

Readiness Plan for Reopening

2020-21



Pre-Kindergarten



Welcome to a New School Year

As members of the St. Mary's Academy family, we embrace our founding Loretto School Values of faith, community, justice and respect. We know they will guide us, not only through the school year ahead, but far into the future. We are vested in our mission to serve our community with integrity, and to be the changemakers that our society requires.

Our guiding principles in developing this plan were to: be back together as a community; have proper protocols and logistics in place to keep our students, faculty and staff safe, in accordance with public health guidelines; establish classroom procedures and strategies to facilitate and forward learning; and be innovative and flexible in delivering an outstanding program to all of our students.

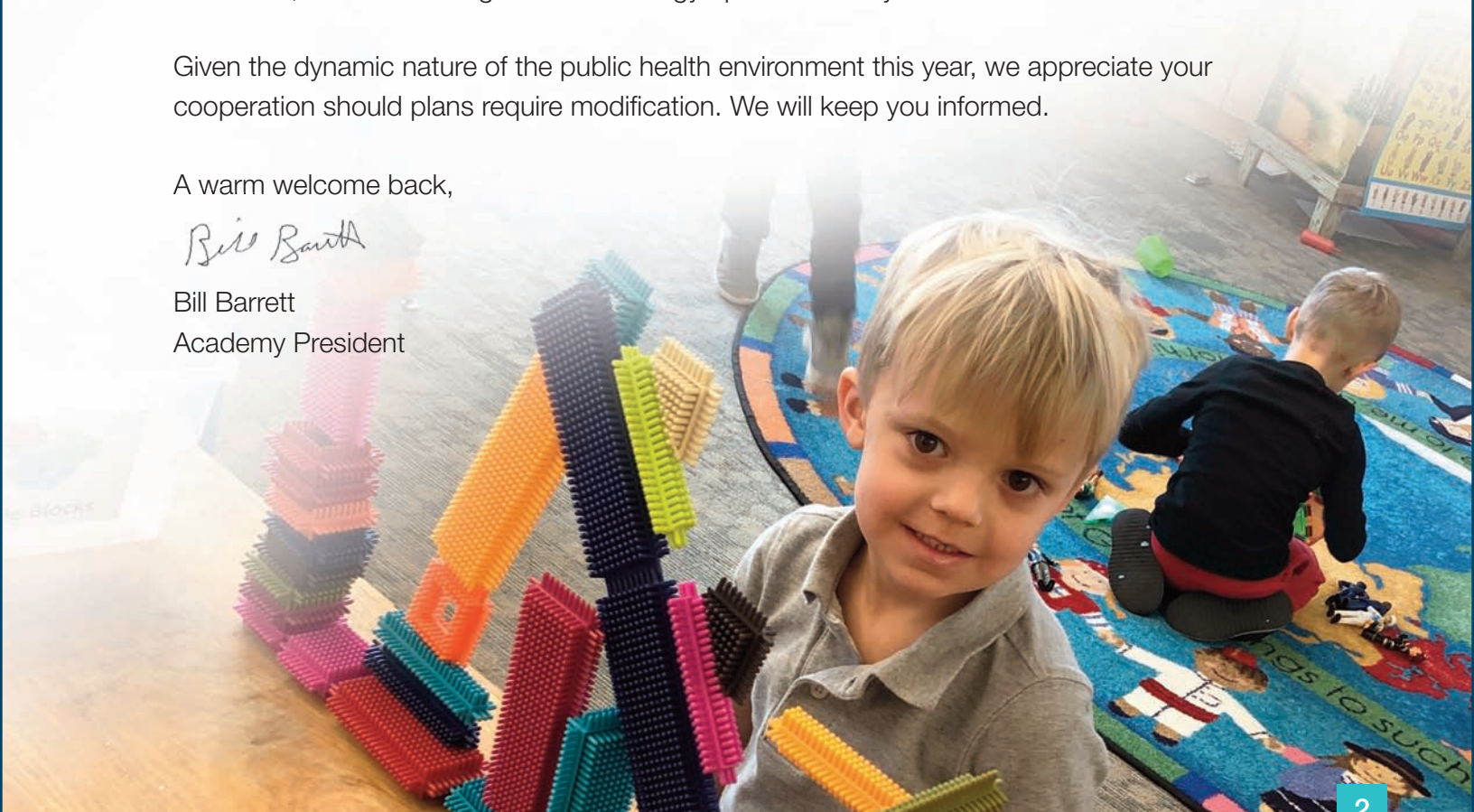
We care, we're prepared, and we're here to support everyone in our community upon our reopening under COVID-19 conditions. As always, we are dedicated to having a highly supportive learning environment. We are making full use of our beautiful, 24-acre campus for our full program on site this fall. We are also stretching miles beyond as we introduce innovative, remote-learning Swivl technology options in every classroom.

Given the dynamic nature of the public health environment this year, we appreciate your cooperation should plans require modification. We will keep you informed.

A warm welcome back,

A handwritten signature in black ink that reads "Bill Barrett".

Bill Barrett
Academy President



Operational Levels

In consultation with public health departments and education leaders, we have developed a plan to support students, faculty and staff safely upon our return to campus. Our plan is to open at **Level 2**, as described below and throughout this brochure. If government or health officials initiate different orders, we will shift our operations to other levels.

Level 1 Normal Operations	Level 2 2020-2021 Reopening	Level 3 Reduced Number of Students on Campus	Level 4 Significant Community Spread; Public Health Orders in Place
Full program on campus Distance learning for absent students Mixed groupings Full food services Visitors welcome Off-campus travel All sports and activities	Full academic program on campus Optional distance learning Home screening Arrival temperature checks Masks worn Social distancing Hand hygiene Frequent cleaning Homeroom/Cohort groups in Pre-K to 8 Cold lunch or pre-ordered box lunches (K-8)/vendor services (HS) Lunch & Specials in home-rooms or outside No EDC for K-8 MS and HS Sports continue, as allowed under CHSAA Limited visitors/no off-campus travel Most meetings and gatherings virtual	Partial return of students or alternating days on campus Blended learning on campus and remotely All LEVEL 2 health protocols Cold lunch only No Clubs/Athletics/Activities No EDC for K-8	Campus closed Remote learning only No Athletics/Activities Virtual meeting and gatherings

For Our Community's Health & Safety



The following pages outline the SMA health and safety plan for reopening. We can take care of each other by following these guidelines throughout the day. Please note that plans are subject to change, given the dynamic environment. This plan will be updated and available on the SMA website 2020-21 Reopening Plan page.



For Our Community's Health and Safety



LIMITED VISITORS & VIRTUAL MEETINGS

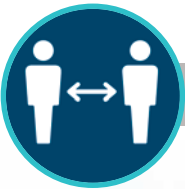
We will begin the year with very few visitors and volunteers in the buildings.

- **Parent Meetings** will be held virtually or through scheduled appointment times.
- **Virtual Gatherings Only.** Nonessential, informal visiting is discouraged on campus and parking lots.
- **Virtual Events Only.** All significant events will be virtual. Large gatherings or group parties will not take place.



VISUAL MARKERS & SIGNS

- **Follow Traffic Flow.** Marked lines show the walking direction through hallways, always with social distancing.
- **Use Good Hygiene.** Signs posted in common areas will guide and remind students.



SOCIAL PHYSICAL DISTANCING

- **Stay Six Feet Apart.** All adults and children will practice staying approximately six feet apart from others and avoiding direct contact, throughout the campus.
- **Classroom Enhancements.** New desks and workstations allow for social distance between students. Plexiglass dividers enable teachers to work individually with students.





HANDWASHING & SANITIZERS

All children and staff will engage in hand hygiene throughout the day:

- Arrival and returning to the classroom
- Before and after eating
- After using the restroom
- After encountering bodily fluids
- After playing outdoors

Proper Technique

Wash hands for at least 20 seconds using soap and water. If this is not readily available, use an alcohol-based sanitizer with at least 60% based alcohol. Hand sanitizer will be placed in all classrooms, and in entrances and common areas. Hand sanitizer does not replace handwashing.



MASKS

Based on current guidelines and data, masks are required for all students ages three and above, to be worn during all possible learning and recreation activities. Masks will not be worn during lunch and student nap times.

- **Please provide two clean masks, labeled with your student's name, each day.** Masks will not be shared.
- Masks should be laundered daily, fit snugly around the nose and mouth, and be free of holes or tears.
- Wash your hands after handling the mask.
- To remove the mask, hold both of the ear loops and gently lift. A paper bag is the best way to store the mask if you remove it before getting home.
- Launder it as soon as possible after.
- We understand that masks can be a means of self-expression. Out of respect for all our community members, we ask that masks be free of any political or potentially offensive slogans, symbols or language. School principals will make the final determination for approval.
- Please contact our school nurse if your child has special communication needs, such as reading lips or a decreased ability to hear.

Please note that social distancing should still be practiced even with the use of masks.



FRESH AIR

- Our goal is to maximize the efficiency of air circulation and filtration in our varied campus buildings. We are working with environmental consultants to determine our best course of action and will update this information in early August.
- Open windows will also provide airflow in the schools. Exterior doors will remain closed for safety reasons.
- Outdoor classes will take place whenever possible, weather and sun exposure permitting.



DO NOT ENTER

All teachers and students are restricted from entering any classrooms or workspaces other than their own whenever possible.



RESTROOM USE

- Students will use the restroom, one to two at a time.
- Students will thoroughly **wash their hands** in the bathroom before returning to class.



DEEP CLEANING & DISINFECTING

Our school will be thoroughly cleaned and disinfected throughout the year, adhering to all necessary safety precautions.

- Employees will disinfect their workspace and common touch points several times daily.
- Building door handles, light switches, sinks and restrooms will be cleaned throughout the day by a new custodial porter service.

Practicing Good Public Health

With our health and safety protocols in place, we are partnering closely with our School Nurse Consultant, Pediatric Nurse Practitioner, Debbie Bradley, MS, BSN, RN, CCHC, NCSN, CPNP and will have additional health staff on campus.



WELLNESS CHECKS

- Daily health screening, including a temperature check, will be completed by families at home each morning using the new SchoolPass app that will be introduced in August.
- Temperatures of Lower, Middle, and High School students, faculty, and staff will also be taken each morning as they arrive on campus.
- Students will not be able to attend school if their temperature is 100.4° (F) or above.
- Students and staff should not come to school if they have symptoms of COVID or influenza.

Flu (Influenza) Shots

The CDC recommends that the seasonal flu vaccine be given to protect persons ages six months and older, especially in the COVID-19 environment. See your primary care provider for information about flu shots and required immunizations.

Communicable - Reportable Diseases

When an enrolled child or an employee of the center has a suspected or reportable disease, it is our legal responsibility to notify the Colorado Department of Public Health. We will take care to notify families about exposure so children can receive appropriate next steps as guided by local authorities. The SMA school nurse coordinates this process.



COVID-19

- Students who develop symptoms of COVID-19 while on campus will be guided to a separate health office and their parent/guardian contacted immediately for student pick-up.
- Any suspected or confirmed cases of COVID-19 will be handled in accordance with public health guidelines, and may include the school closing for 24-hour “close and clean” measures and possible quarantine time (14 days or more at this particular time).
- The school nurse and Tri-County Health Department are SMA’s health partners for determining closures, isolation/quarantine guidance, and conducting contact tracing. Other stakeholders may be involved in directives, such as the State Governor, the CDC, and the Department of Human Services.
- SMA will not disclose the names of individual students or families with a suspected or confirmed case of COVID-19.
- Non-COVID-like symptoms should follow guidance in the “How Sick Is Too Sick” document, which explains when students are able to stay at school, when to be sent home, and when to return.

Please refer to your SMA Handbook or click on the following link to our website for additional information about preventative health, including immunizations, physicals, and allergy prevention.

Follow the link to [How Sick is Too Sick?](#), on SMA’s website.



Innovative Options

We are approaching the circumstances of our next school year as an extraordinary opportunity for instructional innovation. Our goal is to advance excellence in teaching and learning through technologically-enhanced instructional design. We have invested in technology and teacher training so that we are ready to face the unpredictable nature of next year, while laying the groundwork for reinvention of instructional design and delivery that is rooted in design thinking, flexibility, and student-centered learning.

On Campus Learning with a Seamless Remote Option

- Given our class sizes and our spacious campus, we will be able to have our full program on campus while attending to health recommendations.
- For families that choose to continue learning at home at the start of the school year, or if their students need to be at home for health or other considerations, we have the technology in place that will allow a student to be an active participant in the classroom from a distance.
- Our newly acquired Swivl technology in every classroom enhances in-person learning and provides a seamless option for our students who choose to attend virtually.



REMOTE LEARNING

In the event of a change in operational levels and all students are required to learn from home, we will use our Swivl technology, our Canvas learning management platform, and Zoom video conferencing.

S WHAT IS SWIVL?

Swivl is a video reflection and skill development cloud platform for teachers and students. It is designed to improve personalized teaching and learning and create meaningful dialogue between educators, students, and parents.

- It has an automated mobile 360° revolving robotic unit that follows the action in the classroom, capturing and live streaming high quality video for an interactive remote experience.
- The Swivl software is powerful and integrates with Zoom video conferencing and Canvas, our learning management system, to enhance both in-person and virtual learning.

Daily Routines



BEFORE HEADING TO SCHOOL

Our new **SchoolPass** app coming in August replaces phone calls, emails, and handwritten notes for student attendance, arrival, and any dismissal changes.

- Families and staff will complete a pre-screening wellness check, including a temperature check, through SchoolPass before confirming attendance.



MORNING DROP-OFF TIME

The following procedures are in place to limit the risk of exposure and minimize the spread of COVID-19. Families, including parents, guardians, siblings and caretakers, will not be allowed in the building. If you need to pick up your child early or bring your child after 8:10 a.m., please call the school office at 303-762-3800 ext. 240, and we will make arrangements for meeting you at the door.

- Please review the procedures and child wellness check in advance. Each child will have their temperature taken and then will be brought into the building by our staff.
- We are asking all adults to wear masks during drop-off and pick-up.
- We are also requesting that families bring their own pens to sign papers at drop-off and pick-up to minimize parent touching of shared items.
- Teaching staff will be waiting at the outside classroom door (east facing door for upstairs and west facing for the downstairs classroom) each morning from 7:40–8:10 a.m. to greet the children. Please arrive by 8:10 a.m. every day.
- We ask that you wait at the outside door as we welcome and sign in children, one by one.

Daily Routines



AFTERNOON PICK-UP

- Families and caretakers will proceed to the same outside classroom doors again for pick up at 2:50 p.m., or until 6:00 p.m. for children in Pre-K aftercare.
- Children will be brought out to you; please do not come inside.
- Please bring your pen to sign your child out at drop-off.
- Each family will receive a daily Kaymbu newsletter from your child's teacher, sharing information the day. Any critical information about your child's day will be sent via an email note.
- Please be sure to take home items described below, including any lunch and liquid containers, and nap-time blankets sent in a non-porous bag, to return washed and laundered daily.
- Pre-K aftercare will be available from 2:50 - 6:00 p.m. and will be held in the students' classrooms. Children will be supervised in the same cohort group as the regular school hours. A snack will be provided.



CLASSROOM POLICIES

In an effort to limit exposure and to provide *contact tracing* should the need arise, the Colorado Office of Early Childhood has mandated a few new regulations.

Classroom Structure

- Class sizes are limited to the maximum number of children per measurable space for social distancing and as per licensing regulations.
- Children and teachers must remain in the same group throughout the day.
- Groups may not be able to use the same space at the same time, such as the playground.
- Areas that will be used by more than one group during the day will be sanitized and disinfected between use.
- Physical distancing (6 feet) for children and adults will be practiced in the classroom as best as possible.

Daily Routines



CLASSROOM POLICIES – continued

Materials in the Classroom

- We have been asked by the Colorado Office of Early Childhood to remove any materials in the classroom that can not be easily sprayed with a sanitizing spray. This includes any porous materials.
- There will be a limited number of toys and materials in the classroom to reduce the risk of contact contamination.
- We will follow strict sanitizing procedures at the end of each day and take extra precautions with any materials that have come into contact with children’s saliva, mucus, or any other bodily fluid.

Handwashing Policy

- Our handwashing policies follow the strict guidelines and rules proposed by the Colorado Office of Early Childhood.
- We will continue to follow those guidelines with increased frequency of washing and pay special attention to situations and times that we may need to implement even more frequent handwashing.



WHAT TO BRING FROM HOME

During the reopening period, there are limitations regarding items brought from home.

- Students should bring their lunch, water bottle, and snacks. Lunch containers and water bottles need to be taken home and washed every day.
- If your child is staying for nap-time, please provide daily a sheet/blanket in a non-porous bag. Please take it home and launder it every day.
- No other bags, backpacks, toys, or “lovies” will be allowed until further notice.

Daily Routines



LUNCH / SNACKS

- Food will be allowed only within individual classrooms, and students will be physically distanced when eating. There will not be any family-style service; all teachers will distribute milk and individually-packaged snacks to students.
- Students may bring their lunch from home or receive a boxed lunch pre-ordered at least 36 hours in advance from Grateful Plate, which will be delivered to the classroom. Click here for how-to instructions: [Grateful Plate](#).
- All water bottles brought from home must be taken home every day and cleaned by families.



THERAPY SERVICES

- We will do our best to continue to provide any special services your child received before the COVID-19 outbreak. Therapists are allowed and encouraged as they are part of the necessary workforce to support special needs.
- Our staff will comply with as much of the social distancing practices as feasible; OT/PT may have to physically touch your child, and a speech therapist may need to take off their mask, but we will encourage best practice and take precautions to limit interactions. We will follow any guidelines put forth by the individual therapist.
- Some therapists will not be resuming work until October. Please be in touch with your child's therapist and let us know what they are doing to provide services.



Community Building



As we work on returning to school as safely as possible, our focus is also on building community and relationships, and upholding traditions that are unique to the student experience at SMA.

- We are reviewing all of our events and working to reimagine some of our events during these unusual times. As we did this spring, we are prepared to connect and be together in different, yet equally meaningful ways.
- We understand everyone may need extra support during this time. We will draw on our community structures, including our daily meetings, our cohort groups and our social-emotional curriculum. Our school counselors are also attuned to faculty, staff and student needs.

WE HAVE YOU COVERED

Things may look a little different this year but it will feel the same — a family school that is dedicated to thoughtful options for exceptional learning and growth. We care. We are prepared. We have you covered. We are excited to see you this fall.

SMA reopening plans were developed in accordance with the CDC, State of Colorado, Colorado Department of Education, Colorado Department of Public Health and the Environment, Colorado Department of Human Services/Office of Early Childhood, Tri-County Health Department, and CHSAA. Plans are subject to change due to the COVID-19 environment.