

## MEMORANDUM

TO: All Staff  
RE: COVID-19 Policy Update  
DATE: 8/26/2021

I want to thank everyone for your compliance with our increased precautions this week surrounding COVID-19. I know the rise in positive cases on campus has caused some anxiety. To help provide some perspective, I have attached a memo from Dr. Steve Klee, Associate Executive Director-Clinical and Medical Services and Leeanne Russo, Director of Nursing outlining some facts about the Delta variant that has been the cause of most of our increase in positive cases on campus.

I am also writing to inform you of our procedures over the next two weeks regarding COVID-19 precautions. Among other precautions, we are pushing back our students' return to campus by one week to help mitigate the spread on campus.

Please read over these changes carefully. I ask all directors and supervisors to go over these procedures with your staff.

### Changes and Procedures regarding the return of students to campus:

- Families of residential students are being asked to not return to campus until Wednesday, September 8, 2021 (one week later). Transportation has been moved to that date.
- Day Students will not return to campus until Thursday, September 9, 2021.
- The first 3 days of school will be remote, September 1 – September 3. For residents who are on campus, instruction will take place in the classroom.
- All students will have a temperature and symptom check upon returning to campus. If any child exhibits symptoms, they will be tested, and if positive must be picked up from campus. If parents have not previously consented to have their child tested, we will call them for consent. If parents do not consent for a test and their child exhibits symptoms, they must pick up their child.
- Please review the full school reopening plan here:  
<https://www.greenchimneys.org/therapeutic-special-education/parents-families/announcements/school-reopening-plan/>

### Procedures for all Staff:

- We are continuing our precautions from this week asking all employees who can work from home to continue to do so for the next two weeks to keep the number of people on campus to a minimum.
- If you come into work, you must continue to use ESCRN before arriving on campus. If you fail the screening due to symptoms (even mild ones) please contact your supervisor who will then check with the health center. If you cannot reach your supervisor, please contact the health center. Do not come to campus without talking to your supervisor or a health center staff member.
- Mask wearing is mandatory inside all buildings regardless of vaccination status. Masks must completely cover nose and mouth at all times.
- You may remove your mask if you are alone in a room. You may also be without a mask in a room with only one other individual – but only if you are both vaccinated. If either individual is not vaccinated, masks must remain on.
- While masks are not required outside we continue to encourage you to maintain social distancing.

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- **Eating together outdoors is fine, but social distancing must be maintained.**
- **All meetings should be conducted via Zoom, no in person meetings indoors with more than one other person with stipulations mentioned above. Outdoor meetings with social distancing are acceptable.**
- **If you are not yet vaccinated, we encourage you to do so as soon as possible. Although vaccinated individuals are being infected by the virus, their symptoms are statistically much milder than those individuals who have not received at least one dose of the vaccine.**

We appreciate everyone's compliance to these procedures and I thank everyone for helping to keep the Green Chimneys community safe.

Stay safe,

Dr. Edward Placke