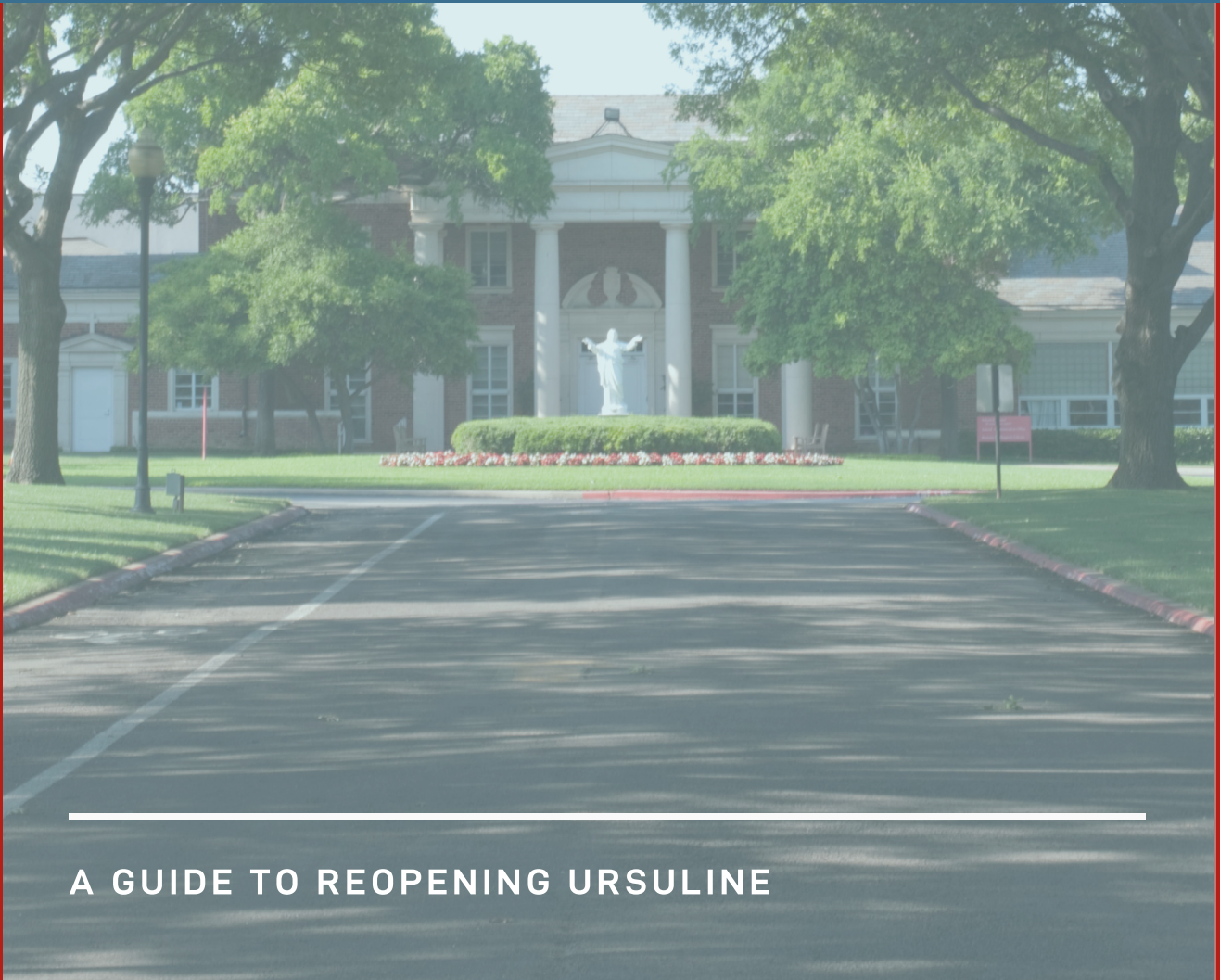




URSULINE ACADEMY OF DALLAS

2020-2021

Returning Safely to Campus



A GUIDE TO REOPENING URSULINE

"UNPRECEDENTED"

These times absolutely demand the best of all of us.

It is in the spirit and tradition of Ursuline Academy to rely on the strength of our community to successfully embrace and respond to change.

Today, as much if not more than any time in our past, we are called to the challenge, to take responsibility for ways we can help protect our community. This is also how we as individuals can serve others, the essence of the *Serviam* spirit.

The Ursuline Academy Reopening Plan outlines a phased approach that begins with brief period of E-Learning, closely followed by a shift to a 50/50 Hybrid model for academic programs and student activities. We anticipate a full transition to 100 percent in-person classes this fall as conditions permit.

In preparation for our return to campus, your Ursuline administration and faculty have collaborated with the Diocesan Office of Catholic Schools and other area ISAS schools to determine the best approach to health and safety protocols for operations, based on current guidelines from the Centers for Disease Control, Dallas County Health and Human Services, and the State of Texas.

Ursuline's plan is also aligned as closely as possible with Texas Education Association reopening guidelines for public schools as well as with other private independent and Catholic school reopening plans. All remains subject to the evolving battle against the spread of COVID-19, so we continue to monitor local, state, and federal developments on a daily basis.

Please know that our most essential partnership is with you. Ursuline's reopening plan can only be successful with a commitment from our students and families to support and follow these guidelines. We know you will encourage your daughters to act responsibly, to take care of one another, and to do the right thing.

Please understand that the information contained in this guide may change at any time, depending on the course of the virus and guidance from state and local officials.



**"BEAR WITH ONE
ANOTHER, CARE FOR
ONE ANOTHER."**

- ST. ANGELA MERICI

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*For additional information and updates, visit
www.ursulinedallas.org/covid19.*

OPERATIONS

Health and Safety of Students and Employees

As the COVID-19 situation continues to evolve, Ursuline Academy's top priority is the health and safety of all students and employees while upholding our mission of the total development of the individual student and education for leadership in a global society. Ursuline intends to follow all reasonable precautions recommended by the Centers for Disease Control (CDC), Department of Health and Human Services (DHHS), and the Diocesan Office of Catholic Schools.

Protocols and Best Practices



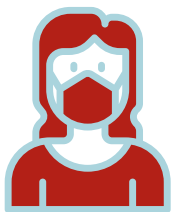
SCREENING

Ursuline Academy currently contracts with Magnus Health which is an electronic health record system that provides a secure and simple way for UA to screen, monitor, and track COVID-19 symptoms. A daily assessment tool will allow students and employees to answer health screening questions before they come to school each day.

Students and employees will be prompted to complete the screening tool daily and will get an immediate response indicating whether they should come to campus.

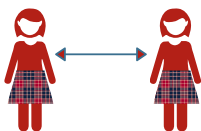
SCREENING TOOL ASSESSMENT

- Fever
- Cough
- Sore throat
- Chills
- Muscle aches
- Loss of taste or smell
- Difficulty breathing or shortness of breath
- Recent interactions with diagnosed person(s)



PERSONAL PROTECTIVE EQUIPMENT (PPE)

To maintain the lowest risk of transmission Ursuline will follow these public health guidelines. As recommended by the CDC and local health authorities, all students and employees will be required to wear a purpose-made mask designed to cover both nose and mouth while inside and outside the school building where social distancing is not possible, and especially for movement in the hallways, common areas, bathrooms, and larger group gatherings. Students will be issued one Ursuline face mask at the opening of school and are encouraged to have additional face masks on hand. Face coverings may be any color, a mixture of colors, and have a pattern or print. NO IMAGES, SPORTS TEAMS, OR LOGOS/SLOGANS PERMITTED. The UA logo is permitted. No vented masks are allowed.



SOCIAL DISTANCING

As recommended by the CDC and DHHS, Ursuline will implement social distancing guidelines.



HYGIENE ETIQUETTE

Students and employees will be trained and reminded to follow appropriate hygiene practices including frequent hand washing (or, hand sanitizing if soap and water is not possible), refraining from touching one's face, or sharing food or eating/drinking equipment. Sanitizing stations will be available throughout campus.



ISOLATION AREAS

Isolation areas will be provided on campus in the event that anyone on campus becomes ill with symptoms associated with the COVID-19 virus.



FOOD SERVICE

Ursuline is working closely with SAGE, our dining services provider, on careful food preparation and packaging standards, distribution, and service protocols. We have designated space in Haggar and other areas of campus to allow socially distanced dining.



CONFIRMATION DOCUMENT

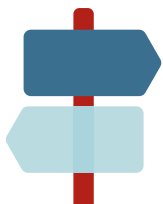
Much like Ursuline requires parents to sign that they've read and agree to the policies of the student/parent handbook, Ursuline will have additional agreements for families to sign regarding policies and protocols that the school will have in place in taking the most reasonable precautions and providing a standard of care to mitigate risk and minimize transmission.

Orientation and Education

Orientation and education for employees and students will occur prior to the opening of school via virtual sessions with our school nurse and director of security. Regularly networking and collaborating with others in their affinity groups, Ursuline's school nurse and director of security are keenly aware of best practices and protocols for reopening schools.

Topics will include:

- Brief history of how COVID-19 spreads
- Ursuline measures for mitigating risk
- Daily screening procedures before and upon arrival
- Mask-wearing techniques for donning/doffing
- Cleaning of frequently touched surfaces
- Coughing/Sneezing precautions
- Sick student/employee procedures



SIGNAGE

Ursuline will utilize signage at entrances to the school buildings, in corridors, at restroom facilities, and in all classrooms and other gathering spaces, etc. as a reminder of the practices and protocols.

FACILITIES SAFETY



SANITIZER AND DISINFECTANT

Students and employees are encouraged to bring hand sanitizer with them to school. In addition, each classroom will be furnished with hand sanitizer and disinfectant spray to wipe desks and other hard surfaces upon arrival to and departure from class.



RESTROOMS

Restrooms will be cleaned and disinfected at least two times throughout the school day using EPA, OSHA, and CDC recommended products.



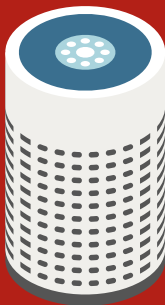
SURFACES

Ursuline Academy has done electrostatic spray disinfection on all surfaces in the school building for deep cleaning and will repeat this process before the opening of school.



HVAC SYSTEM

Ursuline Academy has invested in Blue Box Air, a new disinfection protocol that penetrates through HVAC systems heat transfer coils with a combination of using enzymes and chlorine dioxide to disinfect the coils. The process ensures that deep within these coils no viruses, mold, or bacteria are able to take root and spread.



ACTIVE AIR PURIFICATION SYSTEM

Ursuline Academy has installed a bi-polar ionization system in all of its air handlers throughout the entire school facility. Bi-Polar Ionization is an active air purification system (AAPS). This AAPS has documented a kill rate on Norovirus of 93.5% in 30 minutes. Microbiologists have suggested that AAPS technology would kill Coronavirus at a higher rate. Since indoor air is 2 to 5 times more polluted than outside air, Ursuline felt it necessary to make a considerable investment in a top-rated AAPS to continually clean recirculated air inside its buildings.

ACADEMIC PROGRAMMING

Classrooms that nurture a community spirit, the uniqueness of the individual, and academic excellence reflect the core beliefs of an Ursuline education. Based on current conditions, Ursuline is now planning to reopen as follows:



DISTANCE LEARNING (100% ONLINE)

MONDAY, AUGUST 24 - FRIDAY, SEPTEMBER 4

- Classes are 80 minutes.
- Everyone has the same 50-minute lunch break.
- Advisory and Class Meetings will take place on Teams.
- Friday will be used for a teacher and student flex day.
- Classes will not rotate.

Note: Any parents who opt for their daughter to continue Distance Learning after September 4 must notify the Principal (ashurley@ursulinedallas.org) by Wednesday, August 12. Students who opt in for remote learning may not participate in in-person, extra-curricular activities. Windows for rejoining in-person classes will be scheduled for the following return dates: October 13, November 16, and January 5. Parents must notify the school one week before the return date.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:45 - 10:05	1	5	1	5	Flex Time Tutoring Available
10:10 - 10:45	Advisory	Tutorial	Class Meeting Announcements	Club Meetings	
10:50 - 12:10	2	6	2	6	
Lunch 12:10 - 1:00	Lunch	Lunch	Lunch	Lunch	Lunch
1:00 - 2:20	3	7	3	7	Teacher Planning Time
2:25 - 3:45	4	8	4	8	



HYBRID LEARNING (ANGELA & URSULA COHORTS) TUESDAY, SEPTEMBER 14 - THURSDAY, OCTOBER 8

- Students have been assigned (by alphabet in most cases) to either the Angela or Ursula student cohorts (look for U or A on My BackPack record).
- UPDATED SCHEDULE AS OF 9/11/2020:** In-person, hybrid cohort on 9/14 and 9/15 will be Angela with Ursula starting 9/17 and 9/18. Angela will attend in-person school on Mondays and Tuesdays. Ursula will attend in-person school on Thursdays and Fridays. Wednesdays are full-community virtual days.
- 85-minute classes (first period is 90-minutes).
- 35-minute lunches. (Students will be encouraged to eat quickly and as silently as possible.)

	ANGELA	ANGELA		URSULA	URSULA	
Time	Monday	Tuesday	Wednesday ALL VIRTUAL	Thursday	Friday	Wednesday ALL VIRTUAL
7:45 - 8:45	Teacher Prep Time	Tutorial	See Wednesday column to the right for more details.	Tutorial	Department Meetings	Faculty Meeting 8:00 - 8:30
8:45 - 10:15	1	5		1	5	Faculty Prof. Dev. 9:00 - 10:30
10:15 - 10:25	Break	Break		Break	Break	Advisory 10:40 - 11:10
10:25 - 11:50	2	6		2	6	Club Meetings 11:10 - 11:30
11:50 - 1:50 A Lunch 11:50 - 12:25 A Class 12:25 - 1:50 B Class 11:55 - 1:20 B Lunch 1:20 - 1:50	3	7		3	7	Lunch 11:30 - 12:00
1:50 - 2:00	Break	Break		Break	Break	Class Meeting 12:00 - 12:30
2:05 - 3:30	4	8		4	8	Tutorial Class Review Time Class Collab. Time Catch-Up Work Time 12:30 - 3:30

EXPECTATIONS FOR AT HOME LEARNING



When learning at home, students are still in school and are expected to do the following:

- Attend classes; be punctual, prepared, focused, and respectful.
- Be school ready when class begins and remain present and attentive throughout the synchronous elements of lessons.
 - Wear UA dress-down day clothing as described in the handbook.
 - Personal needs such as eating and grooming are taken care of before class.
 - Be ready to learn.
 - Be seated at a quiet, studious location with materials ready.
 - Limit distractions.
 - Use appropriate Teams picture.
- Turn on cameras and actively participate in class.
- Be proactive in reaching out to ask for help.
- Understand assessments will be presented in a variety of formats.
- Follow Ursuline's Honorbound policies.
 - Students may only use their school-issued laptop for assessments. Students cannot use a second laptop, cell phone, tablet, smart watch, etc.
- Understand departmental grading and GPA policies will be in effect, including policies for late work.
- Understand teachers will take attendance daily during synchronous class time and absences will be documented.
- Turn-in assignments at the date, time, and location designated by their teachers.

Every week on Teams, teachers will post a template with learning objectives, learning activities/assignments, due dates, "office hours" and other information for students.

Friday Flex Time in the 100% online environment is time for students to meet with teachers, work ahead, catch up on work, and do collaborative work with peers.



100% IN-PERSON LEARNING TUESDAY, OCTOBER 13

Ursuline Academy will follow a standard of care for our students and employees as recommended by the CDC.

CURRICULUM

An online/hybrid learning environment looks different. Learners manage more of their learning, but student/teacher relationships are still at the heart of a virtual classroom. This summer, every teacher completed a hybrid learning course offered by One Schoolhouse, our partner in online learning, to learn about and become equipped with best practices and the most effective pedagogical tools to deliver an excellent Ursuline education in both remote and hybrid environments.

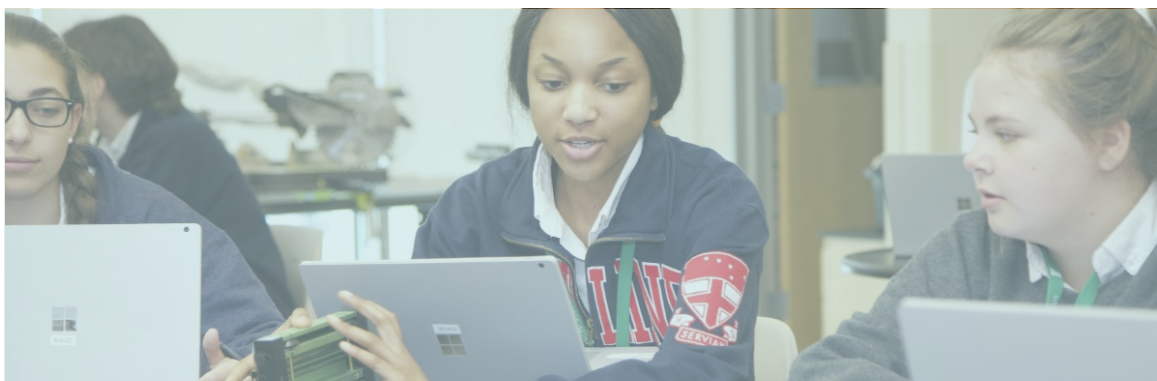
What does that look like? High quality online/hybrid learning is an intentional blend of synchronous and asynchronous learning that offers students the chance to connect with teachers and peers to do their best work and be active participants in the learning process.

Synchronous learning requires all learners to be present at the same time, virtually. This is two-way, real-time/live instruction between teachers and students. During online learning, all teachers and students will connect through Microsoft Teams, Ursuline's learning management system. During hybrid learning, teachers will continue to use Teams as a central communication hub and will access those students learning at home with a [Microsoft Hub](#) in the classroom. Synchronous online learning might be used for the following:

- Getting to know each other activities, whole class check in's, and other activities that foster community
- Shared white boards
- Real time explanations/discussions/lectures with interactions from learners
- Teacher-supported work time on Teams calls
- Student collaborative groups
- Immediate feedback
- Scheduled (and possibly timed) online assessments

Asynchronous learning does not require all learners to be virtually present at the same time. Instruction is self-guided, on-demand, and necessitates a gradual release of responsibility from teacher to learner. Asynchronous online learning might be used for the following:

- Watching pre-recorded videos of instruction with guided support from teachers
- Downloadable documents and pre-assigned work with checks for understanding
- Video/message boards and class discussion groups
- Self-paced assignments with reoccurring teacher instruction and support
- Discussion of complex ideas, allowing time for students to formulate their thoughts
- Assessment done independently



STUDENT ARRIVALS AND DEPARTURES

Once we are back in person in hybrid cohorts, the following practices will begin. We will review and revise practices when we are ready to move to a fully in-person phase. Our goal is to minimize the time students are on campus in order to mitigate exposure risks for students and employees. Parents may not enter the building for arrival and dismissals. Off-campus lunch privileges will be delayed until later in the school year, pending review if circumstances allow.



ARRIVAL

Students may arrive on campus beginning at 7:00 a.m. They must be in masks and maintain appropriate distancing from fellow students. Haggard is available for early arrivals, and the library will open for students at 7:45 a.m. Capacity in both spaces will be limited. When possible, we encourage families to delay arrival to campus. Students who do not have class the first period of the day may opt to arrive late. Freshmen should enter through the East breezeway, sophomores should enter through the Kiva doors, and juniors and seniors should enter through the flagpole doors unless another point of entry is closer to where they park.

DEPARTURE

All students must leave campus by 4:15 p.m. unless registered for After School Library (see below) or under active supervision in another approved Ursuline program. Students who do not have class the last period of the day may opt to leave early. Freshmen should exit through the East breezeway, sophomores should exit through the kiva doors, and juniors and seniors should exit through the flagpole doors unless another point of exit is closer to where they park. Students will be asked to remain physically distant and wear masks while waiting to be picked up.

AFTER SCHOOL LIBRARY SUPERVISION

In consideration of the current health situation, space will be available in the library after school hours at no extra fee. Because space is limited, pre-registration for After School Library is required. A link to register will go live on the COVID-19 page of the Ursuline website on Tuesday, August 18th. Registration will be first-come, first-served, with a waiting list, if needed. Students registered for after school supervision in the library must report to and sign in with the library supervisors by 4:15 p.m. where they will remain until they are picked up from campus no later than 6:00 p.m. (5:00 p.m. on Fridays). Students must continue to wear masks and practice social distancing while in the library. Registered students with 3 unexcused After School Library absences will be removed from the program and replaced from the waiting list.



Students who do not have a first period class are welcome to arrive late. Students who do not have a last period class are welcome to leave early.



We will be delaying off campus lunch for seniors based on recommendations of health authorities.

CAMPUS MOVEMENT

GOALS: WELCOME STUDENTS TO CAMPUS AND MAINTAIN PHYSICAL DISTANCING, ENSURE APPROPRIATE HYGIENE, AND USE APPROPRIATE PPE.

- To maintain physical distancing in classrooms and given variations in classroom size, Ursuline's 50/50 hybrid model will be comprised of 2 cohorts with each cohort having one A/B day set on campus and one A/B day set learning at home.
- Appropriate signage and floor markers will be placed throughout campus to indicate physical distancing expectations.
- Directional signage and one-way hallways and stairways will be indicated where possible.
- No movement of placed furniture will ensure social distancing guidelines are maintained in classrooms and common areas.
- Teacher supervision will include stepping out between classes to help maintain directional flow, following schedules of restroom breaks, reminding students of handwashing protocols, additional supervision during lunch, etc.



GOALS: MANAGE AND SIGNIFICANTLY LIMIT THE NUMBER OF ADDITIONAL, NON-ESSENTIAL VISITORS ON CAMPUS.

Volunteer leaders will be asked to partner closely with staff to review campus philosophy regarding limiting visitors, minimizing in-person volunteer access and events, and promoting other safety protocols. Consensus will be built regarding how to replace in-person activity by reimagining (virtual), postponing, or simply omitting certain activities for the 2020-2021 school year (or, at least through the fall semester).

- Parent meetings will be held on Teams with Deans, Counselors, teachers, etc.

- Admissions activities and events:

- Campus Tours will be virtual.
- An interactive campus map will be available online for families to explore the campus.
- Prospective families will be able to view Ursuline classes virtually.
- Provision will be made for two options for January interviews, traditional format or virtual.
- 8th Grade Visits will be reimagined. Ursuline is still committed to connecting with our peer schools.
- Administrators Coffee will be pre-recorded on campus and sent to families that RSVP.
- Ursuline will host Open House at a later date. The event will be informative and inclusive of extra safety measures for all guests.
- Elective events are likely to be canceled for the 2020-2021 school year. The Independent School Entrance Exam (ISEE) is still in discussion.
- Ambassadors, Admissions team, faculty, and staff will play a key role in keeping prospective families connected and committed to Ursuline.

- All college events will be virtual.

- Protocols for if/when/how to host visiting athletic teams are in process/review.

COMMUNITY EVENTS

GOALS: REVIEW AND EITHER MODIFY, POSTPONE, OR CANCEL AS APPROPRIATE FOR EACH SITUATION.



- In the spirit of honoring physical distancing practices and significantly minimizing visitor access to campus, events and meetings should, to the degree possible, be hosted virtually instead of in-person. In the event that virtual conversations are not possible or would not be effective, employees may consider hosting meetings or events, provided that all the appropriate distancing, sanitizing, and hygiene measures are in place. The meeting/event size may not exceed the number of individuals wearing masks who can be distanced in any room. In particular, any meeting/event that typically involves a reception-style or "mingling" component will be reimagined, postponed, or cancelled.
- Back-to-School nights will be virtual.
- Assemblies and class meetings/gatherings:
 - No full-school assemblies in the fall.
 - Full class gatherings may only happen in the gym, if at all.
 - Utilize classrooms and advisory settings to hold virtual meetings or presentations.
- All school Mass in person is under review for protocols/solutions that are approved by the Diocese.

STUDENT ACTIVITIES



- Student orientations have been reorganized with virtual elements implemented where possible.
- Advisory is a school priority and will be responsive to schedules, cohort models, or distance learning, as needed.
- Student Life Events are all under review for appropriate action (reimagine, postpone, or cancel – with all considerations exhausted before a cancellation), in particular:
 - Freshman Convocation
 - Intramurals
 - Powder Puff (will consider athletics guidelines if competition is allowed)
 - Retreats
 - Dances and mixers
- The *Serviam* program will be adjusted for 2020. We continue to review how to best support the service program. Seniors will receive additional information at their orientation program.
- Global Program will utilize virtual opportunities – no physical travel or hosting of visiting students is anticipated at this time.
- Student club meetings and events will be virtual, where possible.
- No in-person field trips will be held in fall semester.

OTHER LOGISTICS

DINING

Goals: Plan for efficient dining options on campus.

Considerations:

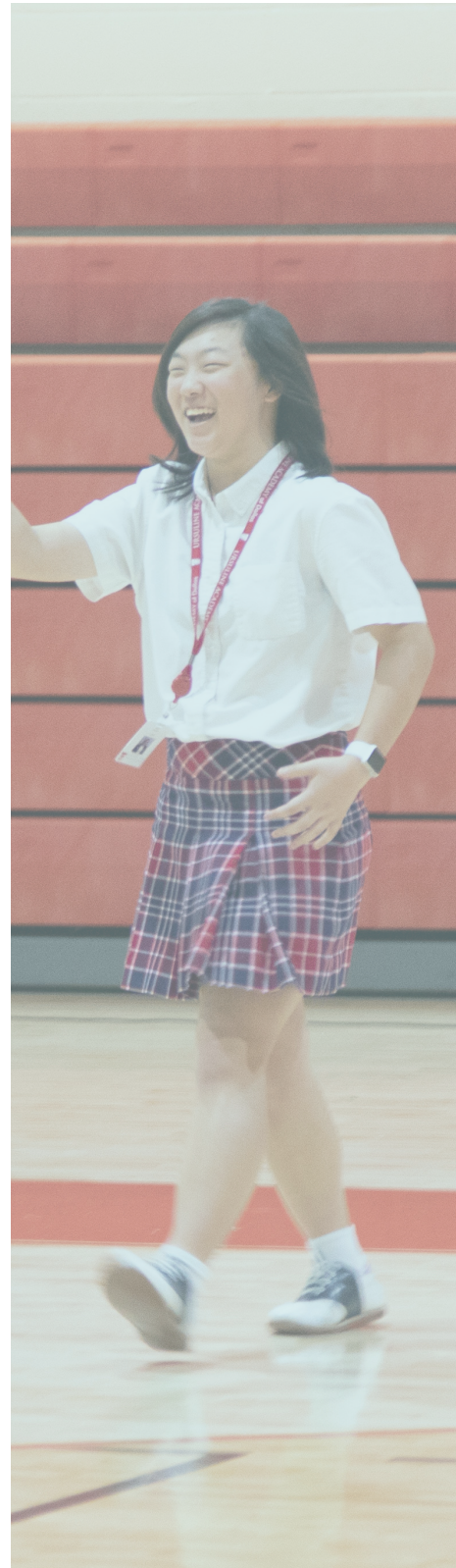
- Working with Sage on careful food service, delivery, and consumption options.
 - Additional locations identified on campus for distanced student and faculty dining.
 - UA facilities team to sanitize eating surfaces throughout the lunch periods.
-

ATHLETICS AND PERFORMING ARTS

Goals: Support athletes, performers, and artists in their growth under minimal risk conditions.

IN DEVELOPMENT

- Music/performing arts best practices
- Visual arts best practices
- Athletics:
 - TAPPS/UIL/TEA athletics guidelines in flux – will adjust as necessary when information becomes available.
 - Under review: transportation protocols for away events (pending TAPPS/UIL decisions on competitions).



URSULINE GUIDE TO REOPENING 2020-2021



URSULINE ACADEMY OF DALLAS

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