INTRODUCTION
The health and safety of our students, faculty, staff, and their families are our most important priorities as we developed plans to open the campus for in-person coursework and auxiliary programs. In choosing to send your daughter or son to Archmere’s campus, you and your family incur an inherent risk associated with COVID-19. This risk is not totally dissimilar from those associated with other illnesses that could be contracted in group settings. As we continue to learn more about the virus, Archmere Academy may be required to adapt the current policies or academic schedule. Please know that our new schedule was designed with flexibility in mind, and can easily transition into a 100% virtual schedule (in the event of a future outbreak) or could revert to our traditional schedule (in the event of a vaccine development). Flexibility and open communication will be key as we navigate the unknown challenges and future evolutions of the pandemic. Archmere Academy will continue to monitor information from the Delaware Department of Education (and their three planning scenarios), the CDC, and the Division of Public Health.

EXPECTATIONS FOR FAMILIES
In the age of COVID-19, we have all been reminded of our civic duty to protect the health and well-being of those around us. The preventative measures that we have taken over the past five months, and those we will continue to take, are not just for us — they protect those around us who may be at risk or immuno-compromised in some way. That being said, we expect families to make a good faith effort to abide by state regulations regarding social distancing, sanitation, and the wearing of PPE, both on and off-campus. Students attending Archmere Academy come from four different states, with guidelines that may vary. However, we ask that you maintain the standards of health and sanitation established for campus in your free time and with your family, so that we can create and preserve a consistently safe and healthy school community.

Students will be expected to bring their own masks to campus and wear them throughout the day, unless outdoors or eating lunch, as long as they are appropriately socially distanced. Archmere masks will be sold in the Varsity Shop, with all proceeds going to charitable organizations providing COVID-19 relief. Masks are considered to be an essential part of the dress code, and will be checked along with their uniform, ID, and laptop. Mask breaks are only to be taken outdoors or when absolutely necessary, and should never be taken off when coughing, sneezing, or moving/walking through the halls. If a student forgets his or her mask, he or she is to report immediately to the lobby of Saint Norbert Hall to get one. While hand sanitizer dispensers will be available around campus, it is also recommended that students bring their own hand sanitizer to use at the start of each class.
TEMPERATURE CHECKS

Families need to have an FDA-approved thermometer to take the temperature of their children before sending them to school. Daily temperatures and the answers to a short questionnaire will be directly reported to our School Nurse, Mrs. Becky Hendrixson, through the Magnus Health App. All Archmere families have an existing Magnus account, which is used for yearly physicals; this means that the app can be used without incurring an additional charge. Please stay tuned for instructions on how to download the Magnus Health app, register, and use the screening function. If your son or daughter has a temperature over 100.4°F and/or answers “Yes” to any of the questions, they MUST stay home (see Daily Decision Tree). Students can seamlessly attend their courses virtually (if they feel well enough) while they await guidance from a doctor or a COVID test result.

REPORTING ILLNESSES & ABSENCES

We expect families to be vigilant in reporting absences to the Main Office, as is standard procedure. Routine absences that are NOT COVID-related should be reported to the Main Office at extension 811. COVID-related absences and the results of positive COVID-19 tests should be reported to Mrs. Becky Hendrixson, School Nurse via email at rhendrixson@archmereacademy.com. This information will then be reported anonymously to the Delaware State Health Department as well as the health department of the state of residence (where applicable). Sharing this information is essential for Archmere to abide by state health guidelines and protect the health and safety of students, faculty and staff.

If a student falls ill during the day, they should report to Mrs. Hendrixson’s office, at which point they will be evaluated and placed in quarantine. We have designated additional space for students who must wait for a parent to pick them up.

CLEANING PROCEDURE

Since Archmere moved to virtual delivery of the academic program and closed the campus in March, our cleaning company staff have been developing systems for effectively deep cleaning and sanitizing campus spaces. With a return to campus, a focus will be placed on high-touch surfaces, such as door handles and railings, and each space will be equipped with wipes for tables and chairs. The cleaning company also uses a hand-held misting device that applies a long-acting disinfectant to surfaces, desks, chairs, etc. This cleaning procedure will occur nightly and periodically throughout the day. All products are EPA-approved, as mandated by the Delaware Department of Education.
**DAILY PROTOCOL DECISION TREE**

Is my child’s temperature under 100.4°F **AND**
Have they answered “No” to all health screening questions?

**YES**
- Am I comfortable sending my child for inperson classes?
- Is my child comfortable?

**NO**
- Call your physician; a COVID-19 test may be recommended.

**POSITIVE RESULT**
- Return to school once symptoms have ceased and temperature has returned to normal. A note from your physician clearing your child to return to school is required in Mrs. Hendrixson’s office on first day back to school.

**NEGATIVE RESULT**
- Attend school as usual.
- Log into class via Zoom classroom camera.
- If you are asymptomatic and test positive, you must remain home for at least 10 days from the day of the positive test.
- If you are an athlete, you must be cleared by a doctor before returning to sports.
- If there is any doubt about the health of a student, it would be best to remain at home and follow classes virtually, until symptoms manifest or subside.

**Contact Becky Hendrixson, School Nurse via email at rhendrixson@archmereacademy.com to report the case.**

She will anonymously report the case to the Delaware Division of Public Health as well as the department of health in the state of residence (where applicable).
- Archmere will follow contact tracing recommendations from the Delaware Division of Public Health.
- Remain at home for at least 10 days after symptom onset AND resolution of fever for at least 24 hours (perhaps longer than 10 days for immunocompromised individuals or severe cases)*
- If a student receives a positive COVID-19 test, all siblings must remain home to quarantine as well, regardless of their own test results.
- Contact your child’s physician to make them aware of the positive test results.
- A note from your physician clearing your child is required on their first day back to school.

*There is no need to be retested for COVID-19 before returning to school, as tests can remain positive for up to three months, however, a doctor’s clearance note will be required on the student’s first day back to school.

**The above decision tree may change as we learn more from our public health department and other agencies.**

Consult the [CDC website](https://www.cdc.gov/coronavirus/2019-ncov/index.html) for the most up-to-date information.
TRANSPORTATION

Archmere’s transportation vehicles are prepared to safely transport students to and from school. Vehicles will be cleaned before and after each trip, and hand sanitizer will be available. For safe social distancing, vehicles will have limited seating at approximately 50% capacity as follows: 24 students on the yellow school bus, 12 students in the 24-passenger van and 7 students in smaller vans. The students and the driver must wear masks. Questions about Archmere transportation should be directed to Mr. Dan Lutz or Mr. John Cirillo.

Please note that Pennsylvania School Districts are not currently following the same distancing measures as Archmere is mandating, based on the State of Delaware Department of Education guidelines. The current Pennsylvania plan is to have two students to a seat with masks on; seating will be filled from the back to the front of the bus.

REMOTE/VIRTUAL & HYBRID OPTIONS

In the event that your son or daughter is ill, or, if you do not feel comfortable sending him or her to campus, students will log-in via Zoom to connect to the camera in his or her respective classroom. Archmere Academy has invested in high-quality cameras and microphones for each instructional space to prevent absent students from missing valuable content or losing momentum in their coursework. Content delivery will be seamless in this blended, student-driven model, and will allow the Academy to adapt to varying degrees of comfort among families. Students will not be excused from classes if they choose to stay home for personal safety reasons; only illness or pre-approved absences will grant a student an excused absence. Students who choose to stay home and make use of our virtual courses are NOT eligible for after-school activities on that day.

If your son or daughter plans to take advantage of the virtual option for an extended period of time, you must contact Bob Nowaczyk, Director of Student Life at rnowaczyk@archmereacademy.com.
COMMUNAL SPACES ON CAMPUS

Archmere Academy is fortunate to have a large physical plant, with appropriate space to be flexible in welcoming all students back to campus. We are committed to making use of non-traditional spaces, such as the Science Lecture Hall and the Quad to ensure student safety. All seating arrangements will be predetermined and spaced by Archmere faculty and staff and are not to be altered by students. These social distancing guidelines will be in effect both in traditional classrooms and non-traditional spaces, where students will spend their free time and study periods. Students should be mindful of “Max Capacity” signage for various spaces on campus. We are committed to preserving students’ autonomy that they have always been given at Archmere, but within a safety framework.

Archmere has invested in new outdoor seating options, including Adirondack chairs and outdoor tables to encourage students to get outside as much as possible. The outdoor spaces on campus are the only areas where students can fully remove their masks; social distancing will remain in effect.

CLASSROOM PROCEDURE

By splitting the number of students in each course section in half, standard classroom sizes will allow for a conservative social distancing of six feet between seated students. No standard-sized classroom will ever exceed ten students at any given time, and each student will have his or her own work space. Larger spaces on campus have also been outfitted with six feet of distance between seats/tables. Students are expected to wear masks, unless outdoors or eating lunch while maintaining social distance protocol.

ARRIVAL TO CAMPUS & LOCKER USE

Unless they have an appointment with a teacher, are subject to a parent’s schedule, or are arriving on a bus/shuttle, students should plan to arrive just before their 8:05am class. Students arriving early will still have access to the Student Life Center, where socially distanced seating will be provided. Upon arrival, students will report directly to their first period class, and should not plan to spend time in communal spaces on campus. Students should only bring to campus materials that are absolutely necessary, as lockers will not be available for use. The use of eBooks and virtual texts is suggested when possible. With a maximum of four courses per day, students should not have as many materials with them.
**WEDNESDAY SCHEDULE**

Wednesdays will have a unique day schedule to accommodate science labs, health classes, wellness offerings, counseling meetings, assembly programs, liturgies, and other curricular and co-curricular programming that would have traditionally occurred throughout the weekly schedule. Wednesdays will also be “Tag Days” for students to dress down. If students would like to participate in wellness offerings on Wednesdays, they must complete the Magnus Physical Form through the Nurse’s Office and come dressed for the activity in question. There will be no access to locker rooms during the day.

**BETWEEN CLASSES**

Students are not to stop or congregate in the halls between classes and must be wearing masks at all times. Students are to kindly be mindful of the up and down staircase markings in St. Norbert Hall and the Justin E. Diny Science Building, and always stay on the right side of the hallway.

- SNH Up Staircases: both ends of SNH (closest to Oratory and Mr. Dougherty’s Office)
- SNH Down Staircase: Central staircase
- Science Building Down Staircases: External Staircase closest to the football field or Internal Staircase
- Science Building Up: External Staircase closest to the Manor

**MENTAL HEALTH & WELLNESS**

The mental health and wellness of our students is paramount as we continue to feel the cumulative effects of the pandemic. Wednesday programming will be leveraged to address the mental and physical well-being of our students, and additional free moments in our new daily schedule will provide increased time for meetings with Guidance Counselors.
VISITORS ON CAMPUS

Parents and visitors will not be permitted on campus until further notice. Colleges and universities have opted to conduct their visits virtually, eliminating a number of campus visitors in the fall. Parents picking up their child during the school day should wait in their car and call the Main Office at 302.798.6632. Your child will come to you.

Once the school year is underway, we will reevaluate this policy for Shadow Visitors through the Admissions Office.

USE OF CAMPUS BY PARENT GROUPS & OUTSIDE GROUPS

For the time being, all social events/programming will be held virtually or postponed until we have a better understanding of the evolving situation surrounding large group gatherings.

FOOD SERVICE

Archmere’s food service provider, Sage has developed thorough plans for safe and effective service. Options will be available in grab-and-go style to eliminate time spent in the canteen. All team members will wear PPE throughout the day and staff temperatures will be taken regularly. Sage’s response to COVID-19 can be found here: www.sagedining.com/covid-19.

Breakfast service will run from 7:30-8:15am and lunch will run from 10:30am-1pm each day. Sage will NOT remain open in between meal services or after 1pm (due to cleaning protocols); therefore, students will need to be more intentional about bringing or pre-purchasing snacks for their day. Students should also get into the habit of checking the daily menu on the “Touch of Sage Mobile App,” so that they are not spending unnecessary time in the canteen area. Menu options through December are available now via the app.

Upon entry to the cafeteria, students must use the provided hand sanitizer and be mindful of the distancing stickers on the floor. Students will then grab their selected food items and find a place to sit. Given the flexibility of our schedule, there should not be the traditional rush of students at any one time.

ATHLETICS

An addendum will be issued once more information is made available.
WE ARE READY.

As members of the Archmere community came together to plan for the opening of the 2020-2021 school year, the group began by defining key planning objectives and priorities based on Archmere’s mission, which are:

1. The physical and mental health and safety of our students and staff and their families;  
2. Sustaining a sense of community, so that everyone feels known and heard, in spite of physical separation and distancing; and  
3. Maintaining an educational experience that is challenging, engaging, personalized, and adaptive to the health and safety mandates of the time.

After weeks of planning over the summer, the Academy’s administration, faculty and staff are ready and excited to welcome all of our students to campus. In the spirit of Saint Norbert, we optimistically forge ahead together to build an inclusive community with respect, zeal, reverence, and wisdom.

QUESTIONS?

If you have questions, we are here to help you. Please reach out!

Dr. Michael A Marinelli, Headmaster  
m marinelli@archmereacademy.com

Mrs. Katie Eissler Thiel, Principal  
k thiel@archmereacademy.com

Mr. Tim Dougherty, Director of Academics  
t dougherty@archmereacademy.com

Mr. Carl Campion, Director of Operations  
c campion@archmereacademy.com

Mr. Bob Nowaczyk, Director of Student Life  
n nowaczyk@archmereacademy.com

Mrs. Rebecca Hendrixson, School Nurse  
r hendrixson@archmereacademy.com

Mr. John Cirillo, Director of Finance  
j cirillo@archmereacademy.com

Mr. Dave Oswinkle, Athletic Director  
d oswinkle@archmereacademy.com
I/we acknowledge that I/we have read and understood the material presented in this document and agree to follow these procedures and guidelines to sustain a healthy and safe school environment for all students attending Archmere Academy.

Parent Signature: ___________________________ Date: ___________________________

Parent Signature: ___________________________ Date: ___________________________

Student Signature: __________________________ Date: ___________________________

Student Signature: __________________________ Date: ___________________________

Student Signature: __________________________ Date: ___________________________

PLEASE RETURN THIS FORM BEFORE FRIDAY, AUGUST 21.

BY EMAIL to Mrs. Linda Carney, Administrative Assistant at lcarney@archmereacademy.com

or

BY MAIL to Archmere Academy, Attn: Mrs. Linda Carney, 3600 Philadelphia Pike, Claymont, DE 19703