

# ST. MARY'S ACADEMY COVID-19 POLICIES & PROCEDURES



ST. MARY'S  
ACADEMY

# HEALTH & SAFETY

## PROTECTING THE COMMUNITY — DO YOUR PART

Each member of the St. Mary's community has a moral obligation to do their best to protect the lives of other members and their families. Please read the information below, which outlines our schedules and our safety procedures for the months ahead.

## COVID-19 EXPOSURE SCENARIOS

St. Mary's Academy follows the Oregon Department of Education and the Oregon Health Authority protocols on how to respond to Covid-19 scenarios in schools. In addition, St. Mary's works with the Multnomah County public health authority for Covid-19 guidance. To view the guiding protocols and Covid-19 scenario actions, please click [Planning for COVID-19 Scenarios in Schools \(oregon.gov\)](#).

## CLEANING SERVICE PLAN

St. Mary's Academy maintains a rigorous cleaning service plan to ensure that all high-touch surface areas are cleaned daily. Cleaning check lists are provided for each area of the building and require daily staff and maintenance sign-off.

- Students wipe down their own desk & chair before and after each class period.
- Cafeteria staff clean all surfaces before and after lunch period.
- Atlas Facility Maintenance adheres to a written statement that workers will follow labeling directions as specified by the manufacturer and keep products away from students
  - Vendor has written policy to use EPA List N - asthma safe ingredients
  - We use Bioesque Botanical Disinfectant Solution. EPA Approved, NSF Certified, NSF Listed. ([https://content.interlinebrands.com/product/document/10135/310650025\\_SDS\\_E.pdf](https://content.interlinebrands.com/product/document/10135/310650025_SDS_E.pdf))
- All classes with windows will have them opened in the morning closed in the evening. HVAC fans are turned on and left running throughout the day.
- Ventilation system checked daily. HVAC filters MREV 13 changed monthly.
- Fans may be used when classrooms or office has no windows. Doors should be left open so air exchanges with outside of classroom or office.
- Fans will not be used if windows and doors are closed to avoid recirculating classroom air.
- Faculty will be instructed to not turn off ventilation in classrooms



## MASKS, PHYSICAL DISTANCING, & HYGIENE

### FACE COVERINGS

Everyone at St. Mary's must wear a mask at all times that follows the minimum criteria:

- Masks must be made of two-ply cloth.
- Masks must securely cover the nose and mouth with straps that allow for a snug fit.
- Masks must align with the SMA dress code and be free of any images, text or messages not SMA appropriate.
- Neck gaiters, bandanas, and scarves are not permitted to be worn as masks.

Students need to supply their own mask. Masks must cover the nose and mouth, and if a mask is disposable, a new mask is needed every day. If the mask is not disposable, it should be laundered every night. It is a good idea always to bring a spare mask to school. Please contact Patty Gorman, Dean of Students, if a student has an issue with their mask during the school day. St. Mary's also has limited supply of masks available.

The CDC recommends using hand sanitizer after touching face coverings. Students may remove their masks during lunch, and should use hand sanitizer afterward. Classrooms will have signage posted to indicate hygiene. Teachers will use signage provided to indicate hygiene protocols and COVID-19 information. Students should avoid touching their eyes, nose, and/or mouth. Students must keep their masks on to cough or sneeze and turn toward their elbow or the floor. To blow one's nose, please step out in the hallway.

### PHYSICAL DISTANCING: ALWAYS STAY 3 FEET

All students must practice physical distancing at all times, even if students are sisters or part of the same SMA social-pod.

Each room has a designated number of desks in strategic locations. The room has been set up to provide the safest environment for learning. Students are responsible for sanitizing their desk and chair before leaving the classroom. Each room has paper towels and spray disinfectant for this purpose. Please dispose of the paper towel in the garbage. Each room has hand sanitizer and students should use it upon entering and leaving the classroom. Do not share supplies, chargers, calculators, food, etc. with classmates.

# HEALTH & SAFETY

## ENFORCING SAFETY PROTOCOLS

### REPORTING INFRACTIONS

All members of the community are responsible for correcting and reporting someone not following safety protocols. If students know that someone is putting the community at risk by not honoring the rules about masks and/or physical distancing, please email [safetyconcerns@smapdx.org](mailto:safetyconcerns@smapdx.org) and provide details.

St. Mary's considers violating Covid-19 safety protocols a serious infraction. There are three levels of consequences:

- **Warning:** If a student fails to follow the safety protocols (such as removing mask or are not wearing it properly, not following cleaning procedures or hall/restroom protocols, etc.) they will receive one warning.
- **Sent Home:** If a student violates the safety protocols for a second time, they will be sent home for the day.
- **May be suspended:** If a student violates the safety protocols for a third time, they will need return to Comprehensive Distance Learning for the remainder of the year. Students posting on social media showing themselves and others breaking the Covid-19 guidelines may also face suspension.

## SCREENING FOR ALL STUDENTS

If a student or someone in their household or a friend they are in close contact with contracts Covid-19, please notify Attendance at [attendance@smapdx.org](mailto:attendance@smapdx.org) immediately. Please also send an email to [safetyconcerns@smadpx.org](mailto:safetyconcerns@smadpx.org) and give details.

### PHYSICAL HEALTH

Because we are committed to limiting students' and faculty's exposure to illness, students should not come to school if experiencing illness for any reason (colds, cramps, sore throats, etc.) If students should become ill while at school, they should report to the Attendance Office so parent(s) can be contacted.

# HEALTH & SAFETY

## COVID-19 SCREENING

Pre-screening begins at home. If students aren't feeling well for any reason, they should not come to school.

## ENTERING THE BUILDING PROCEDURE

In addition to home screening, students will enter the school using an assigned door (see instructions below). Students should maintain 3 ft. distance between each other when waiting for admittance into the building and in the building.

## HAND SANITIZER

There are over twenty touch-less hand sanitizer stations located throughout the building including one by every kiosk. Students should use the sanitizer upon arrival and when exiting the school building.

## CARPOOLS

Students who arrive by carpool are reminded that each person must wear their mask for the entire duration of the time in the car. Once parked, students should promptly head to the school building. Students should not congregate in the parking lots at any time.



# HEALTH & SAFETY

## ENTERING AND EXITING THE BUILDING

### ARRIVAL BEFORE 7:30 AM

If students arrive at school before 7:30 AM, they will enter the school through the main entrance.

### ARRIVAL AFTER 7:30 AM

Freshmen and sophomores should use the main entrance. Juniors and seniors use the Market and 5th Avenue door.

Upon entering the building, each student will visit a temperature kiosk. Once cleared at the kiosk, they may go to the gym, Commons, Café, or supported study in the HIVE. At 8:15 AM, all TA rooms will be opened for students. Students are not allowed to be standing or sitting in hallways and may only be in the areas mentioned above.

## ARRIVING TO CLASS

Each room has a designated number of desks. Do not move the desks. The room has been set up to provide the safest environment for learning.

At the end of each class, students will be responsible for sanitizing their desk before leaving the classroom. Each room has paper towels and spray disinfectant for this purpose. Please make sure to dispose of the paper towel in the garbage. Each room also has hand sanitizer and students should use it upon entering and leaving the classroom.



## COMMON SPACES

### BATHROOMS

All single-use bathrooms are for only one person at a time. Please limit talking and do not socialize in the bathrooms. Remember to wash your hands with soap and water for at least 20 seconds before leaving the bathroom.

## LUNCH & BREAK PROTOCOLS

### COME PREPARED

Everyone should eat a balanced breakfast before coming to school. Please see the letter from the Dean of Students about purchasing lunch at school.

### BREAK

Please follow these rules when eating snacks:

- Students should use hand sanitizer before eating.
- Students may briefly remove their mask to eat their snack.
- Students must be 6ft. apart while eating. During break students may stand in the classroom right outside it to eat in order to help maintain the 6ft. distance.
- Students should refrain from talking when their mask is off.
- Students may not share food.
- Once they have put their mask back on, students should use hand sanitizer and start cleaning up their desks and disposing of any garbage.

### LUNCH

Lunch will be eaten in assigned spaces (see below.) The rules that apply for break are also the rules for eating lunch and once an area has reached its capacity, students will be directed to another area.

Freshmen: Gym, rooms 108-109, or the HIVE.

Sophomores: Off-campus, Commons or rooms 301-305 on the 3rd floor.

Juniors: Off-campus, Auditorium, or rooms 201-203, 205-206.

Seniors: Off campus, in selected spots in senior hall, or in rooms 101-105.

# RESOURCES

## LINKS & REFERENCES

**OREGON DEPARTMENT OF EDUCATION**  
[Ready Schools, Safe Learners 2021-21](#)

**OREGON HEALTH AUTHORITY**  
[Sector Risk Level Guidance Chart](#)

**OREGON SCHOOL ACTIVITIES ASSOCIATION**  
[COVID-19 Information](#)

## QUESTIONS & CONTACTS

If you have any questions or concerns, please feel free to contact the appropriate Administrative Team member:

**Christina Friedhoff**  
President  
[chris.friedhoff@smapdx.org](mailto:chris.friedhoff@smapdx.org)

**Nicole Foran**  
Principal  
[nicole.foran@smapdx.org](mailto:nicole.foran@smapdx.org)

**Patty Gorman**  
Dean of Students  
[patty.gorman@smapdx.org](mailto:patty.gorman@smapdx.org)

**Liane Rae**  
Assistant Principal of Curriculum  
Design & Instruction  
[liane.rae@smapdx.org](mailto:liane.rae@smapdx.org)

**Michele Taylor**  
Dean of Student Leadership & Activities  
[michele.taylor@smapdx.org](mailto:michele.taylor@smapdx.org)

**Emily Niedermeyer Becker '86**  
Vice President for Development  
[emily.becker@smapdx.org](mailto:emily.becker@smapdx.org)

