, content selection, and assessment, that take into account the cognitive, emotional, and social developmental levels of learners.</td>
</tr>
</tbody>
</table>
References:


