



Important Aspects of HM's *Plan to Reopen* as we Return to In-Person Instruction on January 25th

(To Be Reviewed by Employees and With Students in Developmentally Appropriate Ways)

I. *HM's Promise Excerpts*

Everyone in the Horace Mann School ("HM" or the "School") community wants to minimize the risk of exposure to COVID-19 for ourselves and others (essential workers, colleagues, classmates, faculty and staff members, neighbors, family members, and friends).

This Promise is our community's call to action and to recognize our shared responsibility for community health, informed by science and founded on mutual respect. Students, parents, faculty and staff members, and administrators commit to doing what we can to reduce and stop transmission of COVID-19 within and around the School community. The School commits to doing the same.

As members of this Promise, each of us commits to:

- Wearing a face covering over nose and mouth at all times on campus.
- Keeping at least six feet (two arms lengths) apart from other people whenever possible.
- Completing HM's Daily Symptom Check Form every day when school is in session (in person or remote), when staying home when sick, or after possible exposure to COVID-19.
- Following basic health precautions including frequent hand washing/sanitizing and School and shared-space hygiene.
- Following signs and guidance posted throughout campus spaces and buildings.
- Participating in testing and contact tracing and following isolation and quarantine protocols, when required.

When off campus, all Horace Mann School community members are expected to follow city, state and federal public health requirements, including guidelines regarding face coverings, social distancing, and mandatory quarantines, when applicable.

The School pledges to do its part, by:

- Implementing Horace Mann School's Plan to Reopen.
- Cleaning and disinfecting our facilities routinely according to CDC guidelines.
- Developing and carrying out symptom tracking.
- Screening all students, employees, and visitors who come on to campus to ensure that they are symptom-free.
- Training all community members on Horace Mann School's COVID-19 related policies and protocols.
- Supporting COVID-19 testing, contact tracing, quarantine, and isolation.
- Sharing information in a prompt and consistent manner.
- Providing other health and well-being support for the School community (e.g., face coverings, hand sanitizer, flu shots).

Each of us has the responsibility to follow through on these commitments and the right to expect the same from others and from the School.

II. How to prevent getting and spreading COVID-19 - Protective Measures to Follow

- Wear a mask (masks are required to be worn at all times at HM, with the exception of when eating or the in-water portion of swimming as part of the school's athletic program).
- When physical barriers are not present, stay at least 6 feet away from others. (This may be different for students in our Nursery and Lower Divisions learning and traveling in pods.)
- Avoid contact with people who are sick. And if you can't avoid contact at home, wear a mask.
- Wash your hands often, with soap and water, for at least 40-60 seconds each time.
- Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- After using toilets or urinals, wash your hands and exit the bathroom as quickly and efficiently as possible. Do not linger in the group bathrooms; "flush and rush."

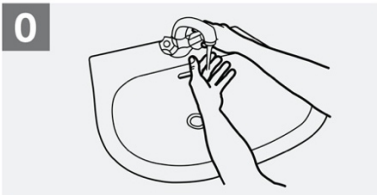
How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB



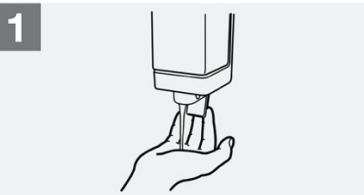
Duration of the entire procedure: 40-60 seconds

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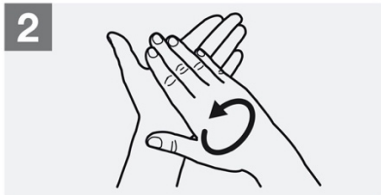
Wet hands with water;

1



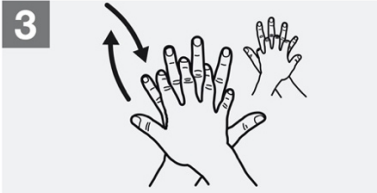
Apply enough soap to cover all hand surfaces;

2



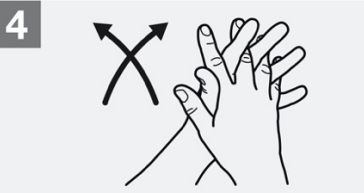
Rub hands palm to palm;

3



Right palm over left dorsum with interlaced fingers and vice versa;

4



Palm to palm with fingers interlaced;

5



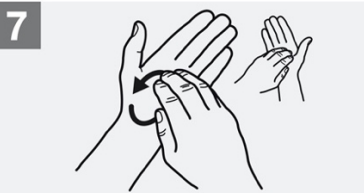
Backs of fingers to opposing palms with fingers interlocked;

6



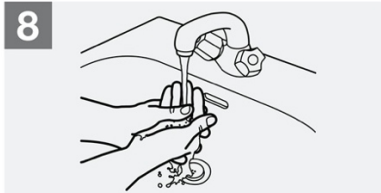
Rotational rubbing of left thumb clasped in right palm and vice versa;

7



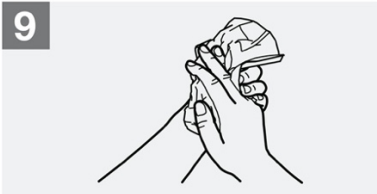
Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;

8



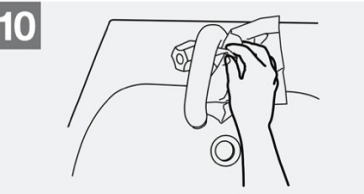
Rinse hands with water;

9



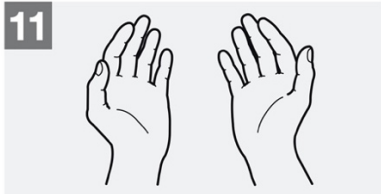
Dry hands thoroughly with a single use towel;

10



Use towel to turn off faucet;

11



Your hands are now safe.

III. How to Wear Masks

Masks are a critical step to help prevent people from getting and spreading COVID-19. A cloth mask offers some protection to you as well as protecting those around you.

Wear your Mask Correctly

- Wash your hands or use hand sanitizer before putting on your mask.
- Put the mask over your nose and mouth and secure it under your chin.
- Fit the mask snugly against the sides of your face, slipping the loops over your ears or tying the strings behind your head.
- If you wear glasses, find a mask that fits closely over your nose or has a nose wire to help reduce fogging. Consider using an antifogging spray that is made for eyeglasses.
- If you have to continually adjust your mask, it doesn't fit properly, and you might need to find a different mask type or brand. ... and, of course, make sure you can breathe easily.

Dos

- Wear a mask over your nose and mouth to help prevent getting and spreading COVID-19.
- Wear a mask when in school, unless eating.
- Wear a mask correctly for maximum protection.
- Wear a mask under your scarf or ski mask in cold weather.
- Keep a spare mask to replace one that becomes wet from moisture in your breath, snow, or rain, and/or stop by any office or Public Safety Desk for a new one. (A wet mask is harder to breathe through, is less efficient at filtering, and vents more around the edges of the mask.)
- Store wet reusable masks in a plastic bag until they can be washed.

Don'ts

- Put the mask around your neck or up on your forehead.
- Touch the mask, and, if you do, wash your hands or use hand sanitizer.
- Use a gaiter or bandana as a substitute for a mask.
- Remove your mask to sneeze or cough; sneeze or cough in your mask, and replace it if needed.

Take Off Your Mask Carefully When The Need Arises (i.e. Snack or Mealtime)

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties and fold outside corners together
- Place mask in a plastic bag to transport home
- Be careful not to touch your eyes, nose, and mouth when removing and wash your hands immediately after removing.

IV. Quiet Snack & Quiet Lunch – Eat then Play/Socialize

Upon our return to campus on Monday, January 25th, and until further notice, we are asking everyone – employees and students – to work together in order to limit the potential airborne spread of COVID-19 when masks are off for eating or snacking. Anyone eating a snack or lunch, even in the presence of a physical barrier or while distancing outside, is asked to eat in silence for the 10 to 15 minutes one's mask must be lowered or off, followed by socializing and casual conversation with masks in place. Snack and lunch time, even with masks on, should not involve the use of a raised voice, singing, or yelling. In practice, this means we are asking both students and adults to keep eating and conversation separate - finish your meal quickly, and ideally at a distance from others.

V. HM Strong

We are here for each other; we are here for you. If you're experiencing any social, emotional, physical or academic difficulty, please do not leave school without speaking to one of the following: a trusted teacher, a Dean, a member of Guidance and Counseling, any administrator, or a close friend.