

STEVENSON

From the Upper Division Dean's Office

Fall 2021

Student Dormitory Guide

Entering the Fall of 2021, we return to our resident program with dorms full and an experience much closer to normal. Still, the pandemic has not gone away and we will need to keep several protocols and procedures in place. We learned a significant amount from our experience in the spring, and with the great majority of our faculty, staff and students vaccinated, we are in a very different situation than in the winter and spring of 2021. The procedures and protocols that follow will accompany our established policies found in the [student handbook](#).

The health and safety guidelines described here provide the structure within which we work and live together to create a joyful, respectful, safe, and engaging residential experience. Each of us has a responsibility to follow these guidelines to protect all members of the community. We will have more students on campus than we did in the spring, and we have the added complexity of the more contagious Delta variant. While many are vaccinated, infection is still possible, and every dorm has faculty children who are under twelve years old and cannot yet be vaccinated. We have thoughtfully and carefully designed protocols, but they cannot protect us unless we all are responsible for doing our part in adhering to these policies and committing to protect the entire community.

Protection and Prevention

The first three measures below are the foundation needed to support your health and the health of the dorm community:

- **Masking** - For the foreseeable future, students and faculty will be required to be masked while in the residence halls unless they are in their room alone or with their roommate with the door closed. Masks are not required to be worn outside.

- ***Physical distance*** - Physical distancing will not be required, but it is recommended to keep a three foot distance to help reduce the likelihood of spread among people in the residence halls. [See here for Monterey County Health Department quarantine procedures in case of exposure.](#)
- ***Wash your hands*** - frequently, especially when transitioning from one space to another within the dorm. Use hand sanitizer when handwashing is not available.

The next set of measures is just as important:

- Complete the daily symptom checks on the SchoolPass App before leaving your room in the morning, as well as during study hall in the evening. Use your personal thermometer to take your temperature (please bring your own).
- Disinfect common area surfaces (bathrooms, doorknobs, common room tables and other furniture, microwave, kitchen surfaces) after use.
- Report to the school nurse or resident faculty promptly if you are not feeling well. When you are experiencing any symptoms, you are not permitted to attend classes or socialize with others until you have received permission to do so by the Health Center.

Support Resources

The pandemic certainly forces us to adapt to new challenges. Our goals for residential life remain unchanged, but we must meet them in new and creative ways. Within the dorm community, students will still rely on dorm faculty, advisors, student leaders, and peers for support. The dean, counselors, and nurses will respond at any time to any student in need of extra support.

Our team will be facilitating a robust orientation that includes some virtual events and substantial on-campus programming for those new to the campus. In addition, we will be reinforcing many of the core values and expectations that have been the foundation of our community for decades.

Visitations

Visitations will be limited to one student per room member. That means those who live in a single room may have one peer in their room at a time, and those who live in doubles may have two peer visitors. When a visitor is present, all occupants must

be masked and the windows and door must be open for good ventilation. Resident students may visit other dorm common rooms but may not visit the dorm rooms of another dorm. At the start of the year, day students (including faculty children) will not be allowed to enter or visit the dorm but may visit with resident students outside. Students may not sleep over in another student's room on weekdays or weekends. Visiting family members may not enter the dorm unless granted special permission by the faculty member on duty. Family members visiting campus must check in at the front desk during normal school hours or with security (1-831-915-6035) if the front desk is not occupied. To enter campus, the family of a resident student will need to pass a background check, provide proof of vaccination, and will be given a visitor's badge. Visitors are to be wearing masks at all times. Leaving campus with a parent or guardian is allowed as long as the student signs out properly on Reach.

Leaving Campus and Weekend Passes

Vaccinated students will be allowed to go on pass to their home, or to a day student's home for the weekend as long as everyone in the host's family is confirmed to be vaccinated. Unvaccinated students may only go on pass with their parents and are not allowed to go to a day student's home. Passes requiring travel on public transport such as planes, trains, or buses will need special approval from the dean's offices.

All grade 12 students, vaccinated or not vaccinated, may leave campus during the academic day, after school until dinner check-in on weekdays and during the weekends.

All grade 10-11 students, vaccinated or not vaccinated, may leave campus after school until dinner check-in on weekdays and on weekends if they do not have an extracurricular activity.

All grade 9 students, vaccinated or not vaccinated, may not leave campus unless with a faculty member for the first weekend of school and may not go on pass for the first three weekends as they transition to campus life. After three weeks, they may leave campus on Friday-Sunday starting the second week of school.

All students leaving campus are required to properly sign in and out on Reach and are expected to follow proper mask guidelines by masking during transit and indoors. Students may not eat indoors off campus at this time. Ride sharing and taxis may be used to travel on the Monterey Peninsula, and any student using such

transportation must be masked while in the vehicle. Travel off the Monterey Peninsula (beyond Monterey, Pacific Grove, Pebble Beach, and Carmel) requires permission from the faculty member on duty. Weekend shuttles to Del Monte Shopping Center, Carmel, and Monterey are provided on Friday evening, Saturday, and Sunday.

Masks and Physical Distancing within the Dormitory

Masking is required when inside unless actively eating or drinking. Students may only eat when in their own room, not in the hallways or common spaces.

Students and dorm faculty will wear masks in these areas:

- In dorm common rooms, hallways, laundry rooms, and bathrooms unless showering or brushing teeth.
- In dorm corridors and stairwells.

Students do not need to wear masks within their own room *except when dorm faculty or staff, including the nurse, come by student rooms for check-in* (see below for check-in procedures) or if students other than your roommate are visiting.

While we are not requiring physical distancing, it is important to understand that maintaining 3 or more feet of physical distancing affects quarantine rules should a student test positive for COVID-19. If an unvaccinated student has been within 3 feet of the infected student for more than fifteen minutes (cumulatively) over 24 hours, whether masked or unmasked, whether indoors or outdoors, they will be required to quarantine. [Please see contact tracing information here.](#)

Student Responsibilities for Dorm Cleanliness

Cleanliness helps avoid many infectious diseases including the flu and COVID-19. While common spaces and bathrooms will be cleaned once daily by facilities, all students will be expected to help clean these spaces while they are on campus. To that end, in common areas and bathrooms facilities will provide disinfectant that students will use after each use of these areas.

Common Rooms

While there is not a specific limit on common room occupancy, full dorm meetings are not to be held inside the dorm. If the common room becomes populated to the point that students would not be able to maintain a three foot distance, students will be asked to reduce capacity.

Bathrooms

While there is not a bathroom limit we do encourage students to pay attention to the numbers in the bathroom and not overcrowd the space. Two at a time is a good rule of thumb. When in the bathroom students are to be masked unless actively showering, washing their face, or brushing their teeth.

Dinner Check-in

All students, including seniors, will check in and follow protocols outlined by Flik. Faculty should monitor that students are following safety guidelines.

Faculty Residences

Faculty will not have students in their homes. When entering the dorms, they will be wearing masks. They will maintain a presence in the dorm and will make frequent rounds when on duty during the day and evening.

Room Inspection

Room inspections will continue to occur daily to ensure cleanliness of the dorm spaces and student rooms.

Daily Routines:

- Keep the room tidy, empty trash and recycling daily.
- Disinfect the room doorknob at least once a day.
- Disinfect surfaces in the bathroom after each use.
- Disinfect surfaces in common rooms, kitchens, laundry rooms after each use.

Weekend Routine:

- Wash sheets at least once a week.
- Make bed.
- Disinfect and tidy desk.
- Vacuum floor
- Take out trash and recycling.
- Do laundry (this includes washing masks) and put away clean clothes.

The faculty member will ask students to leave the room when doing inspection and ask them to open the windows and door for ventilation. Students unable to adhere to a higher standard of cleaning practices will be asked to do a deep clean before participating in any other activities that day.

Food in the Dorm and Food Delivery

Community refrigerators may be used and students may have their own mini refrigerator. Microwaves may be used but must be wiped down by the user after each use.

Food delivery is permitted. Deliveries may only be made in the front of Douglas. They must not interfere with study hall or dorm checks. Touchless payment methods are encouraged.

Dormitory Routines

Daytime A resident faculty member will make at least one round throughout the dorm during the school day. During free periods students are free to move around campus, following health and safety protocols. Students are only permitted in their own rooms during the academic day.

Study Hall & Check-in

Evening study hall will take place Sunday–Thursday from 8:00-10:00 p.m. each night. Students must be in their rooms with their doors propped open and wearing masks at 8:00 p.m.

Dorm faculty or prefects will conduct check-in by walking around to student rooms. At check-in, students will show the duty person that they have completed their daily health check on their phone. Doors will remain open and masks will remain on throughout the study hall, with the exception of seniors, who may close their doors during the second half of study hall. Students in Grade 9-11 may ask permission from the faculty member on duty to close doors. From 9:00-10:00 p.m. students may do group study in the common rooms of their dorm or another dorm with permission from the faculty member or prefect on duty. If visiting another dorm during study hall, Reach will be used to sign in and out.

Students may remove masks in their own rooms during study hall if doors are closed, but when faculty, prefects, or the evening nurse stops by to converse at any point, students should put on a mask.

The dorm faculty member and prefect on duty will move through the dorm, and students can indicate that they would like to speak with a member of the duty team during these rounds. Masks will need to be worn in these interactions. Faculty and prefects should station themselves in the common room.

When Feeling Sick

If not feeling well during the normal health center hours (weekdays 7am-10pm Monday-Thursday, 7am-7pm Friday, 10am-2pm Saturday & Sunday), students should report directly to the health center, call the health center (831-625-8326) or contact the faculty member on duty. If students are not feeling well at night or during the weekend outside health center hours, they should report symptoms to the faculty member on duty. The faculty member will work with the nurse and administrator on duty to evaluate the illness and come up with a plan to address the needs of the student. If symptomatic for COVID, health center protocols will be followed (see below). If a student is severely ill, the faculty member on duty and the nurse will coordinate immediate communication with parents/guardians.

Sick Students

If a student is suspected of having COVID-19 and transportation is needed, the nurse on duty will work with the administrator on duty to arrange transportation. The administrator on duty will transport the student unless the student's health requires ambulance transport.

If a student develops symptoms of COVID-19

Students are required to have their own thermometer and to submit their wellness check via [SchoolPass](#) each morning **before** they leave their room as well as during study hall Sunday-Thursday and at dinner and face-to-face on Friday and Saturday. This will alert the nurse if someone is sick; the nurse will contact the student to assess and make a plan.

If a student begins to feel unwell during Health Center hours, but after they have left their room for classes, they should go to the Health Center to be evaluated by a nurse. If they are found to have signs and/or symptoms of COVID-19, they will be isolated and given a rapid COVID-19 test. If they are tested for COVID-19 and are awaiting results, they will need to remain in isolation in the health center or in the guest cottage until their results come back as negative. If the student is found to have a diagnosis other than COVID-19, they may return to normal activities on campus. If their results are positive, they will remain in isolation until a parent/guardian or their emergency contact picks them up. The student may return to campus after following *all* of the following criteria have been met:

- 10 days have passed since onset of symptoms
- They are having a significant decrease in symptoms
- They do not have a fever, without use of fever reducing medication or substances for at least the last 24 hours
- They have been cleared by the nurse to return to campus.

If a student begins to feel unwell when the Health Center is closed (after hours or on weekends), the student will need to alert the resident faculty member on duty while remaining in their room. The resident faculty member will go to the student's room and assess the situation. The resident faculty member may call the on-call nurse for evaluation and treatment recommendations. The nurse may request to Zoom with the sick student to do a thorough assessment, which may include the student taking their temperature or self-administering a COVID-19 test. Both the student and the faculty member should remain masked. If the recommendation by the nurse is to transport the student to the doctor, a plan for transport will be made in collaboration with the administrator on duty. A van, equipped with a barrier between the driver and the student being transported, will be available. Both student and the administrator will remain masked during transport and the front driver window as well as the back passenger window will be rolled down. An N95 mask will be provided to anyone driving a sick student.

Isolation on campus

Students whose health circumstances do not require that they be admitted to CHOMP, but do require them to leave their dormitory room for a period of time, and/or to await the arrival of their parent/guardian or emergency adult contact, will be isolated in the Health Center, in the School's guest cottage behind the gymnasium, or in a designated dean's room in the dorms. If a student is put in isolation, the nurse will provide oversight during normal health center hours or will work with the administrator and faculty member on duty to monitor the student until the parent/guardian/or Emergency Contact can pick the student up.

Isolated students will confer with the nurses as needed, will receive regular meals, and will be transported to CHOMP should their condition warrant it.

If a resident student is feeling ill before arriving to class, the student should remain in their room and call the Health Center or resident faculty member on duty. If they have a roommate, the resident faculty member will direct the roommate to isolate in their dorm room until receiving further instructions. After connecting with the resident faculty member, the student will be instructed to call or Zoom with the nurse. The nurse will then offer guidance on next steps and connect with the parents/guardians and faculty members on duty if necessary. If a resident student becomes ill during the course of the school day (i.e., the student feels fine to go to the first few classes of the day), the student should report to the Health Center for further instruction.

Community Communication if a member of the community tests positive for COVID-19

The school will have a COVID Dashboard that all members of the community will be able to access all information about positive cases in the community. Those members of the community who are in close contact with someone who has tested positive for COVID-19 for fifteen minutes or more over a 24 hour period will be part of the contact tracing procedures and will be contacted for further instructions.