



THE SCHOOL FOR ETHICS AND GLOBAL LEADERSHIP

## **COVID-19 Handbook**

2020-21

Revised: August 22, 2020



## INTRODUCTION

Dear 2020-21 SEGL families:

Welcome again to The School for Ethics and Global Leadership family! Our time together this year will be unforgettable, meaningful, and lots of fun.

It will also be *healthy*.

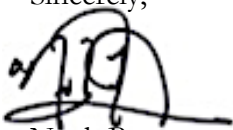
Health and safety has always been SEGL's primary priority, and the emergence of COVID-19 provides an opportunity to reinforce our commitment. With this in mind, this document contains new procedures and requirements that will allow us to live and learn together.

Although there are many procedures and requirements to consider, we are confident that they will quickly become habit. *We are also confident that they will not distract from the most important elements of the SEGL experience: forging life-long relationships, acquiring advanced thinking and leading skills, preparing for college, and exploring DC.*

Please read carefully. Each one of us is accountable for creating the best possible semester.

See you soon!

Sincerely,



Noah Bopp  
Founder and Head of School

8/22 Update: All updates appear in boxes like this one.
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## PREFACE

We offer the following after a detailed review of widely-respected sources, conversations with experts, and our understanding of SEGL's program and resources. Where possible, we have created guidance that is supported by multiple reliable sources.

**This is a living document:** the School will modify these recommendations as new information emerges. Please refer to the online version of this document for the latest updates.

## KEY SOURCES

We understand that there is an enormous amount of information, some of it mistaken, deliberately false, or outdated, about COVID-19. For this reason, we want to be transparent about the sources we have chosen to trust. In crafting this document, the School benefited from the following principal sources:

1. CDC Activities and Initiatives Supporting the COVID-19 Response and the President's Plan for Opening America Up Again  
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf>
2. Opening Up America Again (CDC/White House)  
<https://www.whitehouse.gov/openingamerica/>
3. ReOpen DC  
<https://coronavirus.dc.gov/reopencdc>
4. Johns Hopkins Coronavirus Resource Center  
<https://coronavirus.jhu.edu>
5. Food Safety and COVID-19  
<https://www.fda.gov/food/food-safety-during-emergencies/food-safety-and-coronavirus-disease-2019-covid-19>
6. Reopening Schools in the Context of COVID-19: Health and Safety Guidelines From Other Countries (*n.b. this is for background purposes only; not official U.S. guidance*)  
<https://learningpolicyinstitute.org/product/reopening-schools-covid-19-brief>
7. The National Association of Independent Schools (NAIS) - COVID-19 Guidance for Schools  
<https://www.nais.org/articles/pages/additional-covid-19-guidance-for-schools/>

## HEALTH TEAM

The School's consulting nurse practitioner team is the Kelly Goodman Group. The School uses the Group's Promenade Primary Care location, which is 1.5 miles from our Residence. We are almost always able to schedule same-day appointments, and have access to an after-hours emergency line.

## GATING CRITERIA

Based on the best information available, The School has decided to open for the 2020-21 year.

This reopening assumes the following will be true by late summer (fall semester) and early winter (spring semester):

1. The District of Columbia reaches “Phase Two” of the CDC’s “[Opening America](#)” protocol. (As of early June, DC has entered “Phase One” of the protocol.)
2. SEGL and its health care team have access to the resources listed in the CDC’s “[Opening America](#)” Core State Preparedness Responsibilities.
3. Similar academic institutions also plan to be open for partial or full in-person learning.
4. The School’s legal counsel and insurance team permit reopening.

*n.b. Financial considerations will not determine whether or not SEGL reopens.*

8/22 Update:

The above gating criteria has been met and the School is planning for in-person student arrival. Although the situation is still fluid, there is no indication that we will be forced to change plans.

## ARRIVING HEALTHY

The first way to keep our community healthy to ensure all community members (students and faculty) arrive healthy at the start of the semester. **This means each of us must undertake important work before the semester begins.**

### Requirements for Students

All students must:

1. Share arrival plans with the School two weeks in advance (to facilitate healthy arrivals)
2. Arrive at SEGL familiar with and ready to practice appropriate COVID-19-related CDC protocols. This includes watching/practicing an SEGL-specific video the School will share.

8/22 Update:

All students should view the video mentioned above at <https://vimeo.com/450319391> before arriving on SEGL’s campus.

3. Ship all belongings (except a carry-on-sized bag of essentials) to SEGL **one week before the semester begins**. This allows us to maximize physical distancing and eliminate the need for family members to be inside the SEGL Residence on Arrival Day. (Students who require financial assistance to ship belongings should contact the School.)
4. Pass a COVID-19 test no earlier than one week before Arrival Day. (Students who live in areas that do not have testing and/or that require financial assistance to do this should contact the School.)

8/22 Update:

We understand that test result wait time may affect this one week time frame. This makes #6, below, even more important!

5. Take and share with the School the results of a CDC-endorsed COVID-19 antibody test this summer.

8/22 Update:

Given recent CDC guidance the School no longer requires a COVID-19 antibody test before arrival.

6. Quarantine themselves (in accordance with CDC guidelines) in the time between taking the COVID-19 test (#3, above) and arrival at SEGL. Those who live in areas without access to COVID-19 testing must quarantine themselves for two weeks prior to Arrival Day. (Though this may be burdensome for some, it will greatly reduce the potential for far lengthier in-semester quarantines.)
7. Receive a flu vaccine shot (if available before Arrival Day)

8/22 Update:

Flu vaccines, reimbursable by insurance, are now available in many areas of the country. Please make an effort to get one before the semester starts, and notify your/your child's advisor if you are unable to do so. If they are not available in your area, we will ensure you receive one at SEGL.

8. Avoid traveling to SEGL on Arrival Day if they have symptoms consistent with COVID-19. The School will welcome sick students virtually until a medical professional clears them.
9. Follow any additional requirements the School shares.

### Requirements for Faculty

All faculty must:

1. Attend twice-monthly professional development and preparedness meetings. All teachers will arrive at SEGL familiar with and ready to practice appropriate COVID-19-related CDC protocols in the DC/SEGL context.
2. Pass a COVID-19 test no earlier than one week before Arrival Day.

8/22 Update:

Because of current wait times for test results, some teachers may have passed a COVID-19 test several days earlier than one week before Arrival Day. All SEGL teachers are taking enhanced precautions prior to and after Arrival Day and will receive additional testing during the semester.

3. Take and share with the School the results of a CDC-endorsed COVID-19 antibody test this summer.

8/22 Update:

Given recent CDC guidance the School no longer requires a COVID-19 antibody test before arrival.

4. Secure daily transportation to School that does not require close contact with those who may be infected with COVID-19.
5. Avoid traveling to SEGL on Arrival Day if they have symptoms consistent with COVID-19. The School will welcome sick faculty members virtually until a medical professional clears them.
6. Follow any additional requirements the School shares.

## CONFIRMING HEALTH AFTER ARRIVAL

The second way to keep our community healthy is to confirm students and faculty are healthy when they arrive. This may be the most critical part of our semester, as it will allow the School to create a “health bubble” around our community.

### Arrival Day

- To limit the number of people gathering in one space, we will stagger move-in times.
- At the appointed move-in time we will screen each student for COVID-19 symptoms. We will move students who exhibit symptoms into an SEGL-supervised quarantine location/protocol (see below) or return these students to their parents until cleared by a medical professional. We will also provide each student a short refresher course in CDC/SEGL COVID-19 protocols.
- Everyone who participates in Arrival Day must take CDC-recommended precautions for limiting the spread of COVID-19. This includes wearing a mask and following physical distancing recommendations.
- Until students are confirmed COVID-19 negative, the School may set up beds differently. For example, we may place some beds in rooms normally designated as study spaces.

### 8/22 Update:

In compliance with CDC guidelines, we are planning to provide room dividers and other precautions in rooms with more than two students. All students must wear masks in their rooms until check-in, at which time we will activate room dividers for sleeping hours.

The DC Mayor has issued an order that students arriving from certain “hot spot” states must follow additional quarantine guidelines for two weeks. Given our unique situation, we are working with the Office of the State Superintendent of Education and others to minimize COVID-19-related risk while ensuring that these additional guidelines are manageable. In short whether or not you are arriving from a “hot spot” state, you will still have a terrific start to the fall!

- Students will see signage throughout the School to remind them of proper health procedures.
- Where possible, each common area and dorm room will include humidifiers and state-of-the-art air purifiers to limit viral load/spread. Whenever possible and safe, windows will remain open to facilitate air circulation.

8/22 Update:

Per CDC guidelines we are prioritizing common areas for humidifiers and air purifiers placement.

- Our Arrival Day family orientation will be virtual. Student orientation (which will include additional refreshers) will follow appropriate CDC-recommended precautions.

### Quarantine Phase

As soon as possible after student arrival, our nurse practitioner team will test all students for COVID-19. This should be the second such test students have received in a week. This round of testing will ensure no student contracted the virus between taking the test at home and arrival at SEGL.

8/22 Update:

According to the Harvard Global Health Institute and others, it can take 3-5 days for COVID-19 symptoms to appear on a diagnostic test. Wait times for COVID-19 test results are 2-3 business days. Given this, we are hopeful that we will have test results by the end of our first week together.

Until all test results are received (currently the wait time is 2-3 days), students and faculty will follow a modified version of the CDC guidelines for caring for a sick person at home, including:

- Enhanced personal hygiene procedures (hand washing, face touching, etc.)
- Masks on at all times (unless with permission while outside or alone in room inside)
- Enhanced cleaning protocol in bathrooms before and after use
- Enhanced cleaning protocol for dishes (including gloves)
- Enhancing chore procedures and protective “chore gear”
- Enhanced laundry procedures
- Meals served in dorm rooms

8/22 Update:

Consistent with CDC guidance, we will stagger meal times, serve individually packaged meals, and ensure students are social distancing while eating. We will not serve meals in dorm rooms.

- Enhanced air quality standards (see below)
- No sharing of personal items
- Modified daily academic schedule to facilitate physical distancing
- Personal daily health tracking

In addition, all classes and activities will take place in and around the Residence, rather than the Academic building. In general, we will avoid any all-group indoor gatherings.

8/22 Update:

We have secured 228 East Capitol, several doors down from our Residential building, to increase space for academic classes when quarantine/isolation is not necessary.



If a student tests positive for COVID-19, that student will immediately move into an enhanced quarantine (see below) in accordance with CDC guidelines. All students will receive an additional test and stay in the Quarantine Phase until all tests return negative results.

## 2. STAYING HEALTHY

Once we confirm our students are healthy, our “health bubble” will be in place, and we can consider easing certain physical distancing requirements. We will not ease these measures for anyone who routinely exits the bubble (for example, all faculty and guest experts).

### Food Program

Although the scientific evidence indicates that food is not a main method of transmitting COVID-19, SEGL will follow rigorous FDA-recommended procedures for its food service. This includes:

- ServSafe training for all key food employees
- Enhanced kitchen health procedures, including:
  - Washing hands whenever entering the kitchen and before/after every meal
  - Faculty supervision of pre-meal hand-washing
  - Eliminating self-serve buffet-style meals
  - Forbidding students/faculty with symptoms of illness from serving food
- Enhanced food ordering procedures, including:
  - Ordering food well in advance
  - Utilizing individual packaging whenever possible, particularly for snack food
- Enhanced meal service procedures, including:
  - New sneeze guards
  - Faculty food service (with gloves/mask) duty for lunch and dinner
  - One plate per serving rule
  - New post-meal surface wipe-down procedures

### Air Quality

Minimizing “viral load” in the air is an important aspect of our health plan. This will include:

- Humidifiers in high-traffic rooms
- Hospital-based air purifiers in every common area/classroom
- Open windows whenever possible

### Deep Cleaning

Should an SEGL community member or contact test positive for COVID-19 (or a community member is suspected to have the virus), the School will follow the most recent deep cleaning guidance from the CDC and National Association of Independent Schools. This cleaning will be in addition to our normal enhanced cleaning protocols.

8/22 Update:

We have contracted with a respected outside cleaning company that is familiar with CDC cleaning protocols to provide as-needed deep cleaning.



### Faculty

SEGL faculty who live off campus must not bring COVID-19 into our community “bubble.” With this in mind, faculty members should be treated as if they have the virus until health experts say it is safe to treat them otherwise. This means day-to-day faculty precautions are particularly important to follow. Those precautions include:

- No part-time teachers on campus until DC reaches Phase Three of the CDC’s reopening guidelines.
- No public transportation during the semester until DC reaches Phase Three.
- Although pets are not considered a method of COVID-19 transmission, pets are not allowed on campus until DC reaches Phase Three.
- Each faculty member and her/his entire household will receive regular testing for COVID-19.

**8/22 Update:**

The CDC does not recommend testing unless someone is experiencing symptoms. We have asked household members, significant others, etc. to get tested prior to the semester and whenever relevant CDC protocols are broken. In the latter case and/or if any close contact of an SEGL faculty member tests positive, we will also ask the appropriate faculty member to quarantine until receiving a negative COVID-19 test result.

- Faculty members who come into contact with a COVID-19-positive individual must inform SEGL’s Dean of Faculty and self-quarantine as appropriate.

### Guests

The COVID-19 pandemic means limiting the number of outsiders who could come into contact with our students. This means:

- Family members and friends should not expect to visit campus or take their child away from campus while the School is in session.

**8/22 Update:**

We know this is a particularly challenging requirement for some of you, and we appreciate the understanding of those who have contacted us. If, once the semester is underway, our health team approves a way for immediate family members to visit with students in a socially-distant way, we will let you know. It is unlikely that we will allow anyone other than immediate family members (for example, friends, grandparents, cousins, etc.) to visit with students during the semester. In an emergency situation that requires breaking this rule, we would require students to receive a negative COVID-19 test before returning to campus (remember that it takes 3-5 days for the virus to appear on tests and 2-3 days for results).

- The School will not offer admissions tours, graduate visitors, and others while students are present.
- Whenever possible, maintenance workers will visit the School while students are away; those who do visit must follow all appropriate CDC guidance.

- The School will continue to welcome in-person class guests (for example, Ethics and Leadership class speakers). These speakers will follow strict protocols (entering the room after students are seated, sitting an appropriate distance away from students, wearing a mask, etc.).

### Residential Life

Our commitment to health and safety means we will adjust a number of our residential life procedures this fall, including:

- Replacing local gym membership with similar activities at the Residence, including creating a small gym for weightlifting, stairclimbing, etc.

#### 8/22 Update:

We have purchased gym equipment (exercise balls, exercise bands, weights, foam flooring, etc.) for students to use outdoors on our back patio.

- Enhancing chore procedures and protective “chore gear”
- Monitoring the kitchen even more tightly to ensure students and faculty follow proper protocols

### Transportation

Students will not take public transportation at least until DC reaches Phase Three of the Reopening protocol. Given SEGL’s two sites (Residential and Academic), this means the School will secure its own insured vehicles to transport students daily. All faculty drivers will receive safe driver training and must have clean driver records before they can drive students. Drivers will ensure air is circulating in vehicles (air vents on and, when possible, windows down).

#### 8/22 Update:

SEGL has secured 228 East Capitol so that daily transportation is no longer required. In rare cases (for example, transportation to and from airports and medical appointments), we will use faculty vehicles. Faculty drivers will be fully insured, properly trained, and hold clean driver records. Faculty members will not be one-on-one with students in vehicles unless there is an emergency. Faculty cars will be well-maintained, cleaned appropriately, and have working seat belts and other modern safety equipment. We will generally seek parent/guardian permission before transporting students in faculty vehicles.

### Academics

Once all students test negative, they can safely enter the Academic building and its classrooms with reduced precautions. However, teachers must continue to wear masks, physically distance themselves, and take other steps to ensure the virus does not pierce the SEGL “health bubble.” These measures include:

- Entering and exiting classrooms separately from students
- Physical distancing from students throughout the building
- No part-time teachers physically present until DC enters Phase Three
- Enhanced air quality standards (see above)

We will also follow all appropriate District of Columbia guidelines for the school day.

8/22 Update:

Our use of 228 East Capitol means we will not need SEGL's Academic building this term.

### School Breaks

Depending on several COVID-19-related factors and at the discretion of the Head of School, the School may decide to keep students on campus during the October Long Weekend and/or Thanksgiving.

8/22 Update:

We are currently planning to keep students on campus, fully supervised, for the October Long Weekend. This will dramatically reduce the possibility of infection, reduce stress, and follow current best practices. Families with questions about this decision should contact their children's advisors. Our current thinking is that the likelihood that we will keep students on campus for the full Thanksgiving Break is low. We will update families on this front by mid-October.

### Testing

We will test all students for COVID-19 at least monthly and (should students be allowed off campus) after the Long Weekend and/or Thanksgiving Breaks. We will also test all students if someone in our community (or directly connected to it) acquires COVID-19.

8/22 Update:

Current CDC and expert guidance states that students and faculty should be tested whenever symptomatic. We plan to follow this guidance after the first DC negative test result students receive and prior to Thanksgiving Break. However, we will pursue additional testing if a student tests positive.

### Quarantine Procedures

8/22 Update:

As mentioned above, 228 East Capitol will serve as our "Quarantine House" (see below) as needed.

Should a student become sick, that student will move immediately into our faculty-supervised Quarantine House on Capitol Hill until cleared by a medical professional. As necessary, faculty members will also transport students to medical appointments, etc.

"Sick" means:

- Symptoms consistent with one or more key COVID-19 symptom(s)
- Direct contact (unprotected/non-distanced interaction) with at least one person known to be ill with COVID-19
- Positive COVID-19 test

At the Quarantine House, student(s) will have access to internet, video-conferenced classes and group work sessions, and food. Faculty will supervise full-time in accordance with “Caring for Someone Sick at Home” CDC guidelines.

Faculty members who supervise in Quarantine House must receive a negative COVID-19 test before rejoining the community. This means they may need to teach and advise remotely for a period of time.

There are enough individual rooms in Quarantine House to house roughly half of our students. In the unlikely event that more than half of our students test positive simultaneously, we will safely repurpose our existing Residence. The current design and infrastructure of our Residence allows us to cut off (including air flow) roughly half of our rooms from the rest of the building

Whenever possible, parents/guardians should travel to care for their sick child. Whenever this is not possible, SEGL faculty will provide round-the-clock care.

8/22 Update:

As with any illness or injury, if a student’s condition moves beyond the capabilities of our staff, we will transport the student to an in-patient situation and/or require a custodial parent/guardian to provide care.

## **WHEN TO MOVE TO VIRTUAL LEARNING**

Once the semester is underway the Head of School, at his discretion after consulting with school experts and local requirements, may decide to move to virtual learning temporarily or permanently. Should this happen, SEGL will retain full responsibility for educating all of its students. In this case, the School will likely issue a partial, pro-rated refund for transportation and food expenses.