



A Catholic college-preparatory school

## ***St. Mary's Care for All Reopening of Campus and Health and Safety Protocols***

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# Health and Safety Protocols

- St. Mary's recognizes these are challenging times which impact us all
- St. Mary's is committed to providing programming and support for all in our community
- Parents with any concerns should contact the School Nurse, or a School Counselor
- Faculty and staff with concerns should contact Lindsay Lockwood, Director of Human Resources

# Feel Sick? Stay Home.

- To minimize the possibility of spreading illness, individuals who do not feel well, or have been exposed to a positive case of COVID-19 should NOT come to campus for any reason




# Self Evaluation with Daily Symptom Checker

- Each student, faculty and staff member will be required to review a provided daily symptom checker (magnet for home) before entering the building each day
- If anyone is experiencing any symptoms below, they are asked to notify the school and must stay home


## Symptoms

- Fever or chills
- New cough
- Shortness of breath
- Sore throat
- Fatigue
- Headache
- New congestion
- New runny nose
- Muscle or body aches
- New loss of taste or smell
- Nausea or vomiting
- Diarrhea


ST. MARY'S  
**HEALTH CHECKER CARD**  
Every morning prior to arriving on campus,  
please check to see if you have:



- Fever or chills
- New cough
- Shortness of breath
- Sore throat



- Fatigue
- Headache
- New congestion or new runny nose
- Muscle or body aches



- New loss of taste or smell
- Nausea or vomiting
- Diarrhea

If you are experiencing any of these symptoms above and/or don't feel well for any reason, please notify the school and stay home.



# Mask Rules and Guidelines

- All faculty, staff and students must wear school issued St. Mary's mask as part of your uniform. These will be distributed on the first day of school. Students are permitted and must wear their own mask until the St. Mary's masks are distributed
- Some faculty will wear permitted transparent masks/face shields or use FM transmitters for hearing impaired students
- St. Mary's followed CDC guidelines to select a mask that is part of the school uniform
- This mask is made with two layers of premium Supima cotton, is washable, has elastic ear loops and is made in the USA.
- All masks will have the St. Mary's logo
- Each student will receive 5 masks at the start of the school year. St. Mary's will be gifting one mask to each student and will charge \$24 to each family's FACTS account for the remaining 4 masks. If families wish to purchase additional masks for \$6 each, they may do so. The \$6 price is the production cost of each mask, no additional charge is included
- Make sure you wear a freshly cleaned mask every day
- Take care of your masks, make sure you wash your mask after you have worn them. You may wash them by hand or in the laundry. Masks should be fully dried, either in the dryer or air dried in sunlight, before wearing

# Mask Breaks

- Masks breaks will be facilitated throughout the school day by your teachers while students are seated
- There are two options for masks breaks
- The first, is to remove one loop from your ear and let the mask remain on the second ear
- The second is to fully remove your mask. In order to properly remove your mask, pull the loops from behind your ears and fold your mask inside out by grasping the corners. Masks should then be placed inside a small plastic bag

# What if you forget your mask?

If a student, faculty, or staff members forgets a mask, they should follow this protocol:

- Call the main number: 781-586-2000
- Report that you forgot your mask and provide your location
- A staff member will meet you at the Tremont Street door and deliver a disposable mask to you
- It is recommended that students, faculty and staff carry a spare mask with them each day
- Students, faculty and staff should not walk on campus without a mask on for any reason

# Student Arrival

- Students will enter through the front doors of the Connell building
- The doors are open for students starting at 6:45 a.m.
- There is no gathering in common areas, unless before school care is needed by the family, and students are encouraged to arrive at 7:30 a.m. before homeroom begins at 7:40 a.m.
- Students must maintain space, stay to the right, sanitize using touchless hand sanitizer and proceed right to homeroom
- No outside food or beverage is allowed on campus, only water bottles are permitted
- If you are late, St. Mary's is implementing a touchless tardy system, where you will scan your student ID to record your arrival time into our student portal



# Before School

- Students will wait in the Connell Library before school
- Students arriving early must stay in the Connell Library and maintain physical distance
- Starting at 7:30 a.m. all students will proceed to their homerooms
- St. Mary's van transportation to school in the morning is available with limited space in full compliance with state guidelines

# Locker Usage

- Lockers may be used before homeroom, but students are encouraged to limit usage and the amount of personal items you bring to school each day
- There will be no locker access between periods
- Students may return to lockers at the end of the school day to collect any items they may need

# Classrooms

- Following state guidelines, students will be spaced at least 3 feet apart, all facing the same direction
- Classroom seats will be assigned by your teachers in each class. These seat assignments will be given to you on the first day of school
- During class each seat will be safely spaced and is not to be moved or adjusted by the students at any time
- Faculty will sanitize the classrooms, including desks, at the end of each period using provided cleaning materials
- During a period when a classroom is not being used, staff will go into the classroom to sanitize the space



# Academic Instruction

- The goal is in-person instruction for all students every day
- In class there will be interactive displays for students who are learning remote. These screens will allow for teachers, in-person learners and remote students to all interact together
- Students requiring remote only learning must submit a formal request
- Remote learning will be available for those students who chose in-person learning but need to be home for another reason for a specific period of time





# Hand Hygiene

- Hand washing is one of the best ways to protect yourself and your family from getting sick.
- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.

During the COVID-19 pandemic, you should also clean hands:

- After you have been in a public place and touched an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens, etc.
- Before touching your eyes, nose, or mouth because that's how germs enter our bodies.



# Hallways

There are specific rules for between class hallway transitions that be must be followed at all times.

- Masks must be worn at all times.
- Students must quietly and quickly move from one class to another
- There will be no locker access between periods
- There will be no bathroom usage between periods
- Students must stay to the right in order to avoid close contact while walking
- Students must keep their physical distance while transitioning
- Marian Division will transition to each class before the bell rings each period
- Everyone will walk on the right side of the hallways and stairwells, physical distancing as per CDC guidelines
- CDC safety guidelines will be posted as reminders throughout the building



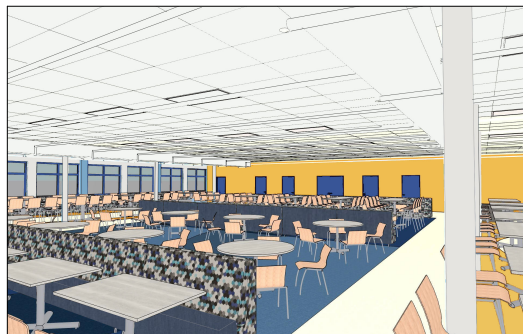
# Bathroom Usage

- Only one student will be allowed out of a class at a time to go to the bathroom
- Students must sign out and back in
- Students must use the closest bathroom to their class
- Students must maintain physical distance and wear their masks when using the bathroom (this may require students to wait outside the bathroom until another student exits)
- Facilities staff will sanitize bathrooms on a regular schedule



# Dining

- All-inclusive dining program will begin in September
  - Pre-packaged breakfast selections will be available in the lobby each day for students to access
  - Students will report to the cafeteria for lunch options. All food and drinks will be pre-packaged
- Students will eat in the Dining Commons while observing CDC safe distancing guidelines.
- There will be a max of two students per table across four lunches
- Students may remove their masks at the lunch table to eat their meal but must wear their mask at all times while entering the dining commons, getting their meal, moving about the space and exiting



# Dismissal

- Students may exit through the front or back doors of the Connell building or the back doors of C building
- Students cannot gather in the lobby or other unsupervised areas of the building after school
- Students must exit the building or go to the Connell Library or other designated areas for after school studying

# After School

- After school program will be operating and available until 5:00 p.m. for all students
- Students attending the after school program are not permitted to leave campus
- The Connell Library, O'Brien Lecture Hall and Connell Family Dining Commons will be used as needed based on capacity restrictions in the Connell Library
- When parents arrive for pick up they should contact their student to meet them outside

# Enhanced Cleaning Protocols

- All sanitization products meet or exceed Centers for Disease Control (CDC) standards for sanitization in response to the COVID-19 pandemic
- Additional cleaning staff has been added to clean campus throughout the day
- Enhanced cleaning materials, including commercial strength electrostatic sanitizing equipment have been purchased to aid in disinfecting surfaces
- Touchless hand sanitizing dispensers have been added throughout campus
- Staff has been trained in the proper and safe use of the equipment and product
- All campus facilities will be sanitized and cleaned on a nightly basis
- Campus restroom facilities will be equipped with paper towel dispensers and hand sanitizer stations. There will be no air-dryers in use.



# Ventilation

- Recent research has indicated that increased ventilation and exchange of air has the potential to diminish the spread of illness and enhance the safety and well-being of individuals occupying spaces
- When possible, to enhance ventilation, faculty and staff are encouraged to open classroom / office windows
- No fans are allowed
- St. Mary's has a state-of-the art HVAC system
- HVAC filters will be changed on a regular basis
- Classrooms that do not have HVAC systems will use window AC units
- The HVAC and window AC units will ensure fresh air filtration into all classrooms throughout the day



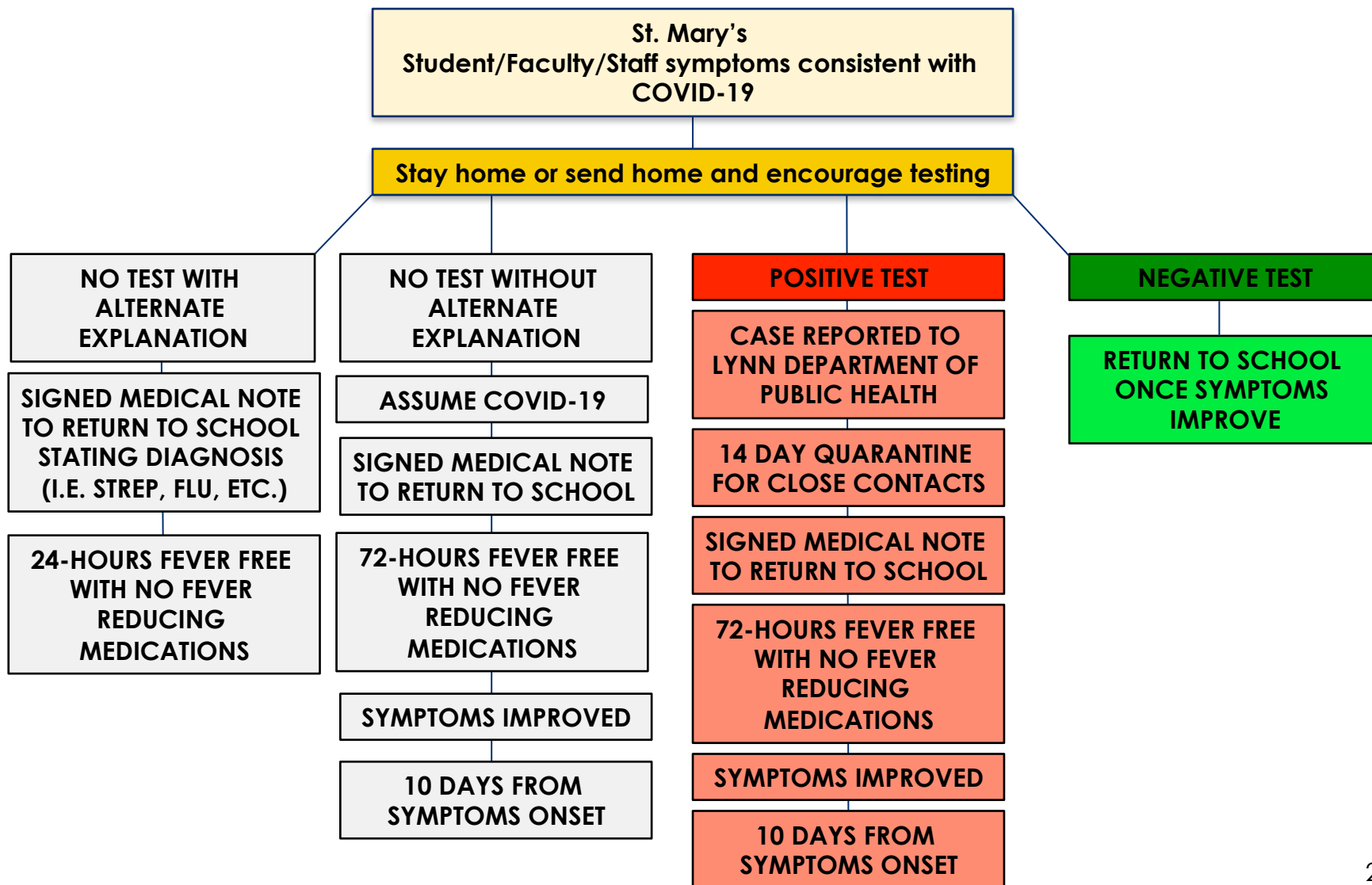
# Campus Health

- If an individual is not feeling well during the school day they should report to the Nurse's office
- If an individual's symptoms are those associated with COVID-19, protocols will be followed (see slide 23)
- If a student is well, but has another health need or concern (i.e. personal care item, bandage, etc.) they should report to the nurse's office
- If a student needs a respiratory treatment, such as an inhaler, they must report to Nurse's office to use and must be used only with an attached spacer per CDC guidelines
- There will be no nebulizer treatments allowed on campus
- Nurse Lisa Morin-Plante is certified in Johns Hopkins University & Medicine COVID-19 contact tracing protocols
- Board Certified Pediatrician Dr. Richard Cuneo is the Physician Advisor for St. Mary's

# Protocol for an Individual Experiencing COVID -19 Symptoms on Campus

- If a student, faculty or staff member experiences symptoms of COVID-19 while on campus, they are to immediately report the student health center
- The School Nurse will then assess the individual for symptoms identified by the CDC as related to COVID-19
- If the symptoms are representative of COVID-19, the School Nurse will implement necessary protocols to isolate the individual experiencing symptoms
- Required personal protective equipment (PPE) will be used
- Any student in isolation will always be monitored by a school nurse
- Parents / guardians will be notified and required to pick up their student as soon as possible
- Parents should call the school when they arrive to campus to retrieve their sick student and they will be escorted out of the Tremont Street exit to the parent waiting for them
- In the event a faculty / staff member is experiencing symptoms the Nurse will assess whether or not the individual is able to drive home or if the individual needs a family member to come pick her or him up from campus
- The area where the individual experienced symptoms will be cleared, closed and then sanitized by staff wearing appropriate PPE
- Once the individual has left the campus, the isolation room will be sanitized by staff in appropriate PPE

# Protocol for return to school for an Individual Experiencing COVID -19 Symptoms



# Quarantine Guidance for Students

- Students required to quarantine may participate in remote learning anytime if they feel well enough to participate in classes from home
- Students required to quarantine due to illness are encouraged to focus on their health and recovery
- Upon return to school, students will be allowed time to make-up any school work they may have missed while out sick

# Positive Diagnoses Communications

- In the event of a positive diagnosis on campus, St. Mary's will launch a two-tier communication plan
- The first round will be directed to those identified as at-risk based on the contact tracing process
- The second round will be a general notification to all parents, students, faculty, and staff
- Communication will include recommended next steps and an outline of risk mitigation steps being taken by St. Mary's
- St. Mary's will not release the identity or any identifying information of any individual with a positive diagnosis

# Contact Tracing Protocol

In the event of a positive diagnosis on campus, St. Mary's is committed to supporting a contact tracing process as quickly and efficiently as possible.

## STUDENT

- Identify students who are in class with the positive student as well as relevant teachers
- Identify any extracurricular activities or athletic teams in which the student participates
- Ask the student to report who they ate lunch with and at which table they sat
- Share the list of students and faculty exposed and the context in which they were exposed with the Lynn Public Health Nurse and follow the directives
- Notify the parents of the students in classes and activities with the student that there is potential exposure to a positive diagnosis of COVID, and convey the requirements / recommendations of the Lynn Public Health Nurse

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In the event of a positive diagnosis on campus, St. Mary's is committed to supporting a contact tracing process as quickly and efficiently as possible.

## FACULTY AND STAFF

- Generate class rosters for the faculty and team and club rosters if applicable
- Ask the faculty member to report who they eat lunch with and where they eat lunch on campus
- Ask the faculty member to compile a list of any St. Mary's related individuals that they have been in contact with at a distance of less than 6 feet for fifteen minutes or more
- Share the list of students and faculty exposed and the context in which they were exposed with the Lynn Public Health Nurse
- Follow the directives of the Lynn Public Health Nurse and that Massachusetts Department of Public Health
- Notify the parents of the students in classes and activities with the faculty member that there is potential exposure to a positive diagnosis of COVID and convey the requirements / recommendations of the Lynn Public Health Nurse

# Contact Tracing Protocol

In the event of a positive diagnosis on campus, St. Mary's is committed to supporting a contact tracing process as quickly and efficiently as possible.

## VISITORS TO CAMPUS

- Visitors on campus must be logged at all times
- In the event of a positive diagnosis of a visitor, the School will generate the appropriate faculty / student lists, as well as lists of staff who may have been in proximity to the contractor / vendor
- Share the list of students and faculty exposed and the context in which they were exposed with the Lynn Public Health Nurse
- Follow the directives of the Lynn Public Health Nurse and that Massachusetts Department of Public Health
- Notify the parents of the students in classes and activities in proximity to the contractor / vendor that there is potential exposure to a positive diagnosis of COVID and convey the requirements / recommendations of the Lynn Public Health Nurse



# Individual Exposure to COVID-19 Protocol

If a student, faculty, or staff faculty member is exposed to a positive case of COVID-19 the following protocol is required:

- Upon learning of exposure to a positive case of COVID-19, the individual must stay home and refrain from coming on campus or participating in any School related in-person activities for a period of 14 days
  - Exposure is identified as contact closer than 6-feet for more than 15 minutes
- All students should contact the Nurse Lisa Morin-Plante who will inform the necessary parties
- The School Nurse will record the recommendations of the Lynn Public Health Nurse and report them to the faculty / staff member, the student and the student's parents/guardians
- If a student, faculty, or staff member is required to quarantine, they can only return to campus if they are qualified to return based on the Commonwealth of Massachusetts Guidelines

# Travel Notifications

- In the event that students, staff or faculty members will be traveling outside their home region, they are required to notify Nurse Lisa Morin-Plante
- The information will be reviewed and determine, in consultation with public health guidelines and authorities, whether any action or precautions are required
- The decision on quarantine will be made in collaboration with the Lynn Public Health Nurse
- Students, faculty and staff are asked not to travel outside of Massachusetts to any areas currently listed as COVID-19 higher risk states for at least two weeks prior to coming on campus

# Opening of School

- New Student Orientation
  - August 31, 10:00 – 11:30 a.m.
  - Students arrive and report to homerooms
  - Two student leaders per classroom
  - Assigned seating, schedules received
  - Virtual tour, greetings and prayer
  - Ice breaker games
  - Masks required at all times
  - Small group, staggered tours

# Opening of School

- First Week of School
  - Each day 7:40 a.m. – 12:00 noon
    - Tuesday, 9/1: Marian Division Only (Grades 6-8)
    - Wednesday, 9/2: Marian Division, Freshmen & Sophomores (Grades 6-10)
    - Thursday, 9/3: Grades 6 – 12
    - Friday, 9/4 & Monday, 9/7: No school for students
- Second Week of School
  - Tuesday, 9/8: Grades 6 – 12
    - 7:40 a.m. – 2:10 p.m.
    - Before and after school open

# New STEM Building Opening

- In the coming months, we will have an additional 30,000 square foot of space available that further expands the safe and state of the art learning environment for the benefits of all our students

