



**SAINT THOMAS  
ACADEMY**

# STrategy 2020





# Table of Contents

<b>03</b>	<b>INTRODUCTORY INFORMATION</b> Purpose & Planning Guiding Principles	
<b>04</b>	<b>MODES OF LEARNING</b> In-Person Learning Hybrid Learning DiSTAnce Learning Communicating Intention for Learning Mode Transitioning Between Modes of Learning	
<b>05</b>	<b>ACADEMICS</b> Daily Schedule Lunch & Flex Periods Tutoring Arrival Dismissal Locker Access Classroom Technology Video Conferencing Attendance & Participation Classroom Seating Charts Formation Mass, Communal Prayer & Reconciliation Field Trips & Service Projects College Visits ACT & SAT Testing	
<b>09</b>	<b>ACTIVITIES &amp; ATHLETICS</b> MSHSL Guidance Locker Room Protocols Busing & Transportation for Activities & Athletics Performing Arts Fan Plan	
		<b>11</b>
		<b>25</b>
		<b>27</b>



# INTRODUCTORY INFORMATION

## **Purpose & Planning Process**

Saint Thomas Academy convened a Fall 2020 Planning & Preparedness Committee to provide recommendations for the Saint Thomas Academy leadership. A full listing of committee membership is available in the Appendix. The result is our **STrAtegy 2020**, which answers questions asked by many families, including safety protocols on campus. This plan will be reviewed weekly and updated as necessary to consider changing guidelines and recommendations from school administration, the Centers for Disease Control and Prevention (CDC), Minnesota Department of Health (MDH), Dakota County, Minnesota Governor's Executive Order 20-18, and the Archdiocese of Saint Paul & Minneapolis (ArchSPM).

## **Guiding Principles**

Saint Thomas Academy is committed to providing a safe and healthy campus for our students, families, faculty, staff and community. Our goal is to provide each student with an authentic Cadet experience while mitigating the potential transmission of COVID-19. Only through a cooperative effort can we establish and maintain the safety and health of our school community. While there are still significant unknowns about COVID-19 in Minnesota, we are committed to providing guidance, support and clarity to safely bring students back to campus for the 2020-2021 school year.

Community-wide cooperation is essential in implementing a successful plan. Following these guidelines will require instruction, guidance and support. We ask families to prepare students for their return to In-Person Learning at Saint Thomas Academy by:

- creating awareness of local and state guidelines for safety practices
- helping them understand the importance of personal hygiene
- teaching and modeling proper coughing and sneezing practices
- helping them understand the goal of physical distancing and wearing face coverings
- discussing with them the importance of avoiding large group gatherings outside of the Saint Thomas Academy community during this time, and
- emphasizing the serious nature of this pandemic and respecting the concerns of others in the community.

In consultation with state and local guidance, Saint Thomas Academy is allowing families to choose between In-Person Learning on campus or DiSTAnce Learning at home for Fall 2020.



# MODES OF LEARNING

## **In-Person Learning**

When Saint Thomas Academy is open for In-Person Learning, all students are invited to campus to participate in their regular academic schedule. Cadets are required to wear a face covering as part of the Saint Thomas Academy uniform (refer to the Health & Safety section for additional information). Social distancing practices, as well as many other health and safety measures, will be utilized.

## **Hybrid Learning**

Hybrid Learning is a fully synchronous, cohort-based, learning experience that may be implemented should it be necessary to limit the capacity of our campus. In this scenario, students would be divided into alphabetical cohorts that would rotate between In-Person Learning and DiSTAnce Learning on a weekly basis. The daily schedule rotation will be followed. Tutoring time and school counseling services will be available for scheduling via video conferencing.

## **DiSTAnce Learning**

DiSTAnce Learning is a fully synchronous learning experience that provides students with remote access to Saint Thomas Academy's In-Person classroom experience. While not the same as the full, on-campus, cadet experience, our DiSTAnce Learning program aims to keep our students connected until they can return to in-person learning. The daily schedule rotation will be followed. Tutoring time and school counseling services will be available for scheduling via video conferencing. When Saint Thomas Academy is open for In-Person Learning, the option of DiSTAnce Learning is available for students who have elected not to return to campus for health safety reasons or other extenuating circumstances.

Should your a student need to remain home for COVID or non-COVID related illnesses, but is well enough to attend the full day of classes remotely, his absence will need to be reported to the school attendance lines no later than 7:00 AM for DiSTAnce Learning to be an option for that day. While Saint Thomas Academy understands the need for a student to participate in DiSTAnce Learning for an extended period of time due to illness, isolation, quarantine or health and safety related personal preference, there are elements of the cadet experience that are difficult to replicate online. As such, we ask that this mode not be used for unexcused absences, family trips, athletics/activity competitions, personal days, etc.

## **Communicating Intention for Learning Mode**

Families may elect to opt for DiSTAnce Learning. If possible, should a family choose DiSTAnce Learning, they will be asked to indicate the duration of time they will remain in this mode (ie. a necessary quarantine

period, the entirety of quarter 1, etc.). Families should contact the DiSTANce Learning Advisor to indicate the intention to begin DiSTANce Learning.

*Note: Students who are ill should stay home and are encouraged to participate in DiSTANce Learning if they are feeling well enough to do so in order to maintain their academic progress.*

### Transitioning Between Modes of Learning

The Headmaster and the Board of Trustees, in consultation with the Saint Thomas Academy leadership team, will discern the necessity of transitioning between modes of learning, with careful consultation of the ever-changing guidance from applicable sources.



# ACADEMICS

### Daily Schedule

Saint Thomas Academy has updated our weekly rotation and Daily Schedule for students to prioritize increased class time in core courses, frequent student-teacher contact, and the ability to easily transition between In-Person Learning or DiSTANce Learning should the need arise.

DAILY SCHEDULE														
MONDAY			TUESDAY			WEDNESDAY			THURSDAY			FRIDAY		
PERIOD 1 8:00-8:40			PERIOD 1 8:00-9:00			PERIOD 4 8:00-9:00			PERIOD 2 8:00-9:00			PERIOD 1 8:00-8:40		
PERIOD 2 8:45-9:25			PERIOD 2 9:05-10:05			B BLOCK 9:05-10:05			PERIOD 3 9:05-10:05			PERIOD 2 8:45-9:25		
FORMATION 9:30 - 9:45			FORMATION 10:10 - 10:25									FORMATION 9:30 - 9:45		
PERIOD 3 9:50-10:30			PERIOD 3 10:30-11:30			PERIOD 1 10:30-11:30			PERIOD 4 10:30-11:30			PERIOD 3 9:50-10:30		
PERIOD 4 10:35-11:15			PERIOD 3 10:30-11:30			PERIOD 1 10:30-11:30			PERIOD 4 10:30-11:30			PERIOD 4 10:35-11:15		
LUNCH 1 11:15-11:40	FLEX 11:20-11:50	FLEX 11:20-12:25	LUNCH 1 11:30-11:55	FLEX 11:35-12:00	FLEX 11:35-12:30	LUNCH 1 11:30-11:55	FLEX 11:35-12:00	FLEX 11:35-12:30	LUNCH 1 11:30-11:55	FLEX 11:35-12:00	FLEX 11:35-12:30	LUNCH 1 11:15-11:40	FLEX 11:20-11:50	FLEX 11:20-12:25
FLEX 11:45-12:50	LUNCH 2 11:50-12:15	FLEX 12:00-12:55	FLEX 12:00-12:55	LUNCH 2 12:00-12:25	FLEX 12:00-12:55	FLEX 12:00-12:55	LUNCH 2 12:00-12:25	FLEX 12:00-12:55	LUNCH 2 12:00-12:25	FLEX 12:00-12:55	FLEX 12:00-12:55	FLEX 11:45-12:50	LUNCH 2 11:50-12:15	FLEX 12:20-12:50
FLEX 12:00-12:50	FLEX 12:20-12:50	LUNCH 3 12:25-12:50	FLEX 12:00-12:55	FLEX 12:30-12:55	LUNCH 3 12:30-12:55	FLEX 12:00-12:55	FLEX 12:30-12:55	LUNCH 3 12:30-12:55	FLEX 12:00-12:55	FLEX 12:30-12:55	LUNCH 3 12:30-12:55	FLEX 12:00-12:50	FLEX 12:20-12:50	LUNCH 3 12:25-12:50
PERIOD 5 12:55-1:35			PERIOD 5 1:00-2:00			PERIOD 7 1:00-2:00			PERIOD 6 1:00-2:00			PERIOD 5 12:55-1:35		
PERIOD 6 1:40-2:20			PERIOD 5 1:00-2:00			PERIOD 7 1:00-2:00			PERIOD 6 1:00-2:00			PERIOD 6 1:40-2:20		
PERIOD 7 2:25-3:05			PERIOD 6 2:05-3:05			PERIOD 5 2:05-3:05			PERIOD 7 2:05-3:05			PERIOD 7 2:25-3:05		

## **Lunch & Flex Periods**

Multiple lunch periods will ensure social distancing practices during meal time.

## **Tutoring**

Tutoring time will be available in all modes of learning.

## **Arrival**

Students may enter campus at 6:30 AM in the Upper School and at 7:15 AM in the Middle School. Middle School students needing to enter the building earlier than 7:15 AM should enter through the Flynn Hall entrance.

Upperclassmen (grades 11 and 12) will enter through the Flynn Hall doors, underclassmen (grades 9 and 10) will enter through the Founder's Hall doors, and Middle School students (grades 6, 7 and 8) will enter through the Middle School Doors. Parents/guardians of underclassmen should drop off students at the Founder's Hall entrance. If Upper School students are carpooling or dropping off Middle Students at school, they should drop them off at the Middle School entrance before parking and entering the building through their assigned door.

The following spaces will be available to students prior to the start of the school day, with social distancing practices in place:

- Anderson Learning Commons & Lab
- Cafeteria
- Middle School Commons
- Innovation Center
- Fitness Center
- Chapel of Saint Thomas Aquinas

## **Dismissal**

Students will exit the building via the door assigned to them for arrival. The following spaces will be available to students after the conclusion of the school day, with social distancing practices implemented and enforced as needed:

- Anderson Learning Commons & Lab (until 4:00 PM)
- Cafeteria
- Innovation Center

Busing will be offered, based on the number of students who elect to participate, with limitations put in place in accordance with state guidance.

## **Locker Access**

No food or drink may be consumed at the lockers, as face coverings are to be worn at all times, including when students are accessing their lockers. Middle School students are assigned a cubby space that they may access prior to 8:00 AM and after 3:05 PM. Middle School students will be assigned lockers alphabetically and by grade level. Additional guidelines for Upper School locker access will be reviewed with students at the start of the school year.

## **Classroom Technology**

To accommodate all academic scenarios, Saint Thomas Academy's Media Technology Department has assembled a standardized Hybrid & DiSTAnce Learning video and sound system for each classroom that equips every teacher with:

- 2020 MacBook Air laptop with HD FaceTime camera,
- an Apple TV for in-classroom screen-sharing and projection,
- an easily adjustable and movable rolling lectern,
- a swivel pad for laptop & camera,
- a Hey Mic! wireless, bluetooth lavalier microphone for audio when video conferencing and
- a Logitech StreamCam with extended bendable arm for document sharing and wide angle view capabilities.

All classrooms are also equipped with an Epson projector and speaker system. Mathematics classrooms will utilize SmartBoard technology.

All students, faculty, staff and parents will receive detailed training on all DiSTAnce Learning education tools and online-based systems.

## **Video Conferencing**

Saint Thomas Academy will provide all users secure access to video conferencing via GoToMeeting/GoToTraining to host live classes online in both Hybrid and DiSTAnce Learning scenarios. The GoToMeeting/GoToTraining video conferencing platform provides enhanced security with a standards-based cryptography, a high-availability hosted service infrastructure and an intuitive user interface to maximize confidentiality, integrity and availability. GoToMeeting/GoToTraining features TLS encryption protecting sensitive chat, session, and control data transmitted across the network (distributed to all endpoints using up to v1.2 if supported), as well as encryption at rest using 256-bit AES for session cloud recordings, transcriptions and meeting notes, to ensure that all video conference-based course meetings and any student information stay appropriately protected.

GoToMeeting/GoToTraining provides a robust suite of tools that allows teachers to control features, customize the environment and collaborate effectively in the virtual classroom environment. Students will access video conference-based class sessions with single click access, after installation of the GoToMeeting/GoToTraining application for mobile or desktop.

All students, faculty, staff and parents will receive detailed training on the GoToMeeting and GoToTraining video conferencing platform.

### **Academic Procedures & Consistency**

Teachers will post all course assignments, instructions and expectations on Unified Classroom for students to see on the Dashboard, Calendar and Assignments tabs. All assignments will be submitted in-person or via Unified Classroom Assignment Submission. All video conferencing links for courses will be posted as Events on Unified Classroom and will be accessible to students via the Dashboard and the Calendar tab. Assignments will be graded within a reasonable time period and grades will be updated in Unified Classroom bi-weekly on Fridays, unless specifically communicated by the teacher.

### **Attendance & Participation**

Cadets are expected to complete coursework and log into Unified Classroom and their cadets.com email account every school day. Teachers will take attendance and submit to PowerSchool during all live video streaming and in-person classroom sessions. Attendance is tracked through the online Learning Management System and completed coursework is monitored by teachers. Parents/Guardians will be responsible for communicating their son's mode of learning and absences to Saint Thomas Academy and the information will be properly coded in the attendance record. Cadets engaged in DiSTAnce Learning are expected to attend all course meetings each school day and submit completed assignments to their teachers on time. If a student is participating in an activity or athletic program, he will be expected to follow the mode of learning the school is currently implementing. Indications that a student is not actively participating in DiSTAnce Learning include non-attendance, missing or refusing to schedule meetings, being unable to contact and/or not meeting additional enrollment requirements. Cadets with excessive, unexcused absences or who are not meeting the requirements of active participation will be referred to the Dean of Students, the Director of Academic Life and/or the Counseling Department.

### **Classroom Seating Charts**

Each class will have an assigned, alphabetical seating chart and classrooms will be arranged to maximize social distancing.

## **Formation**

Formation will be held daily in three separate locations (Founder's Hall Court, Sjoberg/Flynn Arena and Holtz Gymnasium) to accommodate social distancing practices. All cadets will be assigned a Formation location and will view an audio and video livestream of the daily event. Students utilizing the DiSTAnce Learning mode are expected to participate in Formation by viewing the livestream. Faculty and staff will be assigned to one of the Formation locations to help ensure appropriate social distancing occurs.

## **Mass, Communal Prayer & Reconciliation**

School masses will be held on campus and all Sacraments will follow the guidelines and protocols put forth by the Archdiocese of Saint Paul & Minneapolis.

## **Field Trips & Service Projects**

Field trips will proceed, if appropriate, based on current guidance. Based on guidance as of August 2020, senior service projects will resume in Spring 2021. More information will be provided at a later date.

## **College Visits**

College visits will take place via scheduled video conferencing during Flex time and after school until guidance changes.

## **ACT/SAT Testing**

ACT/SAT testing will continue on campus for cadets only, with the exception of the September 12 and 19 test dates, which will be open to Visitation students as well. Our campus will not serve as an open test site until guidance changes.



# **ACTIVITIES & ATHLETICS**

## **MSHSL Guidance**

Saint Thomas Academy will operate in accordance with the guidance provided by the Minnesota State High School League.

### **Participation in Practice & Team Meetings**

If a student is participating in an activity or athletic program, he will be expected to attend In-Person Learning when available. Any change in policy will be communicated if the Hybrid Learning mode is implemented.

### **Locker Room Protocols Before School**

Locker room access prior to the start of the school day will be limited to 10 cadets at a time. Showers will be available with proper social distancing practices enforced. Locker room access will be monitored by the Activities & Athletics staff.

### **Locker Room Protocols During the School Day**

Locker room access for physical education students will be controlled to accommodate proper social distancing and student safety for Fall 2020.

### **Locker Room Protocols After School**

Students will have limited access to shower facilities in the locker rooms. Face coverings will be worn for all team meetings and space will be utilized to accommodate appropriate social distancing practices. Locker room time will be scheduled by team and will be as follows:

- Cross Country - Locker in Wrestling Room - Change at 3:30 PM
- Soccer - Middle School Locker Room Cage, Old Health Room - Change at 3:30 PM
- Football - PE/Varsity Locker Room
  - Freshmen Football at 3:30 PM
  - Sophomore Football at 3:40 PM
  - Varsity Football at 3:50 PM

### **Busing & Transportation for Activities & Athletics**

During the pandemic and until such time that all parties agree otherwise in writing:

- Minnehaha Transportation (Contractor) will provide large, 71 passenger buses for every route to help ensure the appropriate level of safe distance between students.
- Contractor will screen all drivers daily, according to Minnesota Department of Health (MDH) guidelines, prior to drivers starting morning routes.
- All persons driving or riding buses will wear cloth face coverings during all routes.
- The appropriate amount of social distance (6 feet as of 7/30/20) will be maintained on the bus between the driver and students during drive times.
- Contractor will maintain on all buses a supply of CDC recommended hand sanitizer and a supply of new, unused disposable face masks for students to use on an as needed basis.

- Every bus will be disinfected between every trip and cleaned and disinfected at the end of each day, in accordance with MDH and Center for Disease Control (CDC) guidelines.
- Visitation/Saint Thomas Academy will assign seating for all students on each bus and contractor's drivers will monitor and help enforce compliance with student seating assignments.

### **Performing Arts**

Students will follow these protocols when utilizing the performing arts spaces and/or participating in band or choir:

- utilize hand sanitizer upon entering or exiting the space
- face coverings are to be worn at all times in the music area
- students will enter the music area via the "Brackey" entrance
- students will exit the music area via the Sjoberg/Flynn mezzanine doors
- all students will receive a mask modified to accommodate playing while masked that will be collected and washed daily
- all wind instruments will be provided bell covers that will be collected and cleaned weekly to reduce aerosol particulates
- flutes will use the clear "wind shields" and a product called "Win D'fender" to reduce particulates
- disposable absorbent pads will be placed among the brass section to collect condensation (these will be collected and disposed of after each band class)
- there will be NO sharing of gear, equipment, instruments or other musical supplies

Protocols for performing arts will be refined and changed based on emerging research as it relates to best practices for student safety in this area.

### **Fan Plan**

When possible, select athletic events will allow fans, with social distancing practices enforced. Live streaming via a third party vendor will be provided for all athletic events. MSHSL guidance will be consulted when made available.



## **HEALTH & SAFETY**

### **Social Distancing**

Per the CDC, social distancing, also called "physical distancing," means keeping space between yourself and other people outside of your home. To practice social or physical distancing:

- Stay at least 6 feet (about 2 arms' length) from others (per current guidelines)
- Stay out of crowded places and avoid mass gatherings, including parties or other social events that violate social distancing guidelines.

Limiting face-to-face contact with others is the best way to reduce the spread of COVID-19. To the greatest extent possible, Saint Thomas Academy activities must be in accordance with social distancing directives: maintaining a full 6 feet of space between you and another person whenever feasible. Students, faculty and staff may not use another person's personal protective equipment (PPE), phone, computer equipment or personal items. Shared equipment, such as printers, shared workspaces and lab computers, should be properly disinfected between uses.

### **Face Coverings**

The CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain, especially in areas of significant community-based transmission. Per the [Governor of The State of Minnesota's Executive Order 20-81](#), people in Minnesota are required to wear a face covering in all indoor businesses and public indoor spaces, unless alone.

Face coverings (masks/gaiters) are required for all students, faculty and staff at Saint Thomas Academy, and one will be provided to all students as part of the uniform. Face coverings are to be worn when entering the building, walking in the hallways, in the classrooms, in the cafeteria when not eating and in meetings and offices where social distancing is not possible. Per Order 20-81, teachers of all grade levels may utilize a face shield during instructional time. DiSTANCE Learning will be provided as an option for all students who are unable to wear a face covering during the school day.

### **Hand Washing & Sanitizing**

Per the CDC, hand hygiene is an integral part of the COVID-19 pandemic response. Practicing hand hygiene, which includes the use of an alcohol-based hand rub (ABHR, i.e., hand sanitizer) or hand-washing, is a simple yet effective way to prevent the spread of pathogens. Students, faculty, staff and visitors are expected to wash or sanitize their hands regularly in accordance with public health guidance.

Hands should be washed for at least 20 seconds with soap when visibly soiled, before eating and after using the restroom. During the COVID-19 pandemic, the CDC also recommends washing hands after you have been in a public place and touched an item or surface that may be frequently touched by others, such as door handles or tables. Per the FDA, there is currently no evidence that consumer antiseptic wash products (i.e., antibacterial soaps) are more effective than plain soap and water. Students are encouraged to wash their hands with soap and water once every four times they use hand sanitizer. Accommodations will be made during the school day to encourage hand washing.

Hand sanitizer dispensers will be placed at each main entrance, in all classrooms, meeting rooms, offices and gymnasiums. Additional hand sanitizing stations or free standing kiosks will be available in the Cafeteria. Students, faculty, staff and visitors will be asked to sanitize their hands upon entering and exiting any room.

### **Respiratory Etiquette**

To prevent the transmission of all respiratory infections (including COVID-19 and influenza), community members are expected to implement appropriate respiratory/cough etiquette as a standard precaution. Per the CDC, the following measures to contain respiratory secretions are recommended for all individuals:

- Cover your mouth and nose with a tissue when coughing or sneezing.
- Use the nearest waste receptacle to dispose of the tissue after use.
- If you don't have a tissue, cough or sneeze into your elbow, not your hands.
- Perform hand hygiene (e.g., hand-washing with non-antimicrobial soap and water, alcohol-based hand rub, or antiseptic hand wash) after having contact with respiratory secretions and contaminated objects/materials.

### **Building Cleaning & Sanitation**

[CDC/EPA Cleaning and Disinfecting Guidance](#) and CDC guidance for [Disinfecting Your Facility](#) will be used in making cleaning/disinfecting decisions.

Daily Cleaning Routine – In accordance with the CDC guidelines, the following areas will be cleaned/disinfected at the end of each school day:

- classrooms
  - tables
  - doorknobs
  - light switches
  - countertops
- restrooms
  - toilets
  - faucets
  - sinks
  - handles
  - doorknobs
- hallways
  - railings
  - light switches
- lockers
- ATM machine

- countertops
- railings
- gyms
- keyboards in technology lab spaces
- all high touch areas
- all classroom and hallway floors
- vacuum all carpeted areas and scrub all floors
- clean and disinfect the faculty/staff lounges, kitchen and cafeteria
- clean and disinfect the health office, all locker rooms and the weight room

Weekend Cleaning Routine – In accordance with the CDC guidelines the following areas will be cleaned/ disinfected each weekend:

- vacuum all carpeted areas
- scrub gym floors
- scrub Ciresi Atrium floor
- clean and disinfect all high touch areas in hallways
- clean Chapel of Saint Thomas Aquinas
- clean and disinfect all restrooms and locker rooms

All high touch areas of common spaces and restrooms will be disinfected on an hourly basis. Teachers will clean and disinfect their personal space, including their desk, phones, keyboards and the student desks and chairs in their classrooms before leaving each day. Students will be instructed to clean and disinfect their desk space prior to departing each classroom with supplies provided to them.

### **Disinfectants & Cleaning Solutions Used by Saint Thomas Academy**

- [QT Plus](#)
- [Quick and Clean germicidal disinfecting wipes](#)
- [SAO Cleaner](#)
- [Protex Electrostatic Sprayer and Purtabs](#)

### **Ventilation**

Saint Thomas Academy is consulting with Harris Companies to provide expert advice. The following has been done to improve indoor air quality:

- Ventilation system adjusted to bring in the maximum amount of outside air
- Every air filter in our HVAC system has been changed. Including the filters in every classroom, office, and common area

- We will continue to consult with Harris Company in order to pursue the highest air quality in all our buildings
- Leave classroom doors open and windows open - weather permitting

### **Clear Protective Barriers**

Clear protective barriers are installed in the following areas to provide protection for essential contact:

- Flynn Hall Receptionist
- Cadet Maker Bookstore Checkout
- Concessions Stand
- Main Office Manager
- Middle School Office Front Desk
- Quartermaster Store
- Cafeteria Checkout
- Anderson Learning Commons Circulation Desk
- Band Room
- Center of Cafeteria Tables

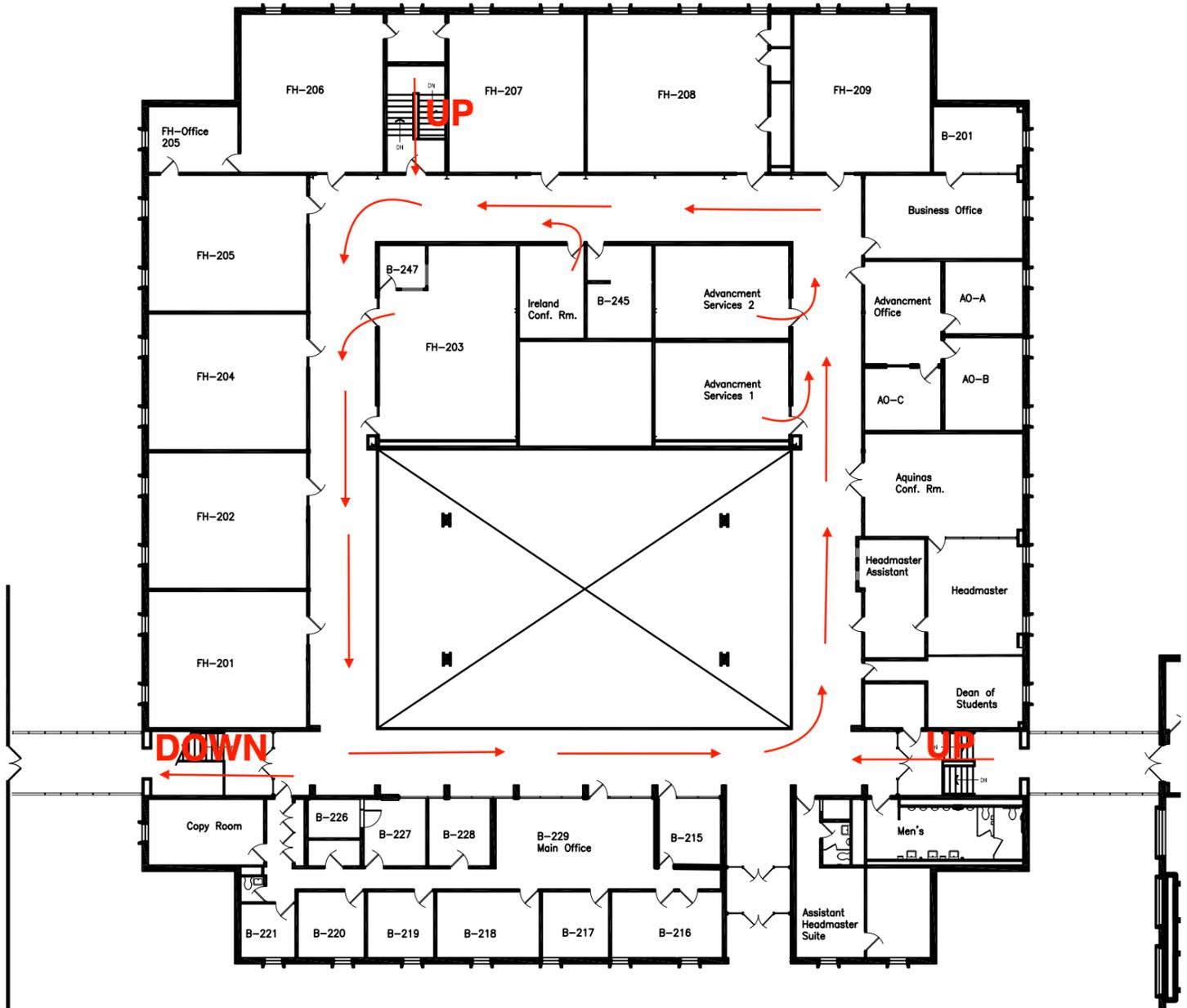
### **Classroom Safety**

Each class will have an assigned, alphabetical seating chart and classrooms will be arranged to maximize social distancing. Seating charts will be required in every class session. Windows (weather permitting) and classroom doors will be left open when possible to facilitate ventilation. Saint Thomas Academy is working with Harris to bring more fresh air into our ventilation system, this includes open windows and doors in all classrooms when possible. Students will be instructed to clean and disinfect their desk space prior to departing each classroom with supplies provided to them.

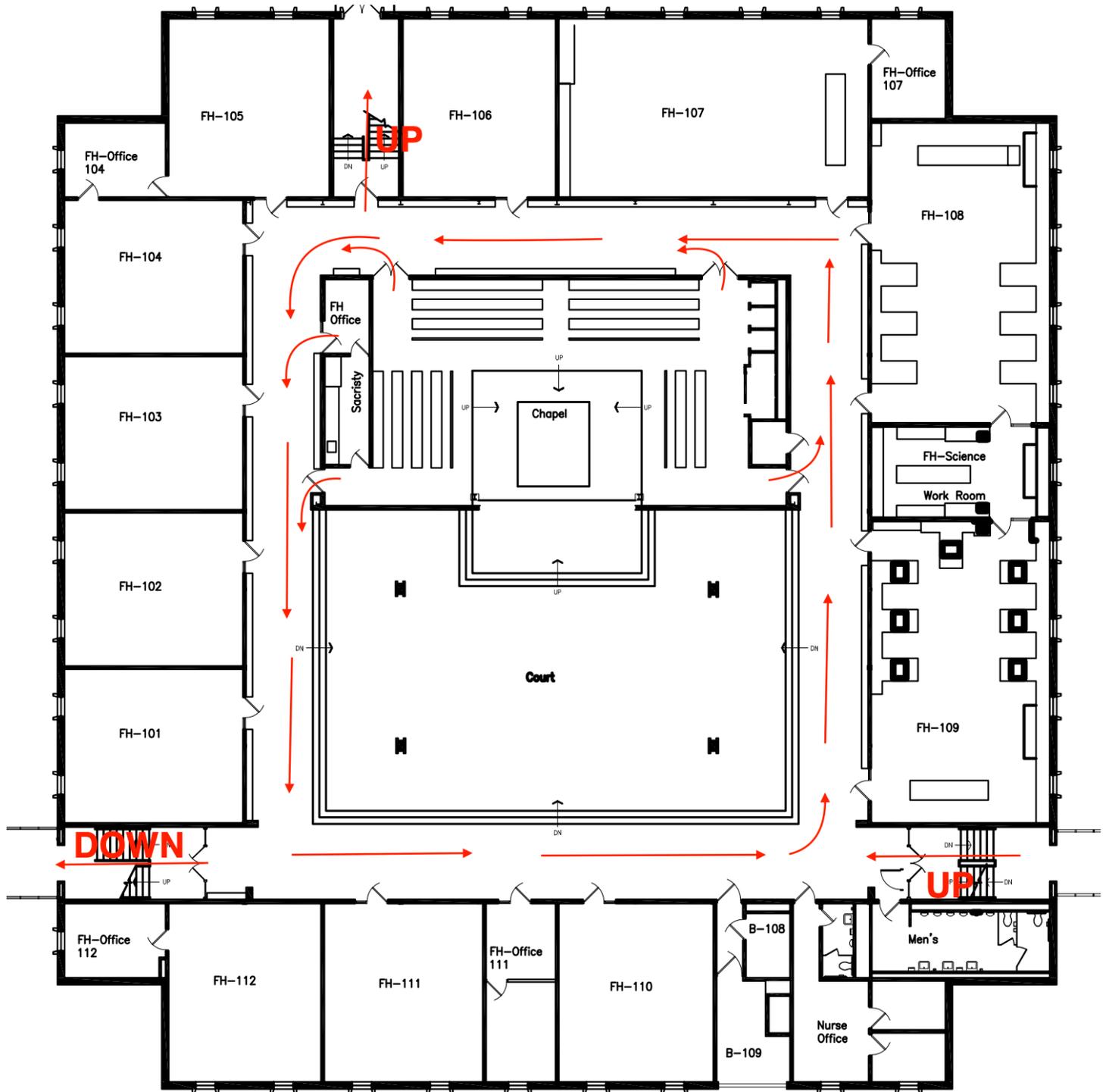
### **Hallway Traffic Flow**

In Founder's Hall and the Middle School Building, all students will exit to the right out of their classrooms. Interior rooms, such as college counseling, will be the exception and exit to the left, as indicated by directional arrows on the floor. The staircases in these two buildings will be one way during passing times.

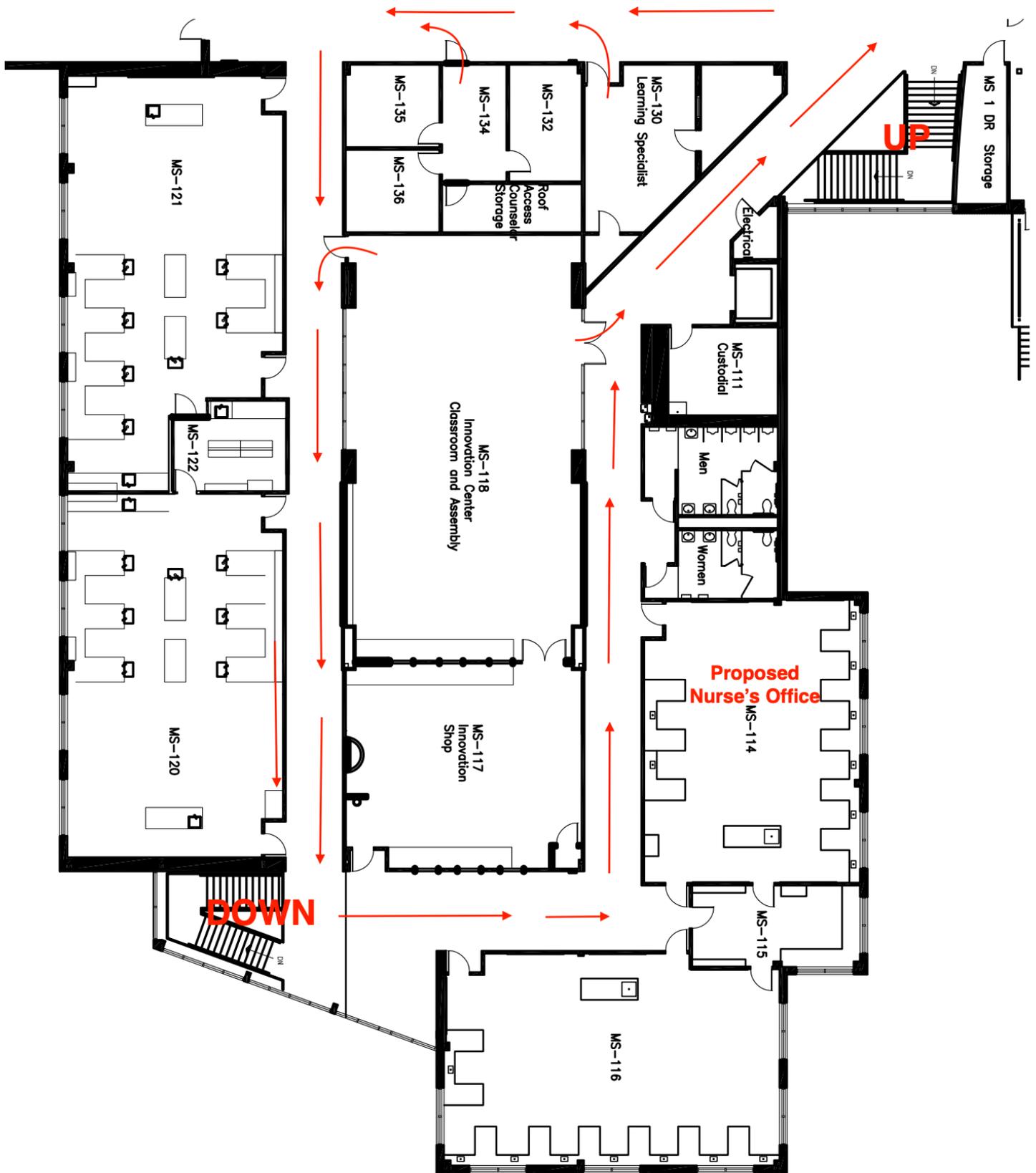
FOUNDER'S HALL UPPER LEVEL:



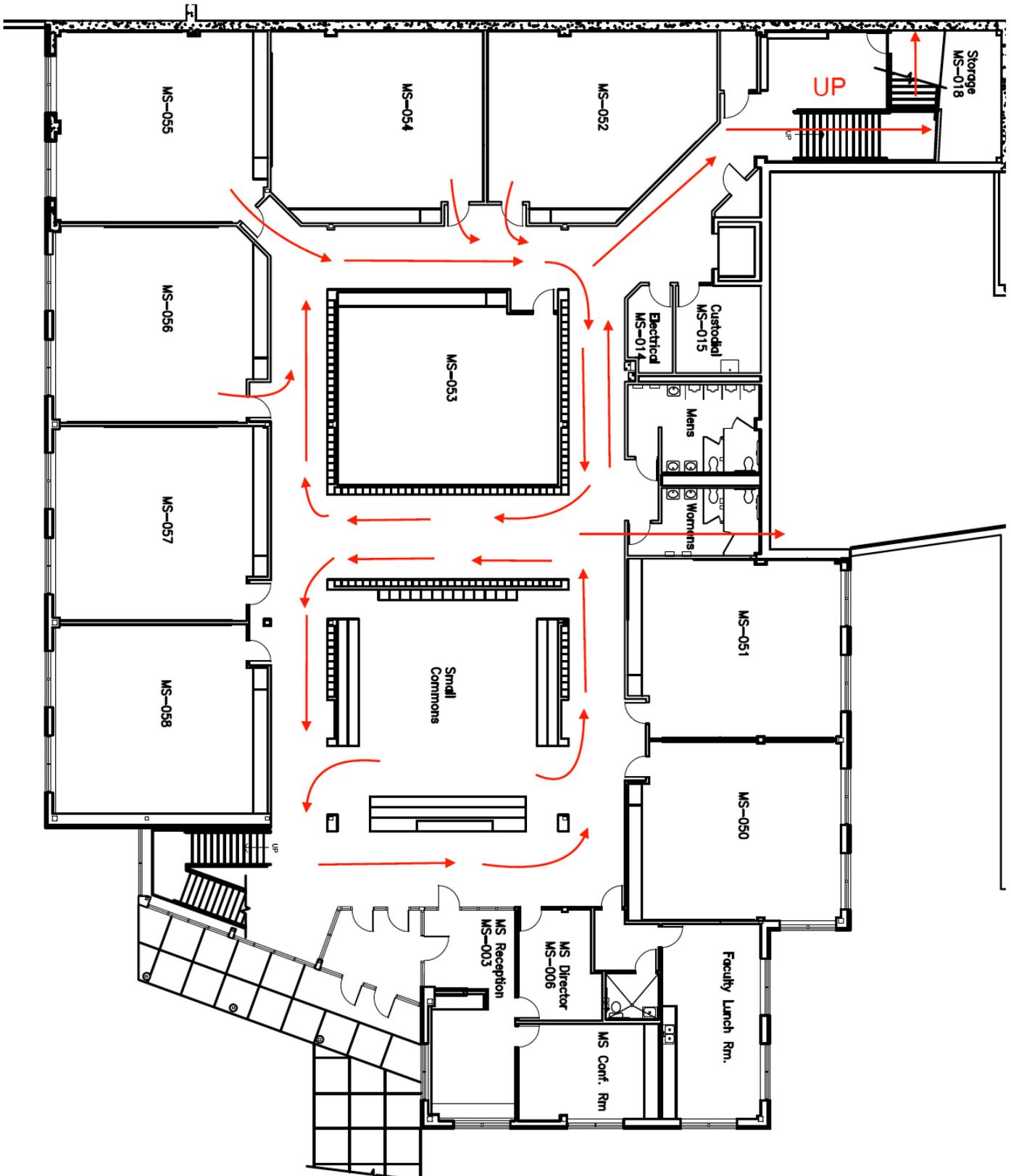
FOUNDER'S HALL LOWER LEVEL:



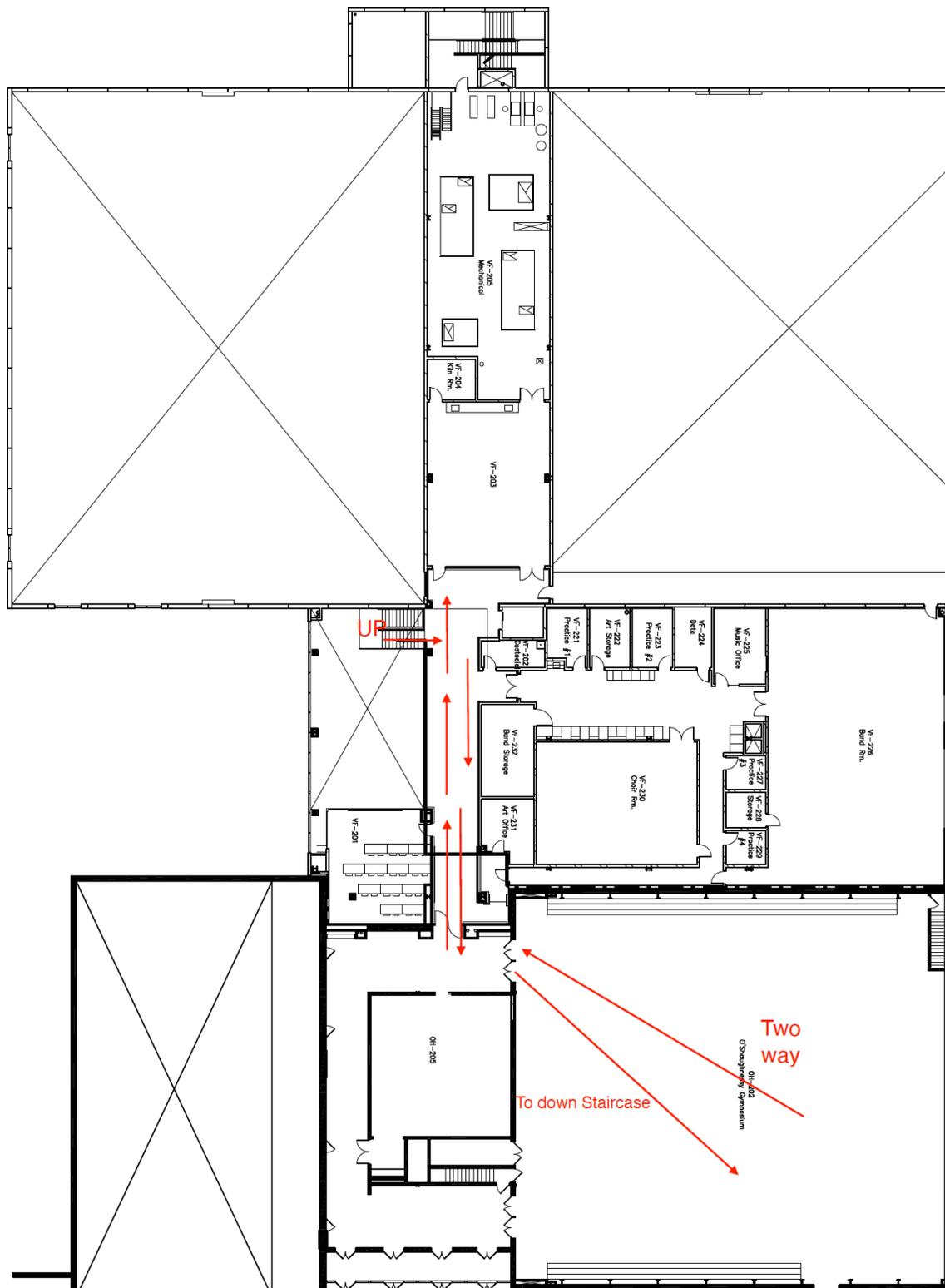
MIDDLE SCHOOL UPPER LEVEL:



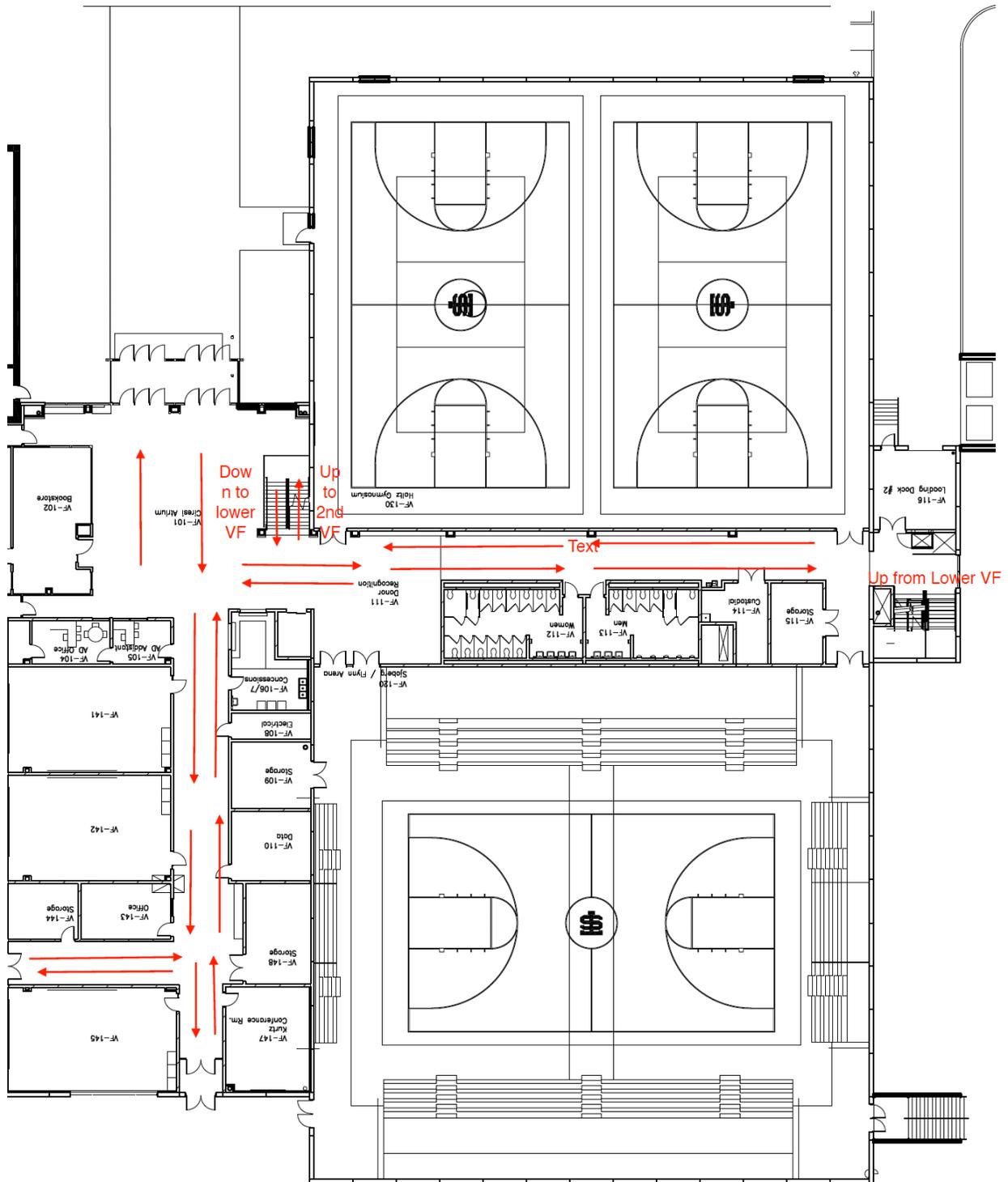
MIDDLE SCHOOL LOWER LEVEL:



# VINCENT J. FLYNN HALL UPPER HALLWAYS:



# VINCENT J. FLYNN HALL UPPER HALLWAYS:



Flynn Hall will operate with two designated directional lanes of foot traffic.

### **Drinking Fountains**

All drinking spouts will be covered and students will be allowed to bring water bottles. All water fountains in Flynn are touch free. One water fountain in MS and one water fountain in Founders have been converted.

### **Lunch & Cafeteria**

Breakfast will again be offered from 7:00 AM to 7:45 AM. To reduce handling of cash, prepaid \$20 SAGE cards will need to be purchased. All breakfast options will be pre-portioned or served.

An additional, third lunch period has been added to reduce the number of students in the lunchroom at one time, ensuring that physical distancing is possible and to minimize congestion.

Round lunch tables will be divided into four areas by clear, protective barriers. Rectangular lunch tables will have clear, protective barriers down the middle. Protocols will be as follows:

- 4 students to a lunch table
- Middle School students will eat in the Innovation Center
- 5 serving stations in the Cafeteria (each of the current stations becomes two stations)
- Hot meals will either be served by staff or provided as “grab and go” options. Students will not serve themselves from buffets.

Social distancing markers will be placed on the floor to keep students and employees 6 feet apart. All students and employees are urged to wash their hands prior to entering the cafeteria. Hand sanitizer will be available in the cafeteria. Servers and kitchen employees will be serving behind a barrier protection, and wearing gloves, facial coverings and face shields. Beverages will be poured and set on a table for students and cartons of milk will be available. All silverware will be disposable. Tables and serving stations will be cleaned after each lunch. The dish return and garbage area will be managed to minimize congestion.

### **Health Office & School Nurse**

In accordance with the CDC and MDH guidance, the Health Office will have two separated spaces. Located on the second level of the Middle School building, one space will be used for isolation of possible infected students, and one space will be for students with other health issues. These spaces include access to a sink and toilet.

The Health Office will be cleaned per protocol after a student leaves. Ventilation will be increased by opening windows. Students who are being isolated with symptoms will wear their face covering and be monitored by staff wearing appropriate PPE.

## **Health Office Use**

To prevent potential exposure to infectious diseases for vulnerable students receiving other medical treatments, all cadets visiting the Health Office will be assessed. A designated space will be used for first aid and injuries NOT associated with possible COVID-19 symptoms. The health office should not be used for simple first aid and minor injuries NOT associated with possible COVID-19 symptoms. Teachers will be educated on basic first aid procedures and given supplies (band-aids, gloves, instant ice packs, cleansing wipes, etc.) so that students will not need to leave the classroom for minor first aid.

## **Screening**

Saint Thomas Academy will not be screening students/staff for COVID-19. Parents/guardians will be asked to sign an [acknowledgement of risk and consent form](#) committing to monitoring their sons for fever and other symptoms indicative of COVID-19.

## **Contact Tracing**

Saint Thomas Academy will support the MDH and Dakota County in their efforts to complete contact tracing as they request.

## **COVID-19 Positive Student, Faculty or Staff**

Saint Thomas Academy will follow the [Decision Tree](#) guidelines from the Center for Disease Control (CDC).

The following precautions are recommended for any individual who has had close contact (< 6 feet for ≥ 15 minutes) with a person with COVID-19 demonstrating symptoms (in the period from 2 days before symptom onset until they meet criteria for discontinuing home isolation; can be laboratory-confirmed or a clinically compatible illness) or a person who has tested positive for COVID-19 (laboratory confirmed) but has not had any symptoms (in the 2 days before the date of specimen collection until they meet criteria for discontinuing home isolation):

- Stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times. Self-monitor for symptoms:
  - Check temperature twice a day
  - Watch for fever\*, cough, or shortness of breath, or other symptoms of COVID-19
  - Avoid contact with people at higher risk for severe illness from COVID-19
  - Follow CDC guidance if symptoms develop

*Note: This is irrespective of whether the person with COVID-19 or the contact was wearing a cloth face covering or whether the contact was wearing respiratory personal protective equipment (PPE).*

When notified of a lab-confirmed case of COVID-19, Saint Thomas Academy Will:

- Communicate and Protect Privacy
  - Report the case to the Minnesota Department of Health (MDH)
  - Inform all members of the school leadership team and prepare to consult with MDH
  - Inform faculty, staff and school families that Saint Thomas Academy:
    - Has received a report of a lab-confirmed COVID-19 diagnosis
    - Is engaged in a consultation process with MDH to determine next steps
    - Will be in close communication with the community regarding next steps after consultation with MDH
  - Protect the privacy of the student, employee, or family with a COVID-19 diagnosis by not including names in any public communications
- Clean and Disinfect
  - Move the impacted class to an alternative location if needed
  - Identify, clean and disinfect all classrooms and spaces used by the individual with the lab-confirmed COVID-19 diagnosis using MDH procedures
- Consult with Public Health
  - Consult with MDH to determine the most prudent way to continue educating students after a confirmed COVID-19 case in the school. MDH does not recommend changing our plan for In-Person Learning prior to consultation with MDH
  - Collaborate with MDH to identify close contacts and inform families
  - Review and reinforce our health and safety protocols
- Require Households with COVID-19 to Stay Home
  - Require all individuals who are sick to stay home
  - Require all individuals diagnosed with COVID-19 to stay home until no longer at risk for spreading the virus
  - Require all household members to stay home if there is a case of COVID-19 in the household
  - Offer learning options for students who are well enough to learn when they are home

### **Co-Curricular Sanitation**

All activity and athletic sites and workout/training facilities will be disinfected with an electrostatic misting machine by Facilities staff after use. Any classroom space used by a co-curricular program will be cleaned following the procedures laid out for classroom sanitation.

### **Visitor Protocol**

All visitors to Saint Thomas Academy will sign in via the Visitor Management System and provide their contact information. The number of entrances available to visitors will be limited.



## COMMUNICATION & TRAINING

### **Community-Wide**

Saint Thomas Academy will communicate clearly and consistently with all constituent groups if school-wide Hybrid or DiSTAnce Learning will be implemented. For frequent updates and resources, visit [cadets.com/covid19](https://cadets.com/covid19).

### **Parent/Guardian Communication During Hybrid or DiSTAnce Learning**

Information will be shared with the parent/guardian community via email and the weekly newsletter. If we move to DiSTAnce Learning, the *DiSTAnce Learning Digest* will be issued weekly. It is your responsibility to read the information in all emails and newsletters.

### **Student Communication During Hybrid or Distance Learning**

All students will receive school communication via their [cadets.com](https://cadets.com) email address and the Unified Classroom learning management system.

### **Faculty & Staff**

Information will be shared with all faculty and staff via email and the Faculty & Staff Resource Site. In addition, all student and parent communication materials will be made available to faculty and staff.

### **Training**

All parents, students, faculty and staff will be offered training for all necessary systems and tools at the start of the school year.

### **Communicating a Positive COVID-19 Test**

Positive COVID-19 testing numbers will be posted on [cadets.com/covid19](https://cadets.com/covid19) as they are confirmed. Tally updates will be included in the weekly newsletter. MDH, Dakota County or Saint Thomas Academy will contact students, families, faculty and staff, in accordance with current guidance, if they have been exposed.

## **COVID-19 Resource Webpage at cadets.com**

Saint Thomas Academy will maintain our COVID-19 Resources webpage on [cadets.com/covid19](https://cadets.com/covid19). This webpage will house all relevant resources, new information and updates.

## **Signage**

Signage in the following areas will identify our safety protocols:

- Classrooms
- Gymnasiums
- Hallways
- Locker Rooms
- Main Entrances
- Restrooms



## APPENDIX

### Fall 2020 Planning & Preparedness Committee:

Mrs. Tina Monosmith, Director of Technology (chair)  
Mr. Kelby Woodard, Headmaster  
Mr. Brian Edel, Director of Upper School  
Mrs. Deborah Edwards, Director of Marketing & Admissions  
Mrs. Tammy Greenlee, Executive Assistant to Senior Administration  
Ms. Norma Gutierrez, Director of College Counseling  
Col. Neil Hetherington, Commandant of Cadets  
Mr. David Hottinger, Director of Advancement  
Mr. Jamie Jurkovich, Director of Middle School  
Mrs. Pamela Kunkel, Director of Business Affairs  
Ms. Michelle Mechtel, Director of Academic Life  
Mr. Dan O'Brien, Director of Activities & Athletics  
Fr. Mark Pavlak, Chaplain

The Committee's work was performed by subject matter Sub-Committees which report into the Committee as a whole. The Sub-Committees were comprised of stakeholders in the assigned area. Sub-Committees included:

- Academics Sub-Committee
  - Ms. Michelle Mechtel (chair)
  - Mr. Pat Callahan
  - Mr. Brian Edel
  - Ms. Melissa Judy
  - Mr. Jamie Jurkovich
  - Mr. Bill McCarthy
  - Mr. Erick Rome
  - Mrs. Katie Schultz
  - Mr. Dean Simmons
  - Mr. Erick Westerback
  - Mr. Peter Wynia
  
- Activities & Athletics Sub-Committee

Mr. Dan O'Brien (chair)  
Mr. John Barnes  
Mr. John Bina  
Mrs. Karen Flanagan  
Mr. John Kenney  
Mr. Tony Kinzley  
Ms. Julie Marks  
Mrs. Francie Reding

- Communications Sub-Committee

Mrs. Deborah Edwards (chair)  
Mrs. Marie Cattaqnach  
Mrs. Katie Doran  
Ms. Norma Gutierrez  
Ms. Claire Hayes  
Mr. Teddy Hobbins  
Ms. Mary Beth Schubert  
Ms. Jessica Sutherland

- Health & Safety Sub-Committee

Mrs. Pam Kunkel (chair)  
Ms. Deborah Berglund  
Mr. Bill McCarthy  
Ms. Anne McQuillan  
Ms. Lucy Poole, LSN  
Ms. Tari Tanhoff  
Ms. Julie Tell  
Mr. Mark Westlake

### **Relevant Resources for School Reopening**

*\*Resources listed here do not indicate Saint Thomas Academy approval or endorsement.*

- MDH School Planning Guide
- Considerations for K-12 Schools: Readiness and Planning Tool (CDC)
- COVID-19 Planning Considerations: Guidance for School Re-entry (AAP)
- If You Are Sick: COVID-19 (MDH)
- Coronavirus Disease 2019: Symptoms (CDC)

- If You Are Sick: COVID-19: How long to stay home if you are sick (MDH)
- Decision Tree (MDH)
- COVID-19 and When to Return to Work (MDH)
- What to Do if You Have Had Close Contact with a Person with COVID-10 (MDH)
- Hand Hygiene (MDH)
- Teaching Hand Hygiene (MDH)
- Hand Hygiene for Schools and Childcare (MDH)
- Cover Your Cough (MDH)
- Cloth Face Covering Guidance (CDC)
- COVID-19 Prevention Guidance (MDH)
- COVID-19 Cleaning and Disinfecting Guidance (MDH)
- Building Reopening (CDC)
- General Business FAQ (CDC)
- Visitor and Employee Health Screening Checklist (MDH)
- Hand Hygiene for Food Handlers (MDH)
- Archdiocesan Protocols for Safely Reopening Catholic School Buildings in the Archdiocese of Saint Paul & Minneapolis
- [GoToMeeting Web Conference Security White Paper](#)
- [Considerations for Wearing Masks](#) (CDC)
- [Advice on the Use of Masks in the Context of COVID-19](#) (WHO)
- [Hand Hygiene](#) (CDC)
- [Hand Sanitizers and COVID-19](#) (FDA)
- [Policy for Temporary Compounding of Certain Alcohol-Based Hand Sanitizer Products During the Public Health Emergency](#) (FDA)
- [Respiratory Hygiene/Cough Etiquette in Healthcare Settings](#) (CDC)
- [Social Distancing](#) (CDC)
- [Interim Guidance for Administrators of Higher Education](#) (CDC)
- [Considerations for Opening Institutions of Higher Education in the COVID-19 Era](#) (ACHA)
- [Social Distancing](#) (University of Chicago)
- Office for the Mission of Catholic Education Memorandum on Face Coverings in Schools (ArchSPM)
- [SAO Pathogen Testing Summary](#)
- [Army Band COVID-19 Risk Mitigation for Large Groups](#)
- [COVID 19 Attendance Guide for Parents and Families](#) (MDH)
- [Home Screening Tool fo COVID-19 Symptoms](#) (MDH)
- [Masking in Schools](#) (MDH)