Healthy 
HAWKEN 
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HEALTH AND SAFETY PROTOCOLS
This document represents our best thinking, as well as that of experts at some of the top medical and educational institutions in the nation. Thank you to all of our medical advisors and peer schools for your guidance in helping to identify the specific protocols and resources referenced in this comprehensive plan.
Dear Hawken Community,

The COVID-19 pandemic creates an unprecedented challenge for all schools and colleges – and the risks that are present in these types of communities are as varied as the students they serve. Attempts to completely eliminate any health risk would inevitably lead to a greater risk of psychological, developmental, and economic damage; conversely, attempts to minimize such collateral damage would elevate the health risk. The sad reality is that no matter what next steps educational institutions determine, risk simply cannot be eliminated.

In addition to learning to live with at least some level of risk, however small, we must acknowledge the uncomfortable truth in the inherent unfairness that some schools are well-positioned and well-resourced enough to adopt all of the risk-mitigation recommendations, while many other schools lack the resources and space necessary to do so. Hawken is fortunate, due to its resources and its leadership at the Board of Trustees level, to be positioned better than most when it comes to mitigating the vast majority of the risk.

All schools, including Hawken, will be requiring masks, distancing classrooms to a degree, enhancing cleaning procedures, and instituting protocols for safe behavior. In addition to instituting these standard measures, Hawken’s Board has authorized over $2 million of investments to supplement the pre-existing structural advantages of our large buildings, spacious campuses, and already small class sizes. We can mitigate risks better than most schools because we are:

• Increasing the housekeeping/cleaning staff to allow for more frequent and deeper cleaning and sterilization
• Upgrading air sterilization and filtration to all of our campuses beyond the MERV-13 recommendation to keep our indoor air as safe as possible, a $750K investment

• Creating class sizes that have, on average, half the number of students (6 to 14 students)
• Adding various tents on our campuses to enable more outdoor teaching and common spaces
• Adding more hands-free bathroom fixtures, as well as added handwashing stations all around the campuses
• Dramatically redesigning lunch delivery
• Installing plexiglass dividers wherever additional barriers are needed

Also significant with regard to our risk mitigation efforts is our ability as a private school to require adherence to our safety protocols on the part of our employees, students, and parents – even outside of the school day. We will not only hope for a collective spirit of responsibility and good citizenship to guide all of our constituents to do their very best to follow the safety protocols articulated in this guide, but we will insist upon it.

Please know that our efforts as outlined in this guide are organized around the ideals of Fair Play, guided by the best thinking of public health officials, and driven to success by the clear expectation that we will invest whatever is necessary to be as safe as possible.

D. Scott Looney
Head of School
Core Considerations

Hawken School has established the following core considerations to help us in our decision-making during the 2020-21 school year.

These considerations align with the input we have received from medical experts, public health officials, and Hawken’s Purpose, Promise and Principles.
Core Considerations

Health & Safety:
Hawken has been working and continues to work with some of the best public health experts in the world to mitigate the risks posed by the COVID-19 pandemic to our students, their families, our employees, and their families. This crisis requires us to adjust job descriptions, schedules, calendars, space usage, and the allocation of human and material resources. Our administration and faculty have been working tirelessly, and the Board of Trustees has authorized several million dollars of safety investments to make all this happen. We continue to seek guidance from our partners at University Hospitals, The Cleveland Clinic, and Senders Pediatrics, while following the recommendations of the Center for Disease Control and Prevention, Ohio Department of Health, Ohio Department of Education, The American Academy of Pediatrics, The Harvard T.H. Chan School of Public Health, and the Cuyahoga County Board of Health.

Community & Culture Grounded in Fair Play:
Hawken’s commitment to the whole child is central to everything we do and build, and our methods to ensure children develop a strong sense of identity, confidence, empathy, and Fair Play are research-based and time-tested. As such, our commitment to providing a healthy community, climate, and culture dedicated to equity and fairness will guide our planning as much as the need to protect physical health.

Meaningful Learning & Exceptional Academics:
While we are changing a lot at Hawken to mitigate risk, we remain dedicated to maintaining that which is essentially Hawken. Students will still experience inquiry and problem-based learning, challenging academics that promote curiosity and intellectual growth, social-emotional learning curriculum, programming focused on the developmental and psychological needs of children and adolescents, and community engagement.

Flexibility & Change:
We recognize that the COVID-19 outbreak is ongoing and unpredictable. We aim to provide continuous learning for students and to develop programming that enables us to adapt to potential virus surges while continuing to be in-person, as long as it is safe to do so. COVID-19 understandably creates anxiety, and concern about returning to campus is natural. The need for us to thoughtfully mitigate risk will be ever-present until a vaccine is widely available. The leadership at Hawken is committed to instilling a sense of hope, demonstrating a commitment to integrity, and creating space for all community members to feel valued, even in the midst of extraordinary ambiguity and challenge.
Understanding COVID-19

What is COVID-19?
COVID-19 is the disease caused by the SARS-CoV-2 coronavirus. As we start to share our specific reopening plans, it is useful to remember how the COVID-19 virus is spread, so we can better understand when and how specific protocols and interventions might be effective.

Currently, there is no vaccine to prevent the COVID-19 virus, and so the best way to prevent illness is to avoid exposure. The virus is thought to spread mainly from person to person through close contact with one another and through respiratory droplets when an infected person sneezes, coughs, or talks.

Symptoms:
The COVID-19 virus may cause mild to severe illness. Research suggests that some people will not experience any symptoms and may still spread the virus. While there are a range of symptoms, those that our medical advisors focus on are:

1. New onset cough or shortness of breath alone
2. Otherwise unexplained loss of smell or taste alone
3. Or, 2 of the following:
   - fever (temperature 100.0 F or higher)
   - chills/repeated shaking with chills
   - muscle pain/joint pain
   - sore throat
   - GI symptoms: nausea, vomiting, diarrhea

Symptoms may also include headache, fatigue, or a runny nose. Runny nose alone is not currently considered a concern.

We ask that families contact the school nurse in their division if the student shows any of these symptoms.
Layered Approach to Health and Safety

The COVID-19 pandemic requires multiple layers of protection to keep the environment safe. As such, Hawken is approaching our reopening with a layered strategy, where many small interventions are combined, simultaneously. These layers serve as safeguards for the community. When used together consistently, the weakness in any single layer of protection should be offset by the strengths of another layer of intervention. The layers are:

1. masks and face coverings
2. physical distancing
3. screening and symptom monitoring
4. hygiene protocols
   for handwashing, cleaning, and disinfecting our facilities
Masks and Face Covering Policy

All students in kindergarten to grade 12, as well as faculty and staff, are required to wear a cloth face mask or mask with a clear insert while on campus. Those students younger than kindergarten may wear face coverings, and the teachers will do their best to help them wear and care for it effectively.

The only exceptions are:
- When eating lunch in a safe, distanced area while following rules around eating
- When changing masks
- If a faculty or staff member is alone in an enclosed room (office) and no one else will be using that space after them for 30 minutes or more. If the space is not being used by a single person, faculty and staff must sanitize all the proximate surfaces near the work area.
- When outdoors, as long as the 6-foot distance can be consistently maintained and the person is not standing near an entrance or a pathway where others might be walking by

The following are NOT masks and will not be allowed at Hawken:
- Face shields (can be added in addition to a mask, however)
- Gaiters
- Bandanas
- Masks with little plastic valves on them
- Any single layer fabric mask, as masks should be 2-3 layers thick and preferably made of tightly woven fabric like cotton as opposed to elasticized material

Wearing a mask: Users should wash their hands prior to putting the mask on or taking it off, touch the mask only by the straps, and avoid touching the mask while it is being worn. If the mask gets wet, it should be changed. Hawken will have extra masks for those that need a replacement during the school day. The mask should fit snugly over the nose bridge, chin, and mouth. Masks should be washed daily. We recommend following the CDC guidelines at https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html.

Caring for and storing a mask: During a mask break, the wearer should be careful to touch only the straps. Recommendations for taking mask breaks while maintaining a clean mask include:
- Preferably storing the mask in a paper bag instead of a plastic bag
- Bringing multiple masks to school, so that each break results in putting on a clean mask
- Using masks with straps that tie around the neck so that the mask can simply hang from your neck during a mask break
HOW TO PUT ON A MASK

1. PLACE INSIDE OF MASK OVER MOUTH
2. PUT EAR LOOPS OVER EARS
3. MAKE SURE NOSE AND CHIN ARE COVERED

WASH OR SANITIZE HANDS
Physical Distancing
In order to maintain physical distancing in all spaces, some areas will have strict capacity limits that will be posted. Students and faculty will have practice/training in maintaining these protocols.

Classrooms
In classrooms, we will have students masked and separated by 6 feet when possible. In many countries, the recommended physical separation with masks is 3 feet in all directions, but we will be using a more generous spacing model. Additionally, plexiglass dividers will be used in select areas to enhance distancing protocols or to allow for some collaborative work such as in a science lab. By setting up classrooms with students spread out like this, we will have to use alternative methods for in-class group work, which has required us to change out a good deal of the furniture. Some classrooms will look much different, in some cases a bit sparse, and the locations of the students will be much more fixed, with less getting up and moving around. We recognize this is less than ideal for Hawken’s collaborative instructional model. However, our experience with remote learning last year and enhanced technology this year will support our efforts to all students to work together.

Hallways/Transition
In addition to the creative repurposing of common spaces, we will have strict protocols as to how and when people move from one space to another. This is necessary to avoid large group congregation and to ensure distancing. The use of learning cohort groups in the Middle School, as well as smaller, contained cohorts in the Lower School, is another way that we are able to decrease transitions and create less density during transitions. The Upper School and Mastery School have also modified their class sectioning and schedule to allow for less density between and within classes.

Lines
With limits on movement in the buildings, the occurrence of students waiting in lines will be minimized. In our Lower School, students will likely wait in physically-distanced lines as they enter the building. Multiple entrances with consideration of classroom locations will be used to further decrease lines. Students will be dismissed using the PikMyKid app, which allows for the parent/guardian to notify the school upon arrival, so students can remain in classrooms until their rides have arrived.

In the Middle, Upper, and Mastery Schools, guidance will be given by teachers when students enter and exit classrooms to provide the necessary space and time to sanitize properly. Similarly, students will stagger their lunch times and return to assigned classrooms, seating, or outdoor spaces to eat, so lines will be both limited and physically-distanced.
**Physical Distancing**

**Recess and Free Times**
In the Lower School, students will sanitize or wash hands prior to heading to recess and will sanitize or wash hands after recess before resuming classroom activities. Additionally, recess spaces will be sectioned off and assigned to different classrooms for designated days in order to limit the mixing of classroom groups. Recess behavior will be structured by the teacher so that games and activities are lower risk; mask breaks may be permitted in supervised ways for students at this time. Lastly, our outdoor spaces and woods will be designated as play space and shared in a coordinated way.

In the Middle School, students will sanitize or wash hands prior to heading to recess and will sanitize or wash hands after recess before resuming classroom activities. Outdoor spaces will be designated for each grade level. Teachers will determine whether masks may be removed based on whether students are engaging in activities that are lower risk.

In the Upper and Mastery Schools, to create more sections and to take advantage of the safety benefits of large-scale spaces, most of the common spaces in our buildings will be used for instruction. This will limit students’ ability to use common spaces for gatherings, and guidelines suggest that we eliminate such gatherings. That means that when students have “free” time, they will either be in an assigned classroom with a small cohort or outside in areas that are designed for maintaining physical distancing requirements.

**Outside**
We have created additional common spaces and instructional spaces outdoors to assist with physical distancing and to take advantage of the safety benefits of being outdoors. Three tents have been added at the Lyndhurst campus, one tent at the Gates Mills campus, one tent behind the Gries Center, and two tents at the Mastery School. Because students will likely be spending more time outdoors, we will be asking families to send their children prepared with the clothing necessary to be outdoors to a greater degree than we have in the past.

**Meetings**
Larger groups (more than 15) will gather only in large spaces that have been approved for physical distancing (theatre, chapel, outdoors) or that will be actively supervised by an employee at all times (gyms). Assemblies, grade level or co-curricular meetings, and faculty meetings will be modified and will use technology to allow the whole community or larger group to be present and connected, albeit in a different way.

**Class Sizes**
Class sizes have been reduced. The degree to which they are reduced is proportional to the size of the instructional space. This has required us to increase the number of sections of student groupings, change the teaching assignments for many faculty, and hire some additional faculty and staff for coverage. Some faculty will therefore take on additional roles; for example, a special area teacher in the Lower School may need to function more like a homeroom teacher.
Physical Distancing

**Limits on Visitors**
We will be discouraging all visitors unless necessary, and thus visits will be very limited. In order for visitors to be allowed in the building, they must receive permission in advance from a school administrator and must be escorted by an employee while in the building.

**Parents and Relatives:** Having parents engaged in their child’s experience and active in the life of the school has been central to our philosophy, and, as such, we have welcomed parents on campus and in our buildings. We will continue to find creative ways to maintain that partnership, but we will have to strictly limit when and how parents (and relatives) are in the buildings. We will provide ways to have parents periodically in the buildings in limited ways, but always with expressed, prior permission from a school administrator (i.e., division directors) and in compliance with our screening procedures. We will also provide safe ways for parents to drop off things for their children that will not require them to enter the building.

**Admission Visitors:** Our admissions tours of the buildings will be conducted after school hours (evenings and weekends) and will be led by the professional admission staff. Tours have been structured to reduce interactions with the physical environment, and the building will be cleaned after the admission visits. Admission visitors will also be required to follow all our protocols such as wearing masks and screening for symptoms.

**Schedules**
Because of the need to change the number and size of sections and to create less movement and mixing of students, we have altered the teaching assignments and schedules for all divisions. In all cases, we have maintained the core academic time and curriculum, but some elective choices may not be possible.
Screening

**At-Home Screening:** We will ask employees, students, and parents (for younger students) to take their temperature at home and to use the symptom-monitoring app to log that information and answer a few screening questions each morning before they come to school. If the recorded temperature is 100.0 F or above, or the answer is yes to any of the questions, individuals are ineligible to come to campus and should contact their healthcare provider if not done so already. It is important that this be done in the morning before school, as conditions may change overnight. Failure to complete the symptom monitoring before arriving at school will result in students being sent home for the remainder of the day.

**At-School Screening:** Upon arriving at school each morning, students will have their temperatures taken with a touchless thermometer or high-precision thermal scanner prior to entering our school buildings. If a student’s temperature is 100.0 F or above, the student will be asked to wait for 5-10 minutes before the temperature is taken again. If a student’s second temperature is also 100.0 F or above, the student will be taken to the isolated rest space designated for this process on each campus. On all campuses, the isolated rest space is located near the nurse’s office; the nurse or a designated adult will monitor and/or stay with the student until a parent or caretaker arrives.
Below please find detailed procedures we will follow for probable or confirmed cases of COVID-19. In addition, we will continue to offer our regular nursing services. In order to manage trips to the nurse’s offices, we will also now give all faculty access in their rooms and/or buildings to full first aid kits, and they will be trained on how to identify and handle these basic needs. This will allow our nursing staff to be available, if needed, to treat students with respiratory symptoms in a more contained way. We have substitute nurses who have been trained on our systems should a nurse be out. Contact information for our nurses are:

**Lyndhurst:** (Clinic Phone) 440-423-2100  
Vicki Goodrich: (Email) vgood@hawken.edu (Cell) 440-487-3624

**Gates Mills:** (Clinic Phone) 440-423-2913  
Annette Thompson: (Email) athom@hawken.edu (Cell) 440-479-1307

**University Circle:** (Clinic Phone) 440-423-8802  
Gail Burns: (Email) gail.burns@hawken.edu (Cell) 216-926-7972  
Sheena Killings: (Email) sheena.killings@hawken.edu (Cell) 216-534-9145

If symptoms are shown during the school day:  
The student will be separated from others and taken to the nurse’s office. For students who need to be escorted to the nurse, a teacher or designated person on duty will walk the child to the nurse. The student and/or teacher with the student will walk outside to get to the nurse’s office when possible.

**The nurse will:**
1. Take the student’s temperature.  
   *Note: A fever will result in a student being sent home, in line with Hawken’s long standing policy.*
2. Assess the student’s symptoms.
3. If needed, the student will enter the isolated rest area. All students will be required to wear a mask in the isolation rest area.
4. Call the parent/guardian to pick up the student. We will ask parents to be there within the hour for pick-up, preferably within 30 minutes. Surfaces in this area will be sanitized after a student’s departure.
5. Give the parent or guardian an information sheet upon pick up with helpful next steps, including our recommendation to consult with your healthcare provider.

**Confirmed or Probable Case**  
In the event of a **probable or confirmed case** of COVID-19, we will contact the local health department and work with them to provide information to support their contact-tracing processes. Multiple members of the COVID Response Team have been trained through Johns Hopkins in contact tracing and will help us to partner effectively with the local health department. Additionally, we will work to notify close and proximate contacts. On the following page is detailed information on our communications process.
Proximate and Close Contacts

CLOSE: Students/teachers/coaches/staff who have been within 6 feet of the infected individual for 15 minutes or more starting from 48 hours prior to the infected individual feeling sick.

PROXIMATE: All students/teachers/coaches/staff having been in a class, at a lunch table, on a bus, or on a team (but 6 feet away or more for 15 minutes) with the infected individual starting from 48 hours prior to the infected individual feeling sick.

POTENTIALLY PROXIMATE: Additional contacts who may have been in the same space with the infected individual, but time and distance unknown.

CLOSE CONTACTS (Confirmed or Presumed):
- Determined by: Public Health Officials or Hawken
- Action: QUARANTINE
- Notification: Hawken notifies family

CLOSE CONTACTS (Known):
- Determined by: Public Health Officials or Hawken
- Action: NOTIFICATION to the affected person/parents
- Notification: Hawken notifies family

CLOSE CONTACTS (Unknown):
- Determined by: The student or parents of potential proximate contacts (if possible)
- Action: None
- Notification: None

CONFIRMED OR PRESUMED COVID CASE:
- Determined by: Public Health Officials
- Action: ISOLATION
- Notification: Public Health to COVID CASE

POTENTIALLY PROXIMATE CONTACTS (Unknown):
- Determined by: The student or parents of potential proximate contacts (if possible)
- Action: None
- Notification: None

Parents will be notified if their student has come in close or proximate contact with a individual who has a confirmed or presumed case of COVID-19.

Individuals who have been in close contact with a presumed or confirmed case should stay home (for 14 days after last contact) to monitor for symptoms and contact a medical professional.

Individuals who have been in PROXIMATE contact do not need to stay home.

Individuals with a confirmed or presumed case of COVID-19 will not be allowed to return to Hawken until cleared by a medical professional.
Screening & Symptom Monitoring

Anyone who has been sent home from school after exhibiting one or more symptoms related to COVID-19 may return based on the following terms:

If any **ONE** of the following symptoms was present (only one of them) **AND** the symptom completely resolves, a student may return with a note from the parent.

- □ headache
- □ nausea/vomiting
- □ fatigue
- □ muscle aches

If any two of the previous symptoms **OR** one of the following symptoms was present medical clearance is required in order for the student to return to school.

- □ fever
- □ chills
- □ new onset or worsening nasal congestion **not associated with allergies**
- □ diarrhea
- □ loss of smell or taste
- □ sore throat
- □ new onset cough
- □ chest pain
- □ difficulty breathing

**Positive COVID-19 with symptoms**

If anyone tests positive in a diagnostic COVID-19 test or is presumed to have the illness by a healthcare professional (a confirmed or probable case) **and was symptomatic,** he/she may return to school only after all of the following conditions have been met:

**At least 3 days have passed since recovery**
- Fever-free without the use of fever-reducing medications **and**
- Improvement in symptoms **and**
- At least 10 days have passed since symptoms first appeared **and**
- Your primary care physician has provided a signed return-to-school form.

**Positive COVID-19, no symptoms**

If anyone tests positive in a diagnostic COVID-19 test or is presumed to have the illness **but does not get symptoms,** they should stay home until:

- At least 10 days have passed since the positive result in the diagnostic test (assuming no symptoms appeared during that time) **and**
- Your primary care physician has provided a signed return-to-school form.

**Quarantined for contact, no symptoms**

Anyone who has been quarantined at home for 14 days because of confirmed exposure (defined as another household member **OR** within six feet for at least 15 minutes) may return to school only after all of the following conditions have been met:

- The individual has been fever-free for at least 24 hours, without the use of fever-reducing medication; **and**
- The individual has not developed any COVID-19 symptoms (e.g., cough, shortness of breath).

**Quarantined for contact, symptoms appear**

Anyone who has been quarantined at home for 14 days because of confirmed exposure **AND** has developed symptoms may return to school only after all of the following conditions have been met:

- Contacted their healthcare provider; **and**
- If the individual has tested positive, followed the guidelines above; **and**
- Your primary care physician has provided a signed return-to-school form.

**Click here to access the return-to-school form.**
Handwashing/Hand Sanitizing
It is very important that our students, faculty, and staff are learning and working in a safe environment. Cleaning and sanitizing our hands and other areas and work surfaces properly and frequently will be required.

University Hospitals recommends the following steps for proper hand washing:
1. **Wet and soap**
2. **Wash:**
   - Palms
   - Between fingers
   - Back of fingers
   - Thumbs
   - Fingernails
   - Wrists
3. **Rinse and dry**
4. **Use towel to turn off faucet and open door**

**Everyone must wash hands or sanitize hands before:**
- Eating food or serving food
- Entering or leaving a classroom or office space
- Touching or treating a cut or wound
- Treating or caring for a sick child or colleague

**Everyone must wash hands or sanitize hands after:**
- Eating or serving food
- Using the bathroom – this includes faculty or staff helping change diapers or helping a child use the bathroom
- Blowing your nose, coughing, or sneezing
- Being in a public place where you have touched an item or surface that may be frequently touched by other people, such as door handles, tables, electronics, etc.
- Touching or treating a cut or wound
- Treating or caring for a sick child or colleague
- Hands have become visibly dirty

Hawken has made several upgrades to our facilities where and when possible to allow for more handwashing and sanitizing stations outside and inside the building. All classrooms will have hand sanitizer, and sanitizer will be spread throughout each building, especially in lunch areas.
HOW TO WASH YOUR HANDS

- Wet and soap
- Palms
- Between fingers
- Back of fingers
- Thumbs
- Fingernails
- Wrists
- Rinse & dry
- Use towel to turn off faucet & open door
Cleaning and Sanitizing Surfaces
It is very important that we all have a safe place to learn and work, and Hawken has worked hard to add additional resources and cleaning protocols to make sure our facilities meet the recommendations for safety. These include:

**Housekeeping and custodial staff:**
Our staff will be providing frequent cleaning and sanitizing of the public areas, bathrooms, bus seats, and high-touch areas such as door handles, light switches, and elevator buttons. In addition to daily cleaning protocols, classrooms and common areas will be deep-cleaned every night. Additional sanitization and deep cleaning equipment has been purchased for our campuses.

**Frequent cleaning and sanitizing:**
In addition to our staff cleaning, we will teach faculty and older students how to appropriately clean surfaces, including keyboards, phones, printers, and copy machines throughout the day. They will be provided with supplies to supplement the cleaning by housekeeping, so that desks, tables, and chairs can be sanitized frequently, especially when multiple persons may have contact with those surfaces. Additional cleaning protocols for lunch spaces will be in place for housekeeping, faculty, and older students.

**Bathroom hygiene:**
We have replaced most of the paper towel dispensers and soap dispensers with hands-free versions. We have also taken measures to limit capacity in multi-stall bathrooms. This includes blocking off stalls and sinks to promote distancing, posting hygiene signs to remind everyone about proper hand washing technique, posting capacity signs to let people know how many people can be in the bathrooms at one time, and encouraging staggered bathroom breaks during the school day.
Building and Facilities Safety
We have made the following upgrades to our facilities to mitigate the risk of virus transmission:

**Bipolar Ionization Filtration**
Given that there is notable evidence that the COVID-19 virus can be transmitted by both contact transmission (touching surfaces) and also aerosol transmission (small droplets that hang in the air for a period of time), we installed virus filtration and killing technologies at all our campuses. Most of the heating/cooling units at Hawken have been fitted with a bipolar ionization filtration technology that uses ionized oxygen molecules to act as magnets to collect microscopic particles, including viruses, bacteria, mold, pollen, and dust into larger (agglomerated) masses that can then be filtered out. As air moves through our air handling systems, it will be cleaned and sterilized of viral load. This technology has been shown to remove the following viruses from a room within 20-30 minutes:

1. 99.5% of SARS
2. 99.9% of Influenza A
3. 99.9% of the highly contagious measles

In addition to removing viruses from the air, a recent study strongly suggests that the sustained presence of this ionized air has a sterilization effect for COVID-19 on surfaces as well.

**UVC light sterilization**
In some instances, it made more sense for us to use UVC light sterilization to kill the COVID-19 virus. When UVC light comes in contact with the virus, it is highly effective. The range of uses for UVC light sterilization is more limited.

**HVAC Systems Filtration**
Most air handling mechanical equipment is designed to utilize filtration systems that are fiberglass with little filtration or HEPA style media filters that offer at best a MERV 8 level a of filtration. In parallel with bipolar ionization, most of the mechanical air moving equipment has been upgraded to a Level 13 MERV rating filtration that is the highest level of HEPA filtration that the equipment will handle.

**Plexiglass as a physical barrier**
As a way to support distancing requirements and add additional safety during unmasked lunch or snack times during the day, we have added plexiglass dividers and purchased clear vinyl portable desk cubes. In addition, plexiglass dividers have been installed in many areas across all campuses, including areas with fixed interactions, like the main offices, and in classrooms where additional shielding is helpful, such as science labs.

**Drinking fountains**
All drinking fountains have been closed down and shut off. Touchless water bottle filling stations have been installed to replace many of these water fountains. Every student must bring to school a personal water bottle that is clearly marked with their name to keep with them throughout the day for hydration. Cases of water will be in every office in case a student forgets their water bottle. Teachers will work with students on how to take safe water breaks. Some guidance may include: further distance from others within a classroom space, stepping outside the classroom, or coordinated breaks outside (i.e. after recess).
Eating

Given that masks cannot be worn while eating, this is among the more complicated issues for our reopening process. As such, we have put into place the following protocols and plans:

1. We are prioritizing outdoor eating as much as possible across all divisions. Tents and ample outdoor space will assist with this.
2. At the start of school, we will provide grab-and-go lunch selections to encourage students and employees to eat outside when possible and to minimize the complications for the first few weeks of school. We will begin introducing hot food service incrementally as our confidence in food service safety protocols is established.
3. Everyone will wash or sanitize their hands prior to eating and after eating.
4. Students will only remove masks while they eat. They will wear their mask while picking up their lunches and disposing the trash. We will be encouraging our students to focus on eating during lunch, after which they may replace their mask, move to another space (ideally outdoors), and enjoy socializing with their friends.
5. All lunch and snack spaces will be thoroughly and regularly sanitized.
6. School-provided snacks will be packaged snacks and will be consumed at designated times of the day in designated spaces. Any snacks that are not provided by school should only be consumed in the designated eating areas and, as always, should not contain nuts.

In our Lower School, lunch will be delivered to classrooms and distributed by teachers. Students will have their own clear vinyl cube to use when eating inside their classrooms. When eating outside, they will be physically distanced. Our Middle School students will also be eating in their classroom or outdoors. Middle School students will have their own clear vinyl cube when they eat indoors.

Our Upper School and Mastery School students will also be encouraged to eat their lunch outdoors. When indoors, they will eat in designated dining rooms, where standing-height plexiglass dividers will be placed on every table. Cleaning protocols for these spaces will be enhanced and will include training faculty and students on proper sanitizing. Dining areas on the Gates Mills campus have been expanded significantly.
Transportation:
Our transportation team has been working hard to put in place the following new protocols:

• All students must wear a mask before entering the bus and must keep the mask on for the duration of the commute.
• Temperature checks for each student should be taken at home via the symptom monitoring app prior to using transportation. If a student riding a bus arrives at school and has not completed their symptom pre-screen, they may be sent home. All riders will be seated one per seat. Siblings will be able to sit together.
• In the event we reach our capacity on any vehicle, we will send additional vehicles if possible.
• Hand sanitizer will be available on each bus.
• Drivers will have a face mask and may also have a face shield.
• All vehicles will be sanitized once back at the transportation garage and between every route.
• Physical distancing protocol will be followed as students enter and exit the transportation vehicle.
• Windows will be open on transportation vehicles by empty seats to increase air circulation as weather permits.
In order to effectively plan for, track, and manage scenarios we may face with COVID-19 in our community during the school year, Hawken has formed a COVID-19 Response Team. Members of the head of school’s office and the Administrative Council will be managing the all-school policies and procedures, in partnership with our medical advisors and with guidance from the Governor’s office and the Boards of Health overseeing all of our campuses. Each division of Hawken will have a team that manages the specific scenarios that arise. Each division’s team consists of the following members: a member of the head of school’s office, the division director, the school nurse, and a staff member. This team will work with our Head’s office; department chairs, when appropriate; communications personnel; staff who manage attendance, schedules, seating charts; and families. This team will effectively partner with the Board of Health, who ultimately leads the contact tracing process. Multiple members of each divisional team and members of the all-school leadership will be trained by Johns Hopkins in contact tracing so we can proactively plan and effectively navigate each situation and provide the Board of Health and families with answers to the questions they may have.

Members of our COVID Response Team will continue to monitor health indicators at both the state and local level as reported by public health and government agencies. This will include COVID-19 cases in the county, the public health alert system, the number of reported illnesses on campus, and attendance records, in addition to other factors that determine health of our community and campuses.

**Hawken’s COVID-19 Coordinator:**

**Garet Libbey**
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440-423-2121
Community Expectations
Families play a vital role in our reopening plan, as the school-home partnership is critical to maintaining safety on campus. We will be partnering with families through the year to ensure that safety protocols are followed, starting with mandatory parent orientation sessions with Head of School Scott Looney. The effectiveness of these efforts depends heavily on our families minimizing risk by following guidelines and directives of state and local government and public health officials when not at school.

Should concerns arise regarding unsafe behaviors by a member of the Hawken community (traveling to hotspots, hosting sleepovers, failing to follow safety protocols, etc.), a member of the Hawken COVID Response Team will interview the individual of concern and share the information gathered with the head of school. Should the head of school have notable concerns, he may conduct a follow-up interview, and he may require the students or employee to move to remote learning, or, in extreme cases, leave the Hawken community altogether.
Keep the Hawken Community Safe

KEEP 6 FT OF SPACE

WASH HANDS

WEAR A MASK

CLEAN SURFACES
The successful reopening of school depends on collaboration and trust between school leadership, faculty, staff, students, and families. Everyone has a critical role to play. We need families to:

### Sign the Health and Safety Pledge
All parents (on behalf of their family), Upper School students, and employees will be expected to sign the Health and Safety Pledge form. To remain an active member of the Hawken community, it is essential that everyone directly connected to the daily life of the school understand and expressly agree to safety guidelines.

### Complete medical forms
Parents need to complete and submit all required documentation through our forms system by the start of school. No one will be permitted on campus until forms are completed and submitted. This includes vital information including emergency contact information should your child present with a fever or become ill during the day.

### Conduct the daily health screening
We will be asking all families to conduct a daily health screening that includes temperature taking and answering a short questionnaire. This pre-screening MUST be completed each morning before leaving for school. Students, faculty, and staff will not be allowed on campus if they have not completed this pre-screening.

### Remain home if sick
It is critical that students, faculty, and staff stay home if they are showing signs or symptoms of COVID-19 or are feeling sick. Parents/guardians should report illnesses to the school and provide updates if symptoms persist or change, just as employees will report to their supervisors regarding illnesses. This information will remain confidential.

### Stay home if exposed
If you or someone in your household is diagnosed with or exposed to the COVID-19 virus, it is vital that you contact your doctor, the appropriate health agencies, and the school.

### Notify the school with positive COVID-19 test results.
Families should email their division director about any positive test results and also send a notification message to health@hawken.edu.
Response to observed or reported violations of the letter or spirit of the protocols
Should a concern arise about the behavior of a member of the community being notably outside of the letter or spirit of our safety guidelines, the community member may be asked to take part in an interview by a member of the Hawken COVID Response Team to better understand the situation. Notes from these interviews will be sent to the head of school. Should the head of school decide that the information gathered from this interview is concerning, he may choose to do a follow-up interview or may insist that the students in that family move to remote learning for a period of time. In situations where the departure from the safety protocols is egregious or a family is unwilling to follow the protocols, the head of school may choose to cancel the enrollment agreement for the student or to terminate the employment of an employee.

Faculty and Staff Training
While we are asking families to learn new habits, we are also asking faculty and staff to do the same, including signing the Health and Safety Pledge. Faculty will be taking part in a series of workshops and trainings prior to the start of school to ensure that we all understand and have time to practice these new protocols and ways of moving and interacting. In addition to the trainings we always do each year, we will also be focused on the following topics:

1. Proper handwashing and hand sanitizing
2. Proper wearing and caring for masks
3. Protocols around drop-off, pick-up, classroom practices, bathrooms, eating and drinking, outdoor spaces and equipment, and hallways
4. How to support faculty and staff wellness
5. How to support student wellness
6. Issues related to equity and inclusion
7. Technology training on new apps, hybrid learning practices, and remote learning practices
8. Basic first aid – knowing when a student needs to see a nurse and when we can remain in the classroom
Learning and Social Emotional Support
The support teams across our campuses will continue to provide guidance to all members of our school community to deepen social and emotional competencies so all students and adults can heal, process, and thrive. Using research-based and proactive practices developed from leaders in social and emotional learning (SEL), such as the Yale Center for Emotional Intelligence and the Collaborative for Academic, Social, and Emotional Learning (CASEL), the support team has enhanced current programming in consideration of social distancing and the critical need to deepen our social and emotional competencies for all in our community. While parents will not be on campus, our team will continue to support them virtually when available. Additionally, the team has established an online presence to provide professional development, resources, and tools to support faculty, students, and parents. Our focus this year is to find and create opportunities for engagement and connection in creative and collaborative ways to help our community cope during this challenging time.
Approach to Athletics/ Human Performance (HP)
Upper School athletics returned to limited outdoor-only activity on June 8. In doing so, we developed successful models that included training in small cohorts to support physical distancing, masking guidelines, pre-screening protocols including temperature taking, and sanitization requirements. With all this in place, our students have been able to successfully engage in physical activity with teammates and coaches. Over the summer, we cautiously, intentionally, and safely transitioned to indoor activities in our gyms and weight room. With support from our sports medicine team at University Hospitals, as well as guidelines from the ODH, OHSAA, and NFHS, we are confident we will continue to be able to offer physical activities not only for our student athletes, but for all students through our Human Performance Department.

Middle School athletics practice began on August 10 with protocols in place similar to those at our Upper School. The focus is fitness-based activity with small cohorts of students. As with varsity athletes, Middle School students must take their temperatures and answer our questionnaire in order to practice. Athletes must arrive in masks, but will play unmasked at appropriate physical distances; coaches remain masked at all times. In order to control numbers, parents are not allowed to attend practice. We will proceed carefully, and decisions will be made on a weekly basis as to how training will proceed. Finally, decisions may vary by sport. This year, there will not be a two-sport requirement in the Middle School, but we hope many of our students will elect to participate and enjoy these healthy activities.

Human Performance students in the Lower School will have classes with their small classroom groups only, with a preference for outdoor activities and classroom activities. In the Upper Elementary and Middle School levels, we will be working to eliminate or mitigate the need to change in our locker rooms, using staggered changing times in small groups when we are confident it is safe to do so and as students are becoming more comfortable with protocols. Middle School students will participate in HP classes with their advisory groups to provide consistency and maintain small cohorts. Our HP teachers in the Upper School are all varsity coaches and, in that capacity, were engaged in the development of our safety protocols for athletics this summer. These will serve as guidelines for a healthy return to HP classes this fall at the Upper School.
Approach to Performing Arts
At Hawken, we understand that the performing arts are an essential part of the student experience. We also believe that our performing arts programs are more vital than ever, given their ability to support the social and emotional well-being of Hawken students. The healing and unifying power of the performing arts has been evident as the COVID-19 pandemic swept the country, and we are committed to providing meaningful and safe opportunities across all grade levels and disciplines.

While our commitment to provide excellent performing arts experiences remains unwavering, we acknowledge that how we deliver our programs will be different than in the past. Our instructional decisions are based on the ongoing research and preliminary results of the International Coalition of Performing Arts Aerosol Study, a national scientific research study being conducted at the University of Colorado Boulder and the University of Maryland that is used to inform decision-making in leading performing arts programs across the country.

Below is an overview of the instructional opportunities for the 2020-2021 school year for students who are physically returning to our campus, as well as those who are working remotely from home:

- Virtual music performances and events
- Virtual theater performances for Hawken Players Society and Hawken Jr. Players Society
- Rotation-based general music classes for Early Childhood and Lower School students
- Outdoor rehearsal spaces with physical distancing and masking for choir and band classes
- Appropriate mitigation and coverings for woodwind and brass instruments
- Indoor physical distancing and masking for string ensemble classes
- Chamber music with small groups of students
- Master classes and guest artist sessions
- Mini lessons, recitals, and online tutoring sessions
- Virtual recording projects incorporating audio and video editing techniques
- Blended learning and flipped classroom technology platforms
Approach to Performing Arts

For the first two weeks of school, we will be monitoring our in-person activities carefully as more data-driven evidence becomes available and as our students and faculty learn the new protocols already in place. The current plan is:

1. Strings players will be able to continue playing indoors, following our regular mask requirements.
2. Chorus students will be singing outdoors only and will be masked until further notice.
3. Woodwind and brass players will not play at all for the first two weeks of school, at which point we will review the policy and decide if we are ready to start playing outdoors only, with new mitigation equipment specific to these instruments in place.

You can expect to receive direct communication from your student’s teacher with new protocols or changes as the year gets underway. We remain committed to doing performing arts the right way – safely, and with the best interests in mind for all of those involved.
Contacts

We hope this Restart Guide is a helpful reference document for the Hawken community. We will be updating it as appropriate, and it will, of course, be supplemented by parent and student information from each of our division directors.

If you have any questions, please do not hesitate to contact us.
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Resources


Ohio Department of Health: https://coronavirus.ohio.gov/wps/portal/gov/covid-19/home

Ohio Department of Education: https://www.ohiohighered.org/

Cuyahoga County Board of Health: https://www.ccbh.net/coronavirus/

Geauga County Board of Health: http://gphohio.org/

University Hospitals Healthy Restart Playbook - Reopening Schools:

Harvard School of Public Health: School Reopening Guide:

Cleveland Clinic:

Senders Pediatrics:
https://www.senderspediatrics.com/COVID-19/COVID-19-Updates