



Mount Royal Academy 2020 Reopening Plan

Plan Development

This plan was developed after soliciting input from all stakeholders.

- The parent survey sent to families on June 2, 2020. Sixty-one of the 103 families in the school completed the survey.
- Faculty feedback once the plan was released and reviewed.
- An advisory committee consisting of parents who are medical professionals with different areas of expertise.
- The school leadership team will formally recommend the plan to the MRA Board of Directors for approval at the August 18th meeting.

Guidance from the following organizations was consulted in the process:

1. New Hampshire Department of Education, "*New Hampshire Grades K-12 Back-to-School Guidance*," July 2020
2. New Hampshire Catholic Schools' Office, "*Returning to Classrooms in 2020-2021: A Framework for Catholic Schools in the Diocese of Manchester*", July 13, 2020
3. American Academy of Pediatrics, [*COVID-19 Planning Considerations: Guidance for School Re-Entry*](#)
4. Center for Disease Control and Prevention, [*School and Childcare Programs*](#)

Mission Focus

Consistent with our school's mission statement and maxim – educating the whole person, one student at a time – the main objective is to conduct an in-person educational experience for the entirety of the 2020 – 2021 school year. No effort will be spared to make this possible. The safety and well-being of the children come first, since they are the ones we are here to serve. Faculty and staff partner with parents to support parents in the mission of our school, which is an extension of the very first school of life, the family. Starting from the words spoken most frequently by Jesus himself – “Be not afraid” – our labor of love, prayer, pedagogy, and formation will be guided by that same virtue which directs all the cardinal virtues: prudence. Our mission may manifest itself differently amid this global pandemic, but we remain resolved to educate in person and for the common good of our shared community.

Reopening Plan

It is important to realize that the day-to-day school experience we were previously accustomed to should not be the expectation or benchmark for comparison. In order to remain in school for the duration of the school year, changes will be made to prevent transmission of COVID-19 in our community. This will

affect most of the pragmatic elements of our education, but the educational philosophy will not change. Instead, our educational philosophy will manifest itself in new and perhaps even more effective practices to prevent the virus from coming to school or even leaving school.

Disinfecting Procedures

Our provider of cleaning materials is one of the leading distributors in our area. We were able to acquire new technology for sanitizing stations – one in each classroom and then standing pole stations at each building entrance on campus. The sanitizer is in mist form, healthier for the hands, safe for use by all, and easier to produce. For anyone interested, Ecolab is the product chain. We have dispensers in each building that dispense the diluting solution, ready for immediate use. All cleaning supplies are EPA and FDA approved.

The objective is to employ two full time custodians to work after hours, and then parent volunteers will disinfect the buildings after students and staff arrive each day.

Given the shortage of disinfecting wipes, we will make our own solution for ready use by the teachers and students throughout the school day.

The precise disinfecting procedures will vary depending upon the day, schedule, and movement of students. Frequently touched surfaces, bathrooms, and school materials and supplies will be monitored closely and disinfected in such a manner that will limit disruption. It will require effort on behalf of all students, staff, and parents to sufficiently clean personal and shared materials.

Students will only disinfect their own personal space, not shared spaces.

Possible and Confirmed COVID-19 Cases

If a student or employee has a temperature higher than 100 degrees or notes a change in one of the screening questions [see below], they are not allowed to enter the building. The following process will then take place:

- Administration (either the Academic Dean or Headmaster) will contact the parents for further discussion. If based on the screening and discussion, and the employee or student is not allowed to return to the building, the following actions may include but not be limited to:
 - Quarantining at home for 14 days
 - Accommodations will be made for remote instruction and learning if students/employees are well enough to learn/work at home
 - A visit to the doctor
 - Obtaining a COVID-19 test (if possible)
 - Communicating with either the Academic Dean or Headmaster to develop a re-entry timeline

If a student or employee receives a positive result for a COVID-19 test, local health officials will be notified and

- The student or staff member - and all of the other family members attending or working in the school - will need to quarantine at home for a short-term to allow time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school.
- Administration will work with local health officials to determine the next appropriate steps, including whether an extended dismissal duration is needed.

- School dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.
- Administration will communicate with the school community within the parameters of the Americans with Disabilities Act and the Family Education Rights and Privacy Act. It is critical to maintain confidentiality of the student or staff member.

Masks

Masks are not required to be worn on campus, except for visitors who come outside of the school day. So long as each member of the school community remains vigilant with regards to the health screening questions and practices as much social distancing as is reasonable and possible, no masks will be required.

Masks are welcome, and should any parent require their own child to wear a mask, we acknowledge and appreciate why it is important for some individuals to wear masks.

Anyone who is immune compromised is encouraged to wear a mask, but we also understand that due to underlying health conditions, it may not be medically appropriate for some individuals to wear a mask.

This is sadly a case where we have science conflicting with science, and in the interest of the overall welfare of each person in our school community, we are entrusting parents and staff members to make their own decisions with regards to mask wearing. The entire school day will be modified based on this directive, which means we are focusing on screening, sequestering, social distancing when possible, and structures in the schedule to prevent community transmission in our school.

If teachers are working in close proximity to students either in cohorts or one-on-one, teachers may ask students to wear a mask during that instructional time. We expect students to cooperate with the wishes of the teacher.

Visitors

The school will not allow visitors during the school day. Visitations will therefore take place outside of the school day. All visitors are expected to follow the same pre-screening questions.

COVID-19 Awareness

It will be imperative to educate students about the nature of COVID-19: symptoms, transmission, prevention, and why the school community is taking it seriously. There will be sessions provided to each grade level that are designed to educate and dialogue regarding the reality of COVID-19, and what we can all do together to keep our school community as healthy and safe as possible.

Before School

The most important measure that we can take as a school community to prevent the spread of any illness, especially COVID-19, is to be diligent in keeping children home if they are sick or symptomatic. The same vigilance should be applied for staff. We must allow sufficient time for the body to rest and recover before returning to school.

The following screening questions must be considered by parents and staff every day:

1. Have they been in close contact with a confirmed case of COVID-19 in the last 2 weeks? Close contact would include having a household member or co-worker with a confirmed case.

2. Have they been in close contact with anyone who has exhibited any of the following symptoms in the last 2 weeks? This would include a fever, runny nose (outside of allergies), sore throat, new onset of cough, recent loss of taste or smell, shortness of breath (unless known medical condition such as COPD, CHF, or other pre-existing condition), flu-like symptoms, new muscle aches or pains, chills, nausea, diarrhea, headache, or severe fatigue without apparent cause. Close contact would include having a household member or coworker with any of these symptoms.
3. Have they had a fever or felt feverish in the last 72 hours, including chills, or shaking?
4. Outside of seasonal allergies or chronic illness, are they experiencing any new respiratory symptoms including a runny nose, sore throat, new onset of cough, or shortness of breath (unless known medical condition such as COPD or CHF)?
5. Are they experiencing any new muscle aches or pains, headache, nausea, severe fatigue without apparent cause, or diarrhea?
6. Have they experienced any change in your sense of taste or smell?

If a student or staff member has any of the following symptoms, staying home is required:

- a) Fever in the last 72 hours, including feeling feverish, chills, or shaking
- b) Any new muscle aches or pains, headache, nausea, severe fatigue without apparent cause, or diarrhea
- c) Changes in sense of taste or smell
- d) Temperature over 100 degrees
- e) Sudden onset of respiratory symptoms such as cough or shortness of breath (unless known medical condition such as COPD or CHF).

If a student suffers from seasonal allergies (e.g. sneezing, red eyes, runny nose and/or cough), please inform the Office Manager so records can be updated accordingly.

Parents must follow the standard protocols for notifying the school of **any absences, late arrivals, or early dismissals**. All attendance emails must include: the Headmaster, Academic Dean, Office Manager, and classroom teacher. Junior high and high school teachers will receive notifications from the Office Manager. **If a student is absent due to health reasons, before returning to school, parents must also email the same group indicating symptoms cleared and recovery is evident.**

School Hours

For the 2020 – 2021 school year, we have adjusted our hours of operation to be standardized for all segments of the school. The school day begins at 8:15am for all students and ends at 2:25pm for all students. This is because of the procedures instituted below for arrival and dismissal.

Arrival at School

All staff members and their children should arrive no later than 7:30am. Staff members must park at the rear of the campus (entrance to the parking lot near the end of Seven Hearths Lane). There will be a designated location before entering the building where staff members will screen their own person and any of their children. Staff members and children of staff members who are unable to successfully complete the temperature check and health screening must remain in their vehicles and contact the designated administrator to strategize together the next steps. It is critical for teachers to be present in the classrooms before students arrive to monitor social distancing and support adherence to safety protocols.

Student drivers must park along the designated spaces which directly face the flagpole in the upper parking lot. Student drivers must remain in their parked vehicle until the temperature check is completed. Students drivers must use the drive-thru lane on the left to access the designated parking spots.

Families or carpool arrangements will progress onto campus in a single file vehicle line. The line will 'hug' the right-hand side of the entire parking lot, and progress all the way to the Garden entrance. No vehicles can park along Seven Hearths lane since that will prevent temperature checks. The drop-off line will move towards the temperature check station alongside the curb of the elementary school. A map schematic will be provided for families to prepare.

No student can leave the vehicle until the temperature check is completed. Students who possess a temperature higher than 100' will stay in the vehicle and enter the absentee protocols mentioned above.

Parents are not allowed to enter the buildings before or after school. Teachers will need to focus on students in their classrooms and every effort needs to be made to prevent unnecessary foot traffic in the buildings.

Once a student successfully completes the temperature check, the student can enter the appropriate building through the designated access points.

- PreK and K students enter through the Garden entrance. There will be a staff member tasked with walking students into the building.
- Elementary students enter through the main entrance.
- Junior high and high school students will enter the building where the first academic period of the day is scheduled for students.
- **Students must report directly to the location of their classroom or first academic period.**

Students cannot be dropped off before 7:40am, because we need to adequately prepare the buildings and designated stations for temperature checks. Any parent with an extenuating circumstance can contact a school administrator to discuss possible solutions related to arrival time challenges.

Families will be assigned a window for drop off based on last names.

A-G 7:40-7:50am

H-M 7:50-8:00am

N-Z 8:00-8:10am

Tardy arrivals must remain in parked vehicle and phone the main office for further instructions to enter the buildings.

During School

Coat rooms and lockers

- Coat rooms and lockers will not be used for the foreseeable future

No assembly or homeroom

- Each classroom teacher in the elementary school will conduct morning assembly in their own classrooms; there will be no combined morning assembly in the elementary building
- Homeroom period for junior high and high school students is effectively canceled; students will report to their first academic block upon arrival. The first block will conduct opening prayers and the pledge.

Assigned seating

- Each teacher will maintain accurate, updated, assigned seating charts. A template chart form will be used by all faculty members, who will make copies and retain in Google Drive should we need to conduct any form of contact tracing
- Students will not be allowed to select their own seats for the foreseeable future

Student materials and school materials

- Students cannot share personal materials
- Students may bring a backpack and lunchbox to school; all lunches will be kept in student backpacks during the day. Elementary students will place their backpacks next to their desks and junior high/high school students will keep their backpacks on their person
- Math and science textbooks will remain on campus in designated classrooms for the foreseeable future
- Humanities texts that are softcover or handouts can be carried in student backpacks to and from school
- Students cannot at any time share texts or textbooks during school

Bathroom protocols

- Only one student is allowed in the bathroom at a time (one in girls, one in boys). Each classroom will be outfitted with a marker that will be placed in the hallways to indicate the bathroom is in use. Teachers will have to verify before sending students to the bathrooms

Block scheduling for junior high/high school

- Students in grades 6-12 will shift to a “block schedule” for multiple reasons:
 1. To facilitate fewer and safer transitions during the school day
 2. To create cohorts of limited interactions when possible
 3. To practice self-study skills since homework will be limited in nature given the directive to keep school materials on campus
- Each block will be 85 minutes long; one block schedule day will be called “Alpha” and another “Omega”. Days will simply alternate.
- Students will still have a study hall in at least one of the eight blocks

Lunch

- Lunch will take place in classrooms or designated areas for cohorts
- No microwaveable food will be allowed for the foreseeable future

Recess

- The recess schedule will be modified to permit cohorts only; there will be no recess consisting of multiple grade levels for the foreseeable future

Mass and Rosary

- The rosary will still be recited weekly, although in classrooms only
- Classrooms will attend Mass in cohorts
- There is no recitation of the weekly rosary nor celebration of weekly Mass as a whole school for the foreseeable future

Observation Room

- The boy's locker room in the St. Joseph's gymnasium will be re-purposed into an observation room
- Students who are screened and receive a temperature check during the school day because of detectable or expressed symptoms will be placed in this designated location to await parent pickup. Students will then enter the absentee protocols before returning to school

Student support centers and cohorts

- The computer lab will be transitioned into the second student support center on campus; the other student support center is in the elementary building
- Individual students and/or cohorts will enter these spaces for remedial or enrichment academic support
- The student support centers will be disinfected following each transition

Social distancing

- Each classroom will be arranged to facilitate social distancing, when possible and within reason according to the developmental stages of the children

Classroom furniture and curriculum storage

- Classroom furniture will be reduced to maximize spacing for classroom arrangement
- The coat room in the elementary building and lunch room in the St. Joseph center will be transition to additional storage spaces for curriculum materials. Only teachers will be able to access materials in the elementary location, while the St. Joseph center will be transitioned into a library where cohorts may be assigned for designated periods in the school day

Chromebook use

- Each student will disinfect the Chromebook once usage is complete

Open campus for seniors

- There is no open campus for seniors
- Seniors will have designated spaces where they can study while on campus
- Seniors will not be allowed to leave and return to campus during the school day

Block 8 – “Guilds”

- An additional block has been added to the junior high/high school schedule to make blocking possible
- Students will remain with their cohorts and receive instruction from faculty in our new Guild program for the 2020 – 2021 school year; Guild participation is required
- This is a pilot program designed to extend the mission while simultaneously creating structured social opportunities within the school day for students; it will be non-academic, therefore students will not receive formal grades

Ventilation

- The already existing ventilation system in each building will be optimized for air flow before, during, and after the school day
- Ultraviolet lamps will be placed in duct work to minimize circulation of air that may be transmitting viruses and superior filters will substitute existing filters in the ventilation system
- Teachers will open windows to create more draft during all months of the school year
- Families should anticipate and purchase approved outerwear from the Lands' End School Outfitters store

Specials (sacred choir, art, and physical education)

- There will be no singing in sacred choir or physical education for the foreseeable future
- Art class will occur for single grade-level cohorts
- Elementary classes will receive bi-weekly music instruction in the classrooms

Water Fountains

- The water bottle filling stations located in the elementary building and St. Joseph center may be used only for filling water bottles; students must keep water bottles with their personal belongings, and bring them home at the end of each school day
- Water bubblers in the high school and lower level of the elementary building can only be used for filling water bottles

St. Joseph's Oratory (the school chapel)

- No classes or cohorts are allowed in the oratory for the foreseeable future
- All individuals are encouraged to visit our Eucharistic Lord privately when possible

Dismissal

- School ends at 2:25pm for all students
- Students will remain in the classroom until dismissed and will not mingle in hallways
- Students will be dismissed on a family-by-family basis out of the buildings and directly into vehicles
- Dismissal will be staggered in the same manner as arrival, based on family last names
 - A-G 2:25-2:35pm
 - H-M 2:35-2:45pm
 - N-Z 2:45-2:55pm

After School

- Students are not allowed to mingle on campus after school; only students who are pre-registered by parents for Aftercare will be allowed to remain on campus
- Parent must pre-register for aftercare by emailing Mrs. Brodigan so we can plan accordingly based on our reopening plan
- Aftercare will follow all the aforementioned directives
- Any family with extenuating circumstances should contact either the Academic Dean or Headmaster should special arrangements be needed
- All faculty meetings will occur remotely for the foreseeable future

Academic Calendar

- The 2020 – 2021 academic calendar has been adjusted to align with the reopening plan directives
- There will be no early dismissal or delayed starts
- No school on holy days (Immaculate Conception, Ash Wednesday, and Ascension)
- Please refer to the Alma calendar for the most up-to-date calendar

Liability Waiver

- All families will be sent an assumption of risk and waiver of liability relating to COVID-19

Extended Absences – Google Drive

- All teachers will continue the use of Google Drive to upload lessons plans, resources, and assessments should students be absent for prolonged periods of time due to illness