



**Saint John's Catholic Preparatory School**

# **2020-2021 Post COVID-19 Re-Opening Plan**

*Submitted by:*

*Dr. Thomas H. Powell, President*

*Mr. Will Knotek, Principal*

*July 15, 2020*

# Table of Contents

<b>Introduction</b> .....	3
<b>Task Force on Re-Opening</b> .....	3
<b>Meeting Dates</b> .....	3
<b>Task Force Sub-Committees</b> .....	3
<b>Major Documents Referenced</b> .....	4
<b>Re-Opening Options for Fall 2020</b> .....	5
<b>A Hybrid Opening</b> .....	5
<b>Overall School Density</b> .....	5
<b>Instructional Schedule</b> .....	5
<b>Class Schedule</b> .....	5
<b>On-Line Instruction</b> .....	7
<b>Faculty Advisement</b> .....	7
<b>Fall 2020 School Calendar</b> .....	8
<b>Athletics</b> .....	8
<b>Student Practices</b> .....	9
<b>Spectators</b> .....	9
<b>Fitness Center</b> .....	9
<b>Gym Curtain</b> .....	9
<b>Locker Rooms</b> .....	9
<b>General Changes Necessary to Re-open</b> .....	10
<b>Covid-19 Point of Contact</b> .....	10
<b>Health Separation Room</b> .....	10
<b>Health/Nursing Consultants</b> .....	10
<b>Isolation and Transport</b> .....	10
<b>New Arrival Schedule</b> .....	10
<b>Dismissal</b> .....	11
<b>Daily Screening</b> .....	11
<b>Face Coverings</b> .....	11
<b>Screens</b> .....	11
<b>First Aid Kits</b> .....	11
<b>Counseling and Emotional Well-being</b> .....	11
<b>Students with Learning Differences</b> .....	11

<b>Technology</b> .....	12
<b>Recruitment</b> .....	12
<b>Hallways</b> .....	12
<b>Increased Cleaning</b> .....	12
<b>Signage and Messages</b> .....	12
<b>Restrooms, Hand Washing and Sanitizer</b> .....	13
<b>Lockers</b> .....	13
<b>Water Fountains</b> .....	13
<b>Mass and Spiritual Activities</b> .....	13
<b>Bus Transportation</b> .....	13
<b>Extended School Day</b> .....	13
<b>Field trips</b> .....	13
<b>Assemblies/Special Events</b> .....	14
<b>Visitors</b> .....	14
<b>Notification of Health Officials</b> .....	14
<b>Faculty and Staff</b> .....	14
<b>Training and Development</b> .....	14
<b>Board of Trustees Approval</b> .....	14

## **Introduction**

On March 12, 2020 Saint John’s Catholic Prep, in response to the Covid-19 global pandemic, made the decision to close school for a two-week period. That closure was extended as the State of Maryland enacted a state-wide closure of schools. The state-wide order was gradually extended to close schools for the remainder of the 2019-2020 academic year.

In anticipation of a global pandemic teachers began to be prepare for a distance learning format during February 2020. On-line instruction began for students on March 17, 2020 and continued to the end of the school year (June 5, 2020).

## **Task Force on Re-Opening**

On May 9, 2020, Dr. Powell, President of Saint John’s Catholic Prep, appointed a task force of administrators, faculty, staff and consultants to determine to best strategy to allow the school to re-open as we address the new realities related to a serious health pandemic.

### **Charge to the Task Force**

The Task Force was charged with the responsibility of reviewing all State and National recommendations for re-opening schools and to formalize specific recommendations for the Board of Trustees to consider.

### **Task Force Members**

- Thomas H. Powell, Chair
- Paulette Anders
- Susan Belmar
- Kathy Crosby
- Amy Foss
- Michael Giangrasso
- Joe Jancuk
- Will Knotek
- Robert Krajewski
- Maddie McConnel
- Laurie Orlowski
- Linda Petrie
- Shawn Rathman
- Greg Rausch, MD, Consultant
- Janet Ryczko
- Jill Seaman
- Erin Smith
- Patti Saylor, RN, Consultant
- Jen Staiger, PhD, Consultant
- Peter Strickland
- Stuart Wilson

### **Meeting Dates**

May 19, 2020  
May 26, 2020  
June 2, 2020  
June 9, 2020  
June 23, 2020  
June 30, 2020

### **Task Force Sub-Committees**

To facilitate the work of the Task Force, several sub-committees were formed to focus on select areas of attention. These sub-committees included:

- Classroom Configuration

- Health and PPE
- Athletics
- School Arrival/Departure and Locker Use
- Technology
- Hybrid parameters and Class Schedule
- Learning Differences
- Emotional Well-Being

## **Major Documents Referenced**

The Task Force used the following documents to inform and guide its recommendations:

*Maryland Strong: Roadmap to Recovery* (April 24, 2020) Governor Larry Hogan

*Maryland Together- Maryland's Recovery Plan for Education* (May 2020) Karen B. Salmon, State Superintendent of Schools

*Covid-19: Guidance for SEVP Stakeholders* (March 13, 2020) U.S. Immigration and Customs Enforcement.

*Covid-19 Response* (May 2020) Archdiocese of Baltimore

*Coronavirus Disease 2019; Considerations for Schools* (May 19, 2020) Centers for Disease Control and Prevention. CDC.

## Re-Opening Options for Fall 2020

Three basic options were considered for reopening our school:

1. Full opening with health modifications
2. Distance Learning only
3. Hybrid approach for decreased density

The type of option we implement is dependent upon the decisions made by Governor Larry Hogan, the Maryland State Board of Education, and the State Superintendent of Schools. Those decisions will be likely made in early August.

### A Hybrid Opening

To properly prepare for the most likely restrictions during the on-going pandemic we focused on the elements of *re-opening school using a hybrid model*. This model will incorporate both on-campus and distance learning. The recommendations that follow focus on that model of re-opening our school.

### Overall School Density

Saint John's Catholic Prep is designed to serve a maximum of 350 students in grades 9-12. It is estimated that enrollment for the 2020-21 academic year will not exceed 260 students. Our classroom capacity averages 15 students. To ensure social distancing of 6 feet between students and among students, class size will need to be reduced to an average of 8 students. Class sizes with a maximum range between 6 to 10 students will be established.

By August 1, each classroom will be arranged to ensure proper distancing between desks and teacher work areas. Excess desks will be stored in an outside storage shed.

It is recommended on-campus instruction be limited to no more than 140 students per day. We will require a new storage shed to store unused desks and chairs.

### Instructional Schedule

Students will be divided into 2 cohorts with students in each grade level. The "Green" cohort will have on-campus instruction on Monday and Wednesday, the "Gold" cohort (last names L-Z) will be on-campus Tuesday and Thursday. Fridays will be reserved for online, asynchronous instruction at home as well as office hours with teachers. Some Fridays we will be used to bring in an entire grade of students to experience special instructional and class bonding activities.

### Class Schedule

A basic block schedule of courses will be implemented. Each class period will be 85 minutes in duration. Classes will begin at 9:00 a.m. and conclude at 2:50 p.m. Two lunch periods of 35 minute each will be scheduled. An enrichment period for students will be scheduled either before or after lunch. Enrichment will include academic activities, as well as social, emotional and spiritual activities with the campus minister and/or school counselors.

Student schedules will be made up of seven courses. Six of them (A-F) will meet every other day and consist of "live" instruction whether they are at school or at home. The seventh course (G) will be primarily online, with the students meeting with their teacher once a week during

their in-school enrichment time. Grade 9 will have Health/PE and Grades 10-12 will have Theology as their G period courses.

The proposed class schedule is detailed below.

### Class Schedule

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 10:30 1:30	A	A	D	D	Online, asynchronous instruction at home
10:30 10:35 0:05					
10:35 11:10 0:35	Lunch/Enrichment	Lunch/Enrichment	Lunch/Enrichment	Lunch/Enrichment	
11:10 11:15 0:05					
11:15 12:40 1:25	B	B	E	E	
12:40 12:45 0:05					
12:45 1:20 0:35	Lunch/Enrichment	Lunch/Enrichment	Lunch/Enrichment	Lunch/Enrichment	
1:20 1:25 0:05					
1:25 2:50 1:25	C	C	F	F	

Below is a possible schedule for in-school instruction should it be decided that the two cohorts come to campus on alternating Fridays.

### Alternating Friday Schedule

FRIDAY			
9:00	9:50	0:50	A
9:50	9:55	0:05	
9:55	10:45	0:50	B
10:45	10:50	0:05	
10:50	11:40	0:50	C
11:40	11:45	0:05	
11:45	12:20	0:35	D - 1st
12:20	12:25	0:05	
12:25	1:00	0:35	D - 2nd
1:00	1:05	0:05	
1:05	1:55	0:50	E
1:55	2:00	0:05	
2:00	2:50	0:50	F

### **On-Line Instruction**

On the days when students will be home, they will have required on-line instruction. This will be accomplished via virtual classroom connection with the class in session. For example, in U.S. History (Sophomore course) the student will receive on-campus instruction for one day and one day via distance learning. This will provide 2 days of live instruction per week in that subject and 3.33 hours of instructional time per week per course.

The faculty member teaching this course will be responsible for all students (e.g., 12 students) and will consider them a class, moving systematically together through the curriculum.

Classrooms will be equipped with a camera that will project the entire classroom and will be linked via a Zoom connection. At home, the student will have a view of the classroom as well as the teacher and other students connected to the class. The faculty member will have an ability to see all students via large screen projection in the classroom.

### **Faculty Advisement**

There will be 30 minutes of independent work assigned on Fridays. Teachers will also have office hours every Friday.



## Fall 2020 School Calendar

<b>August</b>	31 Freshmen ONLY return to campus to participate in an extended orientation
<b>September</b>	4- Senior Orientation 7- Labor Day- No school 8- Sophomore and Junior Orientation 9- First Day of School for Students – Green Cohort on campus 10- Gold Cohort on campus 11- Asynchronous learning at home for all students Teacher Meetings 18- Special Friday Instruction 25- Special Friday Instruction
<b>October</b>	2- Special Friday Instruction 9- NO School Teacher Development Day 16- Special Friday Instruction 23- Special Friday Instruction 30- Special Friday Instruction
<b>November</b>	6- Special Friday Instruction 13- Special Friday Instruction 20- Special Friday Instruction 25-27 Thanksgiving Holiday No School
<b>December</b>	4- Special Friday Instruction 11- Special Friday Instruction 18- Last instructional day 21-31 Christmas Holiday No School

*This schedule will provide 76 days of instruction for the semester.*

## Athletics

The school will follow all requirements established by the Maryland Independent Athletic Association (MIAA) and the Independent Athletic Association of Maryland (IAAM).

Mr. Peter Strickland, Athletic Director, will continue to ensure the overall safety of student-athletes, coaches, and support staff. Mr. Strickland will set the overall parameters of practices and competitions and athletic transportation during the pandemic.

The following protocols will be implemented to ensure proper health and safety of all participants:

1. All coaches and related personnel (e.g., trainers, score keepers, officials) will be required to complete COVID-centric training session before interacting with students.
2. All participants will be required to use proper masks or face shields at appropriate times.
3. All shared equipment will be cleaned prior, during and at the end of use.

4. Student activities will be conducted outside as feasible. Student-athletes will be socially distant during practices, except as training dictates otherwise.
5. Student competitions will be scheduled as per the appropriate athletic conference.

### **Student Practices**

Practices will be scheduled in conjunction with the new academic schedule. Therefore, practices will be Monday-Thursday for the students on-campus on that particular day. Practices will be scheduled as early as 3:00 p.m. and ending no later than 5:30 p.m.

### **Field Supervision**

Coaches will be responsible for field supervision during practices.

### **Spectators**

Guidelines are continually developing during this uncertain time.

### **Fitness Center**

The Fitness Center will be open from 3:00 p.m. to 5:30 p.m. The room will be restricted to 6 students at any one time. Hand sanitizer will be required when students enter the Fitness Center. Cleaning the equipment prior to and at the end of use will be required. A staff member will be present whenever students are in the fitness center.

### **Gym Curtain**

To facilitate greater use of the gymnasium we will install a curtain which will divide the gymnasium in half.

### **Locker Rooms**

Lockers will be assigned by the Athletic Director each season for use on a daily basis. No more than 6 students will be allowed in the locker room at one time. Students will be required to use hand sanitizer upon entry and exit. Student-athletes will maintain social distance in the locker rooms.

## **General Changes Necessary to Re-open**

Until an effective Covid-19 vaccine is available we will work to prevent the spread of the virus and to contain any outbreak of the virus in our school community. Saint John's Catholic Prep will take a number of actions to ensure the health and safety of our students during the pandemic. As we considered these changes, we paid attention to making changes that will benefit the school post the pandemic period.

### **Covid-19 Point of Contact**

Dr. Powell has appointed Principal, Will Knotek, as the Chief Point of Contact for all Covid-19 concerns. We will make sure all students, parents, faculty, and staff know Mr. Knotek's essential role and responsibilities in this position. Mr. Knotek will coordinate with the Frederick County Health Department and stay current of all regulatory issues concerning the pandemic.

### **Health Separation Room**

We will convert an office (Room 131) into a new Health Room for our school. The room has an adjoining restroom which is away from the general student traffic and will be equipped with student segregated areas, separated by appropriate barriers. A phone and small desk will also be required.

### **Health/Nursing Consultants**

After reviewing several options, we recommend Saint John's Catholic Prep continue to contract with Health Link, LLC for the 2020-21 school year to provide health and nursing consultation to the school community. In addition, it is recommended to employ a "health coordinator". This person will be responsible for the separation room and the follow-up protocol with each person that visits the room. Health Link will assist with implementing all COVID-19 state and federal requirements for schools.

### **Isolation and Transport**

To better ensure school safety during the pandemic, any member of the school community who is ill or who show signs of illness will be isolated. No assumptions of who does and who does not have the Covid-19 will be made. Out of an abundance of caution, all will be treated as if they have the virus and sent home. Return to school will require a statement from a physician.

### **New Arrival Schedule**

During the pandemic we will establish a new arrival and departure times. Classes will begin at 9:00 a.m. and the last class will end at 2:50 p.m.

Teachers will arrive at 7:45 a.m. Teachers will have daily health screening.

Students will arrive between 8:15 a.m. - 8:50 a.m. Students will have daily health screening consisting of screening questions and temperature check. There will be 3 stations in the outside entrance where students will be screened. If a student does not pass the screening, they will be escorted to the Health Separation Room for a re-check and evaluation. There will also be a station near the entrance to student parking in the back of the school to screen student drivers before they enter the school. All current state and county guidelines will be followed when screening. Additional staffing will be required to make this efficient.

After school activities will be limited to athletics. All practices will begin at 3:00 p.m. and conclude at 5:30 p.m. All students will depart school by 5:45 p.m.

### **Dismissal**

To maintain proper social distancing in the hallways, students will be dismissed in a staggered manner. All student drivers parked in the back will be dismissed first. Student drivers parked in the front will be dismissed second. Due to varying pickup times, all students being picked up by an adult will be dismissed based on parent communication from the pick-up line. Once parents enter the campus or are in line, they will text their child that they are out front. A student will show the text to the teacher and be allowed to leave the room. Any student engaged in after school athletics will remain in the room until they are dismissed to the care of their coach.

### **Daily Screening**

Daily health screenings will be conducted as all students, faculty and staff enter the school. This screening will entail temperature checks and the answering of two basic screening questions. Additionally, we will ensure that everyone who enters the school has a proper face mask or face shield.

Students will be screened before entering the school. Those who are identified as at risk will not be permitted to go to class. Parents will be immediately called for them to pick up their child. The student will be sent to the Health Separation Room while waiting for parent's pickup. They will be expected to follow the CDC guidelines of quarantine before coming back to school.

### **Face Coverings**

All students, faculty and staff will wear masks or face shields in public areas of the schools. Masks in classrooms will be required unless wearing these is incompatible with instruction. Students and personnel will be required to supply their own masks. The school will have an ample supply of masks to provide to students, personnel, and visitors should they not have one.

### **Screens**

It will be necessary to procure plexiglass-type screens at high traffic areas throughout the school. These areas include the front office reception area, daily screening stations, counseling office, restroom sinks and urinals, the fitness center and Viking Café serving areas.

### **First Aid Kits**

All classrooms will be equipped with new first aid kits with proper bandages and other supplies.

### **Counseling and Emotional Well-being**

It is critical that essential counseling and support services continues for students during the pandemic. Increased services will be provided to students dealing with the Covid-19 illness or death. Faculty and staff will be prepared to identify signs of student stress regarding the pandemic. The availability of this support to students and parents will be well communicated.

### **Students with Learning Differences**

Continued academic support services will be provided for our students with identified learning differences as we navigate the challenges of shifting to a new method of curriculum delivery. These services include our Seton Scholars resource classes, monitoring of individual accommodation plans, and individual academic support as identified by teachers and counseling.

In order to adhere to safe distancing practices, our Seton classroom/testing center will be restricted to no more than 8 students per class period. During the pandemic period, the Seton Program classroom will be restricted to 4 students per class period.

### **Technology**

To better accommodate our students and faculty with the proper instructional technology and infrastructure we will require the following upgrades in our present instructional technology:

1. Secure a new Zoom License
2. Purchase educational interactive subscription services to enhance connectivity
3. Upgrade the Comcast service to increase connectivity access and speed.
4. Improve wireless service and access points.
5. Add cameras and microphones to each classroom
6. Provide an interactive AV workstation in each classroom
7. Provide a teacher workstation for each classroom
8. Improve Kleinhanzl Conference Room access.
9. Install Smart TV's in each classroom
10. Develop and provide training for faculty

### **Recruitment**

During the Fall, 2020 semester we will discontinue all shadow visits of prospective 8<sup>th</sup> graders. Parent/student tours will be by appointment only and will be conducted with the proper health protocol. Fall Open House will be conducted virtually on Sunday, November 1. We will also develop a virtual tour of the school and campus which will be accessible via our website.

### **Hallways**

The Great Hall, hallways, and the front vestibule will be monitored by faculty and staff to ensure proper social distancing at all times.

### **Increased Cleaning**

It is essential the frequency and thoroughness of cleaning the school be increased. Surfaces frequently touched (door handles, water fountains, sinks) will be cleaned and disinfected frequently. We will also increase the routine cleaning and disinfection of all classrooms, meeting areas, common areas and offices. We will purchase new cleaning supplies. To ensure a cleaner environment an increase in custodial personnel will be needed, as well as training to the custodians. To accomplish an increased cleaning schedule, we will require an additional 2 custodians, bring our total to 3.5 FTE. We will deploy custodians on 2 shifts. Additionally, we will need additional cleaning equipment and supplies.

### **Signage and Messages**

New signs will be posted to remind students and personnel about new safety regulations and school protocols. Daily messages will be added on our public address system to encourage proactive reduction on the spread of Covid-19.

## **Restrooms, Hand Washing and Sanitizer**

During the pandemic restroom use will be restricted to only 2 students at a time. Sink areas will be divided with a transparent plexiglass-type barrier. Additional supplies for handwashing will be provided. In addition, students will be encouraged wash their hands frequently. Faculty and staff will use the restroom restricted for their use.

## **Lockers**

To prevent unnecessary gathering of students and hallway congestion, all student lockers in the hallways will be closed during the pandemic. Lockers in the athletic locker rooms will be assigned by the Athletic Director for daily use.

## **Water Fountains**

The hallways water fountains will be closed during the pandemic. Students will be encouraged to bring their own water bottles. Students will be permitted to drink water in classrooms. Bottled water will be available for students.

## **Viking Café**

The Café will be open with a limited menu of only prepackaged foods and drinks. Students will bring their own lunches. Seating will be limited to 65 students per lunch session (seating capacity is 140). Hand sanitizer will be required when students, faculty and staff enter the Viking Café.

## **Mass and Spiritual Activities**

Masses will be celebrated in either the new Chapel or the gymnasium. We will follow all Archdiocesan guidelines for Masses during the pandemic. Other spiritual activities will be conducted in small group settings to ensure proper social distancing.

## **Bus Transportation**

Due to logistical concerns with implementing health screening protocols for entry into school each day, busing will only be provided in the afternoon. The school will continue to offer the three routes to WV, Mt. Airy/New Market and Gaithersburg/Germantown. Parents will be expected to bring their students to school, on average, two (2) mornings a week based on the new daily schedule. The school will help facilitate carpools for families living in similar zip code areas.

## **Extended School Day**

Saint John's recognizes the challenge for some families to pick up their children at the end of the school day. Because of this, a maximum of thirty-six (36) students will be allowed to remain on campus until 5:30 p.m. (coinciding with the end time for athletics). Students will be monitored by a staff member and must remain socially distanced in the Viking Café until they are picked up. Parents will be required to sign up for this option and it will be available on a first come basis.

## **Field trips**

We will discontinue all field trips for the Fall 2020. Where possible, we will conduct virtual field trips.

### **Assemblies/Special Events**

We will discontinue all school-wide assemblies and special events. Class specific assemblies with proper social distancing may be scheduled at the discretion of Mr. Knotek.

### **Visitors**

During the pandemic we will not have visitors or any non-essential adults in the school.

### **Parent Communication**

Communications will be provided to parents regarding the actions being taking to ensure better student safety and prevention of the spread of Covid-19. A brochure will be developed for parents and students outlining all new guidelines and procedures for dissemination prior to the start of school. Parents will be kept informed on any new restrictions, outbreaks, closures, and/or other issues related to Covid-19.

### **Notification of Health Officials**

While maintaining confidentiality, we will work closely with the Frederick County Health Department and immediately notify them of any case of Covid-19 in the school community.

### **Faculty and Staff**

During the pandemic we will support our faculty and staff who are at-risk and/or those with significant health problems. Where possible we will encourage work-at-home options, flexible scheduling and other accommodations. Anticipating that some faculty and staff may need to be quarantined or on extended sick leave, we will employ a number of temporary and part-time teachers and staff.

### **Training and Development**

Faculty, staff and coaches on will receive training on all new procedures and health protocols.

## **Board of Trustees Approval**

The Saint John's Catholic Prep Board of Trustees officially approved this Re-Opening Plan on July 14, 2020.