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.

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Dear Hawken Community,

The COVID-19 protocols that we put in place during the last school year worked to keep our community members safe throughout the pandemic. While it appeared that we were on our way out of this crisis in May and June, the Delta variant remains a cause for concern and continued vigilance. While we are in a much better place as we start this school year than we were last year, out of an abundance of caution, we plan to return to most of the safety protocols from last year until we are confident that the potential threat is behind us.

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. Many schools, including Hawken, will continue to require masking, distancing classrooms to a degree, enhancing cleaning procedures, and instituting protocols for safe behavior. In addition to maintaining these standard measures, Hawken’s Board invested over $2 million of investments last year to supplement the pre-existing structural advantages of our large buildings, spacious campuses, and already small class sizes. We have been able to mitigate risks better than most schools because we have increased the housekeeping staff to allow for more frequent and deeper cleaning and sterilization, upgraded air sterilization and filtration to all of our campuses beyond the MERV-13 recommendation to keep our indoor air as safe as possible, created smaller class sizes, utilized tents on our campuses to enable more outdoor teaching and common spaces, added more hands-free bathroom fixtures and handwashing stations all around the campuses, redesigned lunch delivery, and installed plexiglass dividers wherever additional barriers are needed.

While COVID-19 certainly continues to remain a concern, it is important to keep in perspective how much better positioned we are going into this school year compared to just one year ago. The most vulnerable among us are mostly vaccinated and no longer at enormous risk of serious health complications, we are confident in our ability to minimize risk, the vaccine is very effective and appears to provide a degree of protection from the Delta variant, and vaccination rates are increasing in many places. This is good news as we continue to face this challenge. As always, because the health and safety of our community is our highest priority, we will continue to evaluate guidelines from our local health boards, medical institutions, and the CDC as we move through the school year and will adjust our protocols accordingly if necessary.

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 are organized around the ideals of Fair Play and guided by the best thinking of public health officials.

D. Scott Looney
Head of School
Hawken School has updated the following core considerations to help us in our decision-making during the 2021-22 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. The need for us to thoughtfully mitigate risk will be ever-present until a vaccine is widely distributed. 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, the vaccine is the best way to prevent illness but is it not yet available to individuals under the age of 12. The virus is known 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’s is approach is 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. vaccine availability
2. masks and face coverings
3. physical distancing
4. screening and symptom monitoring
5. hygiene protocols
   for handwashing, cleaning, and disinfecting our facilities
Masks and Face Covering Policy

All students in preschool to grade 12, as well as faculty and staff, are required to wear a cloth face mask or mask with a clear insert while indoors on campus. Those students younger than preschool 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.

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. Non-disposable 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](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html).

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
HOW TO PUT ON A MASK

WASH OR SANITIZE HANDS

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 capacity limits. Students and faculty will have practice/training in maintaining these protocols.

**Classrooms**
In classrooms, we will have students masked and separated by 3 feet. For schools, the recommended physical separation for students with masks is 3 feet in all directions. By setting up classrooms with students spread out like this, we will continue to use alternative methods for large in-class group work.

**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. 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 will gather only in large spaces that have been approved for physical distancing (theatre, chapel, gym, outdoors). Assemblies, grade level or co-curricular meetings, and faculty meetings will be modified to allow the whole community or larger group to be present and connected, albeit in a different way.

**Limits on Visitors**
Visitors will be allowed on campus by invitation only and will be required to follow all protocol such as masking and distancing. Details for events, conferences, performances, etc. will be communicated directly as needed.

**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 protocols.

**Admission Visitors**: 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, physical distancing, and screening for symptoms.

**Class Sizes**
Cohort sizes continue to be slightly reduced in the Lower School where students are not able to be vaccinated. The degree to which they are reduced is proportional to the size of the instructional space.
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
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**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

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**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.
Symptom Monitoring

**Confirmed or Diagnosed Case**
In the event of a confirmed or diagnosed case of COVID-19, we will contact the local health department and work with them to provide information to support contact-tracing processes. Additionally, we will work to notify close contacts. On the following page is detailed information on our communications process.

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

* at home testing is only okay if it accompanies a telehealth visit and the digital result is emailed to health@hawken.edu

**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.
Screening & Symptom Monitoring

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.

Unvaccinated and quarantined for close contact, no symptoms
Anyone who has been quarantined at home because of confirmed exposure (defined at school as within three feet for at least 15 minutes) may return to school only after all of the following conditions have been met:

- The individual has not developed any COVID-19 symptoms (e.g., cough, shortness of breath).

Unvaccinated and quarantined for contact, symptoms appear
Anyone who has been quarantined at home 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
- Students may return after 10 days with no testing or 7 days when a test, administered by a physician or pharmacy between days 3-5, comes back negative.
Proximate and Close Contacts

**CLOSE:** Students/teachers/coaches/staff who have been within 3 feet of the infected individual for 15 minutes or more starting from 48 hours prior to the infected individual feeling sick. *Individuals who have been fully vaccinated and/or were COVID positive within the past 3 months are not considered close contacts.

**PROXIMATE:** All known students/teachers/coaches/staff having been in a class, at a lunch table, on a bus, or on a team (but not within 3 feet for 15 minutes or more) 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.

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**CLOSE CONTACTS**

- **CONFIRMED OR DIAGNOSED COVID CASE**
- **CLOSE CONTACTS**
- **PROXIMATE CONTACTS (KNOWN)**
- **POTENTIALLY PROXIMATE CONTACTS (UNKNOWN)**

**COVID CASE (Confirmed or Diagnosed):**
- Determined by: Public Health Officials
- Action: ISOLATION
- Notification: Public Health to COVID CASE

**CLOSE CONTACTS (Known):**
- Determined by: Public Health Officials or Hawken
- Action: QUARANTINE
- Notification: Public Health to affected close contact; Hawken notifies families of close contacts

**PROXIMATE CONTACTS (Known):**
- Determined by: Public Health Officials or Hawken
- Action: None
- Notification: None

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

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**Individuals with a confirmed or diagnosed case of COVID-19 will not be allowed to return to Hawken until cleared by a medical professional.**

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

**Unvaccinated individuals who have been in CLOSE contact with a confirmed or diagnosed case should stay home to monitor for symptoms and contact a medical professional.**

**Individuals who have been in PROXIMATE contact do not need to stay home.**
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 should 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 should 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 regular cleaning and sanitizing of the public areas, bathrooms, bus seats, and high-touch areas. In addition to daily cleaning protocols, classrooms and common areas will be cleaned every night to ensure that soiled areas are addressed. Additional sanitization that allows for deep cleaning and disinfection have been purchased for our campuses as recommended by the CDC.

**Frequent cleaning and sanitizing:**
In addition to our staff cleaning, we will work to limit shared usage of more difficult to clean items such as keyboards, art supplies, or phones, throughout the day. Classrooms will be provided with supplies to supplement the cleaning by housekeeping, so that desks, tables, and chairs can be sanitized when needed. Additional cleaning protocols for lunch spaces will be in place for housekeeping, faculty, and students.

**Bathroom hygiene:**
We have replaced most of the paper towel dispensers and soap dispensers with hands-free versions.
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 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.

**Drinking fountains**
All drinking fountains have been closed down and shut off in the Lower and Middle schools. 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. 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).
Hygiene Protocols

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. Lunch will be served by our dining services staff and we will be encouraging students and employees to continue to follow our food service safety protocols.
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 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.

To begin the year in our Lower School, lunch will be delivered to classrooms for grades Toddler through 1st grade and distributed by teachers. Grades 2-8 will enter the dining room to be served their lunch and will then return to their classrooms or outdoors spaces to eat. 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.
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.
• 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.
• 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. Each division of Hawken will be supported by our nursing team and one academic administrator to manage the specific scenarios that arise. This team will effectively partner with the Board of Health to trace cases within the school and manage other school protocols. Members of our COVID Response Team, in partnership with the Head of School, all-school administrative team, and our medical advisors will continue to monitor health indicators at both the state and local level as reported by public health and government agencies.
Community Expectations
Keep the Hawken Community Safe

KEEP 3 FT OF SPACE
WASH HANDS
WEAR A MASK
CLEAN SURFACES
Community Expectations
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:

**Complete medical forms**
Parents need to complete and submit all required documentation through our forms system by the start of school. This includes vital information including emergency contact information should your child present with a fever or become ill during the day.

**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, unless vaccinated**
If you or someone in your household is diagnosed with or is unvaccinated and exposed to the COVID-19 virus, it is vital that you contact your doctor 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. The Absence Form should also be filled out if a student will not be in school.
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. We recognize the return to school may cause some stress and anxiety. 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.
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.
Contacts

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