

Readiness Plan for Reopening  
2020-21



High School



## 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 cursive 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.

<b>Level 1</b> Normal Operations	<b>Level 2</b> 2020-2021 Reopening	<b>Level 3</b> Reduced Number of Students on Campus	<b>Level 4</b> 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

Hand sanitizer stations have been installed across campus. All students and staff will engage in handwashing throughout the day:

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

### 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.

- **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 student 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, outside of passing periods.
- 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 will be completed by families at home each morning, including a temperature check, 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, 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 the SMA 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.

## Classroom Procedures / Schedules

- Our High School schedule will remain the same as in previous years with a regular, 4x4 Block Schedule every day and a Late Start/Club Schedule on Wednesdays.
- Our 90-minute block schedule has fewer transitions and reduced mixing of student groups during the day.
- Each student will have her own desk or table. Desks will be placed such that students are six feet apart from others in the classroom.
- Airflow will be increased by opening windows and propping interior doors.
- Outdoor classes will take place whenever possible, taking into consideration weather, safety, and technology requirements.
- Each student will wipe down their classroom table when they first arrive in class and before they leave.
- Students will need to bring their own classroom supplies to ensure that shared supplies are not being used. The supply list will be shared with students during orientation.



# 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 approach has been designed to adhere to social distancing guidelines, lowering density of students at arrival, and to aid health screening upon arrival.

### Schedule

- Students arriving before 7:45 a.m. will go to the door next to the high school office.
- Between 7:45 - 8:30 a.m., students will go to doors by grade level. Please see below for details.
- After 8:30 a.m., students will go to the door next to the high school office.

### Grade Level Entrance Doors

Students will arrive through different doors depending on grade level:

- Seniors - Lower West Door
- Juniors - Upper West Door
- Sophomores - South Forum Door
- Freshmen - High School Main Office Door

### Temperature Screening

- Upon arrival, students' temperature will be checked and the completion of the SchoolPass pre-screening app will be verified.
- Students will head to their A block class or a designated common area with social distancing in place at all locations.

# Daily Routines



## HALLWAYS, STAIRWAYS, LOCKERS, & COMMON AREAS

- Our wide hallways set us up well for social distancing. Traffic will be directed to go in one direction on each side of the hallway to allow for at least 6' distancing.
- Stairways will be unidirectional.
- Access to lockers will be staggered based on pre-assigned groupings to ensure distancing. Students will only be able to access lockers at designated times throughout the day and not during transition times. Students are encouraged to pack smart and minimize their need to use their lockers.
- Students will be spaced at least 6' apart, with pre-arranged desks in each location for use during their free block or period.



## OPEN CAMPUS

At the start of the year, students will not have Open Campus privileges (a privilege for juniors and seniors to leave campus during their free period). We will assess the situation and reevaluate as the year progresses.



## LUNCH TIME

- Students can continue to bring lunch from home or order lunch from our vendors in typical SMarket-fashion; these meals will be individually packaged.
- Lunch will be eaten either in classrooms with peers in the class period before or after lunch, in socially-distanced common areas, or outdoors.
- Lunch meetings/groups will be organized and cleaning/spacing protocols will be enforced.

# Daily Routines



## AFTERNOON PICK-UP

Students will be released from their D block class on a staggered schedule starting at 3:45 p.m. in the following order, with a five-minute window for each release:

- Afterschool Activities
- Bus
- Parent pick-up
- Student drivers
- Students who will be remaining at school will be asked to go to a designated common area until they depart.



## AFTER SCHOOL ACTIVITIES & SPORTS

- Extra-curricular clubs and activities will resume upon reopening, following all SMA health and safety protocols.
- Sports are planned to resume, under guidance and instruction of CHSAA. Please watch for more information from SMA. You can keep up to date on CHSAA decisions on their website at [chsaanow.com/coronavirus](https://chsaanow.com/coronavirus).



## 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.