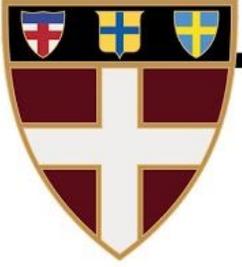


SHATTUCK-
ST. MARY'S



SHATTUCK-ST. MARY'S SCHOOL

SAFELY THROUGH THE ARCH

WEEK OF JULY 13, 2020





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Guiding Principles

Shattuck-St. Mary's is committed to providing a safe and healthy campus for our students, families, community, and employees. As part of our preparations for reopening our school, we have developed the Shattuck-St. Mary's *Safely Through the Arch* plan in response to the COVID-19 pandemic. Our goal is to mitigate the potential for transmission of COVID-19 in our school and community, and that requires full cooperation. Only through this cooperative effort can we establish and maintain the safety and health of our students, families, community, and employees. While there are still significant unknowns about the future of COVID-19 and its impact in Minnesota, we are committed to providing guidance, support, and clarity to safely bring students back to the SSM Campus for the 2020-2021 school year.

Our students are the heart of our campus, and we are serious about our campus safety and protecting our students. Student involvement is essential in developing and implementing a successful plan. Our plan follows recommendations from the Centers for Disease Control and Prevention (CDC), Minnesota Department of Health (MDH), and the Federal Executive Order related to COVID-19.

We also understand that most of our students are young adults and many of our students are still children. Following these guidelines will require instruction, guidance, and support. We ask that you prepare your children for their return to school by:

- teaching them to follow your local guidelines
- 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 mask wearing
- discussing with them the management of personal and/or romantic relationships during this time, and
- emphasizing the serious nature of this pandemic and respecting the concerns of others in the community.

We anticipate that some students will have difficulty following the policies in this plan and that some students may have worries about returning to school. We know that the pandemic has directly affected many of SSM families and that most families know someone who is an essential worker or who is immunocompromised.

The result of the work of the SSM Crisis Management and Senior Leadership Teams is our *Safely Through the Arch* plan. In it, you will find answers to many of the questions our families have been asking, including what safety protocols are required around the campus. This plan will be reviewed weekly, and updates will be made as necessary in response to changes in guidelines and recommendations issued by the School, CDC, MDH, and Rice County Public Health.

All students and employees will be required to attend a training session on the *Safely Through the Arch* plan. Once the students arrive on campus they will receive further information about

this training.

We are excited to have our students back on campus, and we are just as excited to begin teaching and connecting with our students who are not able to join us on campus just yet. Thank you for all your questions, patience, and continued support as we collectively work to move forward during this pandemic.

Arriving on Campus

Boarding Students

- ❑ All students and any family members who arrive on campus with their student must first arrive at our Upper School Campus for screening. Masks or facial coverings must be worn at all times. Our exact screening location is to be determined but communication will go out to all our families prior to arrival.
- ❑ We will take steps to ensure the privacy of families and students as they participate in the screening process.
- ❑ We ask that family members limit the number of people who travel to SSM in August to their immediate family.
- ❑ We urge all families to practice physical distancing, limit large group activities, and wear masks two weeks' ahead of their travel to campus and during their travel between home and campus.
- ❑ We understand that seeing students and other families on campus is an exciting time but we are asking you to please not congregate in close proximity to the screening area with other families that are arriving. After the screening process, physical distancing and facial coverings are still required.
- ❑ Once the student and any family members have passed the screening protocol, they will be directed to the student's assigned dorm and can begin moving in.
- ❑ If the student or any family members do not pass the screening protocol, we will ask the family and the student to leave campus immediately and begin the self-quarantine process.
- ❑ Our Dorm Parents will be on site and help implement our dorm safety guidelines.
 - ❑ Facial coverings must be worn at all times.
 - ❑ Social distancing should be followed as much as possible.
 - ❑ Students will be asked to "Stay Tight and Walk to the Right" in all hallways. Some of the dorm hallways are narrow; in those cases, we ask that visitors walk behind another person rather than side by side.
 - ❑ Congregating with other students or families is not allowed in the dorms. Visiting can occur outside, and physical distancing must be maintained. Again, visitors and students must wear a facial covering.
 - ❑ We ask that you move your student into the dorm as quickly as possible. We will be limiting the number of students who can move into a dorm area at any given time to reduce congestion within the dorm.
 - ❑ If the student is moving into their dorm without any family members present, the student is to complete the move and either exit the building or stay in their dorm room.
 - ❑ Common areas of the dorm will be closed to visitors and students during registration and move-in.
 - ❑ We understand that families may want to remain on campus and visit with the student or other families. This will be allowed outside our campus buildings as long as facial coverings are worn and physical distancing is followed.

- ❑ We will have two restroom areas open to visiting families and they will be clearly marked. We ask that families limit their restroom usage to these designated areas.

Day Students

- ❑ All students and any family members who arrive on campus with their student must first arrive at our Upper School Campus for screening. Masks or facial coverings must be worn at all times. Our exact screening location is to be determined but communication will go out to all our families prior to arrival.
- ❑ We will take steps to ensure the privacy of families and students as they participate in the screening process.
- ❑ We ask that day student families limit the number of people who attend registration to as few people as possible to support our efforts to minimize the number of people on campus.
- ❑ We urge all families to practice physical distancing, limit large group activities, and wear masks two weeks' ahead of registration.
- ❑ We understand that seeing students and other families on campus is an exciting time but we are asking you to please not congregate in close proximity to the screening area with other families that are arriving. After the screening process, physical distancing and facial coverings are still required.
- ❑ Once the student and any family members have passed the screening protocol, they will be directed to the registration area.
- ❑ We understand that families may want to remain on campus and visit with the student or other families. This will be allowed outside our campus buildings as long as facial coverings are worn and physical distancing is followed. We will have two restroom areas open to visiting families and they will be clearly marked. No other restrooms should be used by visiting family members.
- ❑ Day students will be required to be screened each morning before they begin their day on campus. The screening location and process will be sent to all day students prior to the start of classes.

International Students

- ❑ The United States has travel restrictions for some countries. Please review these restrictions at the [CDC website](#). China and many European countries are currently on this list.
- ❑ We are aware of the concerns stemming from the [July 6th announcement](#) by ICE modifying temporary exemptions for nonimmigrant students taking online courses during the fall 2020 semester. We are working to understand how this will affect the students of Shattuck-St. Mary's School. International families will receive updates from the Admissions Office on this matter.

Transportation to SSM

- ❑ Airport pickups are run with SSM vehicles and Faribault Transportation busses and vans, and we will follow the transportation guidelines from the State of Minnesota and Faribault Transportation.
- ❑ By establishing our staggered arrival dates, we anticipate wait times for airport transportation to be shorter, which will minimize the amount of time our students are in the airport waiting areas.
- ❑ Seats will be sanitized between pickup and drop off, and student seating will be spaced out on all vehicles according to current guidelines at the time of pickup. All passengers must wear a mask or other facial covering at all times during travel.

Student Registration

- ❑ We will have registration sessions on each of the arrival Monday afternoons and Tuesday mornings in Johnson Gymnasium.
- ❑ If parents are dropping their students off on campus, they should plan to go through registration with their students. We ask that no more than one family member at a time accompany the student into the gym.
- ❑ Please reach out to us at SSMFall2020@s-sm.org if you have a family situation where this policy will not be possible for you and we can discuss a plan to get your student registered.
- ❑ Students whose parents are not present will complete the registration process on their own, with school support.
- ❑ All students and visitors will be required to wear masks and follow physical distancing requirements.

Campus Life

Safety Protocols

Personal Protective Equipment

- ❑ Facial coverings must always be worn inside all campus academic buildings, dorms (except when inside the student's assigned dorm room), and athletic buildings (except during training) by students and employees. Students will receive guidance on how and when to remove masks during meals.
- ❑ Facial coverings may be reusable cloth or disposable masks. Masks will be available for
- ❑ Reusable cloth facial coverings must be washed daily. Students should arrive with multiple masks. Students will receive guidance on how to wash their cloth masks.
- ❑ Disposable facial coverings must be disposed of at the end of each day.
- ❑ Decoration, patterns, or markings on any facial covering needs to be respectful of other members of our community and appropriate for a school setting.
- ❑ Facial coverings are recommended for all students and employees when outside of the campus buildings (e.g., Parade Field, walking to the sports complex, walking to your dorm or home). If you choose to remove your mask outside, you must remain six feet away from any other person at all times regardless of whether that person is wearing a mask or not.

Hygiene

- ❑ SSM will provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by employees and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).
- ❑ SSM will encourage and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol when handwashing is not readily available. Signages will be posted to remind students to wash their hands regularly.
- ❑ Students and employees will be educated on how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.
- ❑ SSM will frequently check and refill soap and hand sanitizers.
- ❑ SSM students and employees will be asked to wash their hands with soap and water every 2-3 hours.
- ❑ SSM will limit sharing of personal items and supplies such as writing utensils.
- ❑ SSM will limit use of classroom materials to small groups and any shared items will be disinfected between use. Desks will be sanitized after each use. Students will be asked to sanitize their own desk and their spot (i.e., table and chair) in the dining hall after use.

Spacing, Movement, and Access

- ❑ Students and teachers will wear masks in the classroom.
- ❑ Desks will be spaced six feet apart in classrooms whenever possible; when desks cannot be spaced apart, some desks in the classroom will be marked off so that students are spaced appropriately.
- ❑ In classrooms where large tables are utilized, students will be spaced as far apart as feasible.
- ❑ As feasible, we will arrange all desks facing the same direction toward the front of the classroom.
- ❑ Teachers will maintain six feet of spacing between themselves and students as much as possible; as we know this is not always feasible, they will also be wearing masks.
- ❑ SSM will have signage posted throughout the campus to indicate proper physical distancing, face mask requirements, and reminders for handwashing.
- ❑ If a classroom has windows that can open, they will be open as much as possible, weather permitting.
- ❑ Students will move in cohort groups to assist with traffic flow and congestion in hallways and the dining hall.
- ❑ Efforts will be made to keep six feet of distance between people in the hallways. Staggered movements at incremental intervals will be used when feasible to minimize the number of persons in the hallways.
- ❑ Employees will monitor arrival and dismissal to discourage congregating in groups or small areas of the school.
- ❑ Flow of foot traffic will be directed in only one direction whenever possible. When one-way flow is not possible, hallways will be divided with either side following the same direction.
- ❑ Whenever possible, entrances and exits will be kept separate to keep traffic moving in a single direction.
- ❑ SSM will reconfigure common areas by spacing out furniture to minimize crowding. We will consider closing off common seating areas if we have concerns about our students' ability to maintain physical distancing requirements and follow mask requirements.
- ❑ Once registration is complete and students have started classes, families are allowed to visit campus with prior authorization from our Director of Campus Safety, John Blackmer (john.blackmer@s-sm.org). The SSM visitors' protocol and screening will be followed, and all guests entering the building are required to be screened for symptoms, wear a facial covering, and wash/sanitize hands immediately after entering. SSM will keep records of all visitors.

Cohorts and Group Activities

- ❑ SSM has developed student cohort groups that will stay together as much as possible throughout the day and from day to day.
- ❑ Mixing between cohort groups will be limited.

- ❑ Opportunities for exposure will be minimized, especially when students are around each other for 15 minutes or more by ensuring physical distancing of at least six feet between students whenever possible.
- ❑ Students traveling between the middle school and upper school will be staggered for arrival and dismissal times to minimize crowding, and the capacity of our vans and busses will be reduced.
- ❑ Until guidelines state otherwise, we will discontinue activities that bring together large groups of people and activities that do not allow for physical distancing.

Dorm Life

- ❑ Students will be housed within their cohorts in the dorms. These plans will be finalized in early August.
- ❑ Roommates will be members of the same cohort. Therefore, they will not be required to wear facial coverings within their dorm room but should continue practice physical distancing whenever possible.
- ❑ We may set student restrictions within the dorm rooms based on safety needs. We will adjust this policy as necessary.
- ❑ Students must have a facial covering on and implement physical distancing in all common areas of the dorms and anytime they are outside of their dorm room.
- ❑ Initially, the cohort groups are not to mix and congregate together in the common areas of the dorms. The common areas can be used by students in the same cohort as long as physical distancing is followed and facial coverings are worn. With the cohorts on different schedules and in some cases separated by dorms or floors, there should be opportunities for different cohorts to use common areas at different times.
- ❑ Common areas of dorms will be cleaned and sanitized on a regular basis. Students will be responsible for frequent sanitizing of their dorm rooms. Dorm parents will provide support and structure.

Academic Buildings

- ❑ Facial coverings must be worn at all times inside all academic buildings.
- ❑ Initially, students are not allowed to congregate in hallways or common areas. This policy will be reevaluated and may change as the guidelines change.
- ❑ Physical distancing is required in all areas of the academic buildings whenever possible.
- ❑ Initially, students are allowed to study or relax within their cohorts in the common areas as long as social distancing guidelines are followed.
- ❑ Students will receive guidance on restroom capacity, and instructions will be posted for them to follow.

Athletic Buildings

- ❑ Facial coverings must be worn at all times inside all athletic buildings, except during active training.

- ❑ Initially, students are not allowed to congregate in hallways or common areas. This policy will change as the guidelines change.
- ❑ Social distancing guidelines are required in all areas of the athletic buildings whenever possible.
- ❑ Students will receive guidance on restroom capacity, and instructions will be posted for them to follow.
- ❑ Locker room and shower use will be scheduled by cohort.

Servery and the Dining Hall

- ❑ Meal times will be staggered, and students will eat with their cohort groups. Dining hall capacity will be reduced to ensure that physical distancing is possible and to minimize congestion.
- ❑ Meals will either be served by staff or provided in “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 six feet apart while in the servery. There will be designated entry and exit doors in the servery and dining hall areas.
- ❑ All students and employees are urged to wash their hands prior to entering the servery. Hand sanitizer is not a substitute for proper hand washing.
- ❑ Servers and kitchen employees will be serving behind a barrier protection, wearing gloves and facial coverings.
- ❑ The dining hall tables and chairs will be arranged to allow for proper social distancing. Each student and employee is required to sanitize their chair and table area after they have taken their dishes to the wash area.
- ❑ Our dish return and garbage area will be managed so that traffic is one-way and congestion is minimized.

Outside our Campus Buildings

- ❑ Social interaction between cohorts will be limited and possibly restricted for the start of the year. The School will work to develop ways for cohorts to socialize safely outdoors.
- ❑ Individual cohorts are allowed to be outside as long as they continue to follow social distancing guidelines. They are not required to wear a facial covering but must remain six feet apart at all times. We recommend wearing a facial covering whenever socializing with others in a group, however,
- ❑ Physical distancing guidelines are required in all outside areas.
- ❑ Initially, boarding students are not allowed to leave campus for any reason unless authorization has been received by the school. Example of reasons a student will be allowed to leave campus with permission are a medical appointment, parent in town, authorized chaperoned visit in town with school staff, travel with athletic team, etc.

Transportation On Campus

- ❑ Transportation times between the St. Mary's campus and Upper School campus will be staggered and students will be instructed to keep six feet apart while waiting.
- ❑ Seats will be sanitized between pickup and drop off and student seating will be spaced out on all vehicles according to current guidelines. All passengers must wear a facial covering at all times during travel.

Centers of Excellence

Academic and Arts COEs

Instruction

- ❑ Students and faculty in Academic COEs will follow the same guidelines that are outlined in previous sections of this plan. Students and faculty will wear masks or facial coverings in classroom based settings.
- ❑ Whenever possible, SSM will hold vocal or instrumental lessons, practice, and training classes outside, in individual locations, or in a virtual format.
- ❑ Whenever possible, physical distancing will be maintained. Classrooms and labs will be organized so that students are facing one direction.

Athletic COEs

Training and Conditioning

- ❑ Students, teachers, and staff must use proper hand washing techniques before and after every practice, event, or other gathering. Every participant should confirm that they are healthy and without any symptoms prior to any event.
- ❑ Masks or other facial coverings are required at all times except during active training.
- ❑ If players feel ill or the coach is concerned about their well-being, the player will leave the practice and the coach will contact Health Services for support.
- ❑ Players will be instructed to contact the coach if at any time during or after the session they develop any COVID-19 related symptoms. The coaching staff will follow a defined process to contact Health Services for support.
- ❑ We ask that parents and guardians stress the importance of reporting symptoms with their children who participate in COE athletics at SSM.
- ❑ For hydration breaks, players will use their own bottle and will sanitize their hands after the break. Hand sanitizer will be available at the practice site.
- ❑ After any training session or game, players will sanitize their hands before leaving the field, ice, or course.
- ❑ Each COE will have an approved process for disinfecting all equipment.
- ❑ Shared equipment in the weight room will be sanitized between sessions. Students will be asked to wipe down shared equipment between uses.
- ❑ Conditioning sessions in the weight room will be scheduled by cohort.
- ❑ Outdoor physical conditioning activities that follow physical distancing guidelines are allowed.

Games and Competitions

- ❑ Game competitions will be held in accordance with the guidelines at the time of the event. Facial coverings will be worn at all times except during active play.
- ❑ Attendance at games will be dictated by state regulations instead of internal School policy. We anticipate that sporting venues will be opening up in the

coming months; attendees at SSM events will be required to follow all policies current at the time of the event.

- ❑ Participants will not share water bottles or personal equipment.
- ❑ Participants will not engage in handshakes, fist bumps, or other unnecessary contact.

Travel

- ❑ If there is travel, teams will travel in their cohort groups.
- ❑ Seats will be sanitized between pick up and drop off and student seating will be spaced out on all vehicles in accordance with current guidelines. All passengers must wear a facial covering at all times during travel.
- ❑ Overnight travel will be limited. Any teams traveling overnight will continue to follow all the same guidelines we have on campus plus additional travel guidelines that the players will receive prior to departing. SSM will follow the transportation and travel guidelines from the State of Minnesota and Faribault Transportation.

Response to COVID-19 Exposure

- ❑ We use the word quarantine to describe the step that happens when a person has a suspected exposure but has not tested positive or shown symptoms. We use the word isolation for when a person has tested positive or has shown symptoms and is awaiting testing.
- ❑ We will set aside open spaces in a number of locations on campus to be used as quarantine and isolation rooms. We will also have extra spaces in each dorm to accommodate the potential need for sudden changes and for students who arrive mid-year.
- ❑ SSM will cooperate with the local public health department regarding protocols for screening students and employees.
- ❑ Students who develop a fever or become ill with COVID-19 symptoms at school will be isolated immediately, continue to wear a facial covering, and be evaluated by Health Services.
- ❑ Symptomatic students will be isolated until they have tested negative for COVID-19 or have been released from isolation according to CDC guidelines.
- ❑ SSM families will be notified of the presence of any laboratory positive or clinically diagnosed case of COVID-19 on campus and will be updated on how SSM is handling the situation.
- ❑ In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts will be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days. In addition, the local health department will initiate contact tracing, following regular public health practice. Local health officials, depending on the situation, may identify other contacts who require quarantine.
- ❑ Currently, wide-scale testing of asymptomatic students or staff members is not recommended so that health care providers can prioritize testing for symptomatic people. Therefore, currently, only those people who develop symptoms are recommended for COVID-19.
- ❑ We recommend that students learn to self-monitor for symptoms of COVID-19 and ask families to help teach students how to do this. The presence of any unexplained symptoms, including cough or shortness of breath, should prompt the student to go to the Health Services. Students will be taught a process for what to do when Kramer House is closed.
- ❑ We recommend that students come to campus with an oral, tympanic (ear), or temporal scanner so they can monitor their temperatures daily and that families teach their children how to take their own temperature. Students will be coached on what to do if they notice symptoms on their own.
- ❑ SSM will notify local health officials, staff, parents, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Health Insurance Portability and Accountability Act (HIPAA) and other applicable federal and state privacy laws.

- ❑ An account of where the student has been will be taken and the areas will be closed off and sanitized. If they have been in a smaller area such as a classroom, it will be closed for 24 hours before cleaning to minimize the risk of any airborne particles.