

LAUNCHING THE OPENING OF THE 2020-2021 SCHOOL YEAR

Updated November 17, 2020



**Mount St. Mary
Catholic High School**

WELCOME BACK, ROCKETS!

As we begin focusing our attention on the opening of our 2020-2021 school year, we move into this next phase of our lives with the very real feelings of uncertainty and hesitation, however, know that this guide has been prepared for our community with reflection, care, and study. While you read through our re-opening plan, “Launching the Re-opening of our 2020-2021 School Year,” it is important to remember that we will not be able to account for every scenario. Therefore, this plan is a guide helping us to carve a path forward, hopefully assisting us with planning and predicting so that we remain calm and prepared, not panicked and spontaneous. This guide will help us to be a resource to you, our Mount family community.

Within our Catholic school community, together we face the future with hope, with grace, and with a strong vision, and through your trust and support, we gather our strength and as one pray to the Holy Spirit to give us the power to walk this path and face the challenges ahead.

Catherine McAuley’s words, “A good beginning is of great importance” couldn’t be more fitting than right now as we begin this new school year under the guidance of our re-opening document, knowing there will be the need to consistently monitor the advice of health officials and make adjustments to our plan. Our school year is one of a “good beginning,” and it is our expectation to provide our students the education they very much deserve... in The Mount way.

In Mercy,



Talita DeNegri, Principal
Mount St. Mary Catholic High School



SCHOOL SITE ADVISORY COMMITTEE

The Mount St. Mary Catholic High School School Site Advisory Committee will center decisions on what is best for all students, families, and MSM Staff. As we adapt quickly due to variables in our city changing, we remember the words of Pope Francis, "present difficulties have stimulated the creativity and inventiveness," and so we look for new methods of engagement and ministry.

- Randy Cook, P.A. (MSM Alumnus), Director of Curriculum for OSU PA Program
- Whitney Faires, MSM Vice-Principal
- Rachel Dowell, Dean of Curriculum & Instruction for MSM
- Talita DeNegri, MSM Principal
- Jennifer Carney, (current parent)
- Karen Kennedye, MSM Board Member
- Dr. James Kennedye, M.D., Emergency Room Physician, (MSM Alumnus)
- Dr. Paul Newbold, M.D., USAF, (current parent)



COMMUNITY & TRADITION



Creating community and connecting with students in new school configurations.

In order to maintain our sense of community and belonging, The Mount will consciously develop systems for welcoming our new families as well as continue to embrace our current families, all with the intentions of establishing and maintaining community norms and rituals in the tradition of Mount St. Mary hospitality and our Catholic identity.

COMMUNITY AND TRADITION

- Holding our ROCKET Rookie Rally for 9th grade students and new-to-The-Mount students.
- Conduct outdoor gatherings with the parents from each grade in order to discuss re-opening plans as well as start of school expectations.
- Opening school daily with prayer & pledge - led by students.
- Pep Rallies will be held on the football field or in the gymnasium with safe distancing procedures in place. Students will be required to wear masks if safe distancing cannot occur.
- At the beginning of each day, students proceed directly to their first hour class, welcomed by an open door and the teacher greeting the students as they enter. Teachers will be expected to be in their rooms with doors open by 8:00 am Mondays and 7:15 am Tuesday through Friday.
- Weekly ROCKET Launch parent email that details weekly calendar events, school policy reminders, and now to include COVID-19 updates pertaining to MSM school activities
- Utilize our school website and FACTS SchoolReach system to provide alerts to our families.

WELLNESS

- Wellness Wednesday held each month for students during Academic Period.
- Strengthen the partnership with Shelley Whiting, Behavioral Health Advisor at Mercy Hospital.
- Counselors to conduct “check-in” gatherings with students.
- All water fountains will be closed, and replaced with touchless water bottle filling stations. Students will bring their own clear water bottles from home.
- The only exception to social distancing protocols will be during safety drills or emergencies.

SCHOOL MEALS

- We will utilize the outdoor picnic areas during lunch periods as well as the auditorium in order to create more eating space.
- Students will sit 4 to a table in the Commons and two to a table at the outdoor picnic tables.
- Students will stand in the lunch line in marked “stand here” areas.
- Lunch line hallway will be “one-way” only during the lunch periods. When everyone is through the lunch line, the hallway will then turn the “opposite way” in order for students to have access to restrooms towards the end of the lunch period.
- Utensils will be provided through the cafeteria lunch line staff.
- Cafeteria staff will wear gloves and face coverings while standing behind sneeze guards.
- To avoid multiple surface touches, salad bar and self-serve stations will be closed to students. A staff member will stand at the grab-and-go station and assist the students with their choices.
- Seniors will not have off-campus lunch privileges for the first quarter or until the Advisory Committee and/or health officials deem it safe enough to allow our seniors off campus for lunch.

HEALTH & SAFETY STANDARDS

- Staff temperatures will be taken daily and general health questions asked of them, as they arrive at school, at the office door.
 - Students will be screened as they enter the building with two infra-red camera thermometers placed at both entrances, therefore scanning the students. Two cameras will be positioned at the front doors, and two cameras at the back doors.
 - Students arriving after the first bell MUST enter through the Main Office for screening and temperature check.
 - Any temperature over 100.4 degrees will be taken a second time after 15 minutes wait time. Any temperature that is sustained in the second test will result in that individual being sent home with instructions to get a doctor's note for re-admission.
 - No parents/visitors will be allowed into the building or gym during school hours. If there are extenuating circumstances that necessitate a parent entering the school, only one parent will be allowed to enter to minimize the number of entering persons.
 - The Assumption of Risk and Waiver of Liability form is to be used for each student.
-

FACE COVERINGS

- Students are required to bring TWO masks each day with them. Therefore, if something happens to one of the masks, there is a back-up! Masks should never be shared between students.
- Masks or face coverings will be required of all students when they are in hallways, bathrooms, or the office. Masks or face coverings will be required in the classroom for teachers when instructing. If students are working independently at their desks, and the teacher is working at his/her desk and is 6' distance from students, the teacher and students may remove their masks/face coverings for a break.
- All masks and face coverings must be school appropriate. Dress code policies apply.
- In some situations, wearing a cloth face covering may exacerbate a physical or mental health condition, lead to a medical emergency, or introduce significant safety concerns. Adaptations and alternatives (for example: face shields) should be considered whenever possible to increase the feasibility of wearing a cloth face covering or to reduce the risk of COVID-19 spreading if it is not possible to wear one. If for medical reasons a student may not wear a face covering, documentation from a medical doctor must be on file.
- All teachers and staff will be provided masks and face shields. They are required to wear a face covering during school hours when working directly with students and are closer than 5-6 feet to the student(s).

SAFETY STARTS AT HOME

To assist school procedures, parents must assist in the efforts to monitor their children:

- Checking their student's temperature
- Asking their children or monitoring for any cough, congestion, shortness of breath, or gastrointestinal symptoms.
- If pre-existing conditions are present, please notate on the Student Data Form.
- In the event a child is ill, PLEASE KEEP THE STUDENT HOME. Notify the school of the illness so it can be determined as to what the next steps will be.



TRAVEL FOR STAFF & FAMILIES

- To increase our effort to return to in-person instruction, school faculty, staff, families and students must minimize any and all out-of-state travel beginning August 1.
- The school reserves the right to require an out of school quarantine for faculty, staff, students and families following any elective out of state travel. In the event essential travel is necessary, standard precautions such as, but not limited to, social distancing, the use of face coverings and good hygiene practices will be taken.
- If you have traveled recently and believe that you might have come into direct contact with someone infected with COVID or have come into contact with someone that is awaiting COVID test results, please notify your administrator. Employees may be required to use available leave during a quarantine from travel.

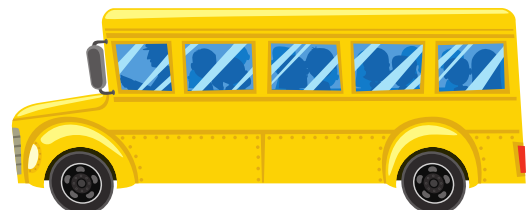


SOCIAL DISTANCING ON CAMPUS

- Safe-distancing awareness posters, floor markings, and announcements will be posted and announced throughout the entire campus as well as via our school website and school social media sites.
- Our “block scheduling” program allows for a cohorting-type of program which then provides less cross-over of students and teachers. This type of scheduling assists with contact tracing capabilities.
- Lunch periods will be added (from 2 to 3, possibly adding a 4th if needed).
- Seniors will not have off-campus lunch privileges for the first quarter or until the Advisory Committee and/or health officials deem it safe enough to allow our seniors off campus for lunch.
- Monthly Mass (two grades at a time) with maintaining social distancing.
- Weekly Adoration in School Chapel (limited occupancy determined and posted on door)
- Student lockers will not be assigned at this time.
- Students should be kept in the classroom as much as possible. Access to restrooms is available between classes (5-minute passing period). Masks are required during passing periods.
- Teachers will have seating charts. This will assist when needed to “trace” students who may have been directly and indirectly in contact with infected students.
- The school building will open at 7:15 am. In order to keep hallways clear, all students will proceed directly to their first hour class. The school building will close at 4:00 pm.
- Student desks will be placed 5-6 feet apart. Teachers will remove “extra” furniture in their rooms to accommodate this policy. Students will remain in their desks and not use the “common” furniture in the room, if any.
- Teachers will wear masks when walking amongst the students.

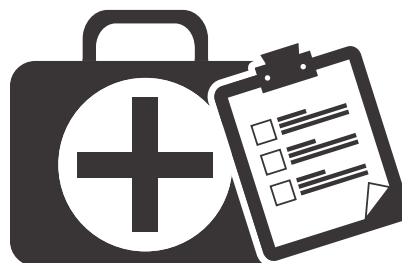
TRANSPORTATION

- Only half the number allowed on each bus for the sake of sitting every-other-seat.
- Masks are to be worn on the bus (may be removed once seated).
- Driver will be a minimum of 6 feet from student; must wear a face covering.








COVID-19 ILLNESS GUIDELINES

- If the person is in the school at that time and develops a fever or falls ill, it is very important for there to be a rapid response to a student or staff member. They will be immediately isolated to an office/room on Third Floor by administrators with PPE. A surgical mask will be placed on the symptomatic individual, and then sent home with instructions for testing and/or 14-day quarantine.
- In the event of a “positive” staff or student member, communication to the parent community will be expedited for the sake of quick notification and precautions.
- School administrators will conduct an immediate and quick audit of the school to determine what, if any, exposure may have been shared. Depending on the results of the assessment, the school building(s) may need to be closed for a day or more for extensive cleaning. Rooms/areas affected will be disinfected immediately and closed according to the most recent CDC guidelines.
- Students/Staff sent home from school will be kept home until they have tested negative or completely recovered as defined by the most current CDC-approved guidelines for symptomatic and asymptomatic individuals. In the event of a positive, it may be necessary to close school for 2-5 days, as recommended by the CDC, so that the school can receive a deep cleaning.
- Individuals or small groups of students who are sent home can enter into distance learning via the student’s Chromebook.
- Flexible attendance procedures will be in effect. According to MSM’s attendance policy, the standard number of absences allowed is 7. However, due to the pandemic, the maximum number allowed will be 14. However, there may be a time for considerations to be made and therefore exceptions to this policy on a case-by-case may be made. The extension of the number of days will also allow for families to determine when best to keep their student at home and not feel pressured to be at school, therefore keeping everyone’s interests at the forefront.
- Personal leave for staff has been increased from 10 days to 15 days for the same reasons listed in the point above. Upon return, students/staff must check in with school administration to ensure proper procedures occurred. If necessary, a negative COVID-19 test result must be required before being allowed to return.



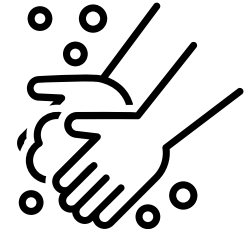
COVID-19 ILLNESS AND QUARANTINE GUIDELINES

PERSON A	PERSON B	PERSON C	PERSON D
 <p>Any person who has tested positive for COVID-19</p> <p>With symptoms: Isolation until the following requirements have been met:</p> <ul style="list-style-type: none"> ✓ 10 days since symptoms first appeared and ✓ 24 hours since last fever (without the use of fever-reducing medication) and ✓ Symptoms have improved <p>The 24 hours without fever may possibly occur within the 10 days of isolation, or after the 10 days</p> <p>Without Symptoms (Asymptomatic): Isolate for 10 days from first positive test date:</p> <ul style="list-style-type: none"> ✓ Monitor self for symptoms, take temperature twice a day ✓ Released from quarantine after 10 days have passed as long as no symptoms have been present 	 <p>Any person who lives in the same household with Person A</p> <p>NO symptoms:</p> <ul style="list-style-type: none"> ✓ Quarantine immediately ✓ Quarantine while Person A is ill and isolated ✓ Quarantine an additional 14 days after Person A has recovered and been released ✓ Quarantine can last up to 24 days or longer 	 <p>Any person with close contact to Person A (>15 min and < 6 feet)</p> <p>Quarantine for 14 days following date of last exposure</p> <ul style="list-style-type: none"> ✓ Contact Health Department with any questions and further instructions ✓ Monitor self for symptoms, take temperature twice a day ✓ If symptoms develop, notify Primary Care Provider 	 <p>Any person who has had exposure to Person B or C before quarantine</p> <p>NO QUARANTINE OR ACTION REQUIRED <i>unless:</i> Person B or C develops symptoms OR tests positive and you had close contact within 14 days then:</p> <ul style="list-style-type: none"> ✓ Monitor self for symptoms, take temperature twice a day ✓ Contact Health Department with any questions and further instructions ✓ Contact Primary Care Provider
 <h2>Recovered and Released</h2> <p>Definitions: Isolation separates infected people with a contagious disease from people who are not sick. Quarantine separates and restricts the movement of a person exposed to a contagious disease to monitor if they become ill. Close Contact defined as anyone who was within 6-feet of an infected person for at least 15 minutes starting from 48 hours before the person began feeling sick until the time the person was isolated. Insignificant exposure defined as contact with an infected individual for less than 15 minutes at a distance \geq 6-feet.</p>			

SCHOOL CLEANING PRACTICES

- Hand sanitizing stations will be placed by each restroom, in the cafeteria, in classroom hallways, Main Office doorway.
- Teachers will have hand sanitizer bottles and sanitizing wipes in each of their rooms.
- Social media announcement reminders.
- With the help of our day custodian, all high-touch surfaces and all classrooms will be disinfected throughout each day (i.e., handrails, door knobs, lights, computers, benches, bathrooms, etc.)
- Good hygiene tips posted in each of the restrooms, in all classrooms, and all areas where groups gather.

SCHOOL PERSONAL PROTECTIVE EQUIPMENT



01

FACE MASKS

Required face masks for staff. Students required to have two.

02

CLEANING DISINFECTANT

High touch surfaces will be disinfected multiple times each day.

03

WATER BOTTLE STATIONS

All water fountains have been switched to water bottle fill stations.

04

HAND SANITIZER

Placed throughout campus for use by school community.

05

TOUCHLESS THERMOMETERS

All guests and staff will be temperature checked upon entry.

06

INFRARED CAMERAS

Placed at school building entry points.

07

ELECTRO-STATIC SPRAYERS

Large disinfectant sprayers used for large areas. (Busses, hallways, gym, bleachers)

BUILDINGS & GROUNDS MANAGER

The Mount has hired a full-time Buildings & Grounds Manager, who will also assist our Security Supervisor when needed in an emergency, and Mr. Guy Nieves will oversee the maintenance schedule of our campus equipment. He will ensure that our HVAC systems are in proper working order and increase the circulation of outdoor air as much as possible with the systems we currently have.

Many of our classrooms have window units that are capable of blowing “fresh air.” Additionally, to our benefit, our classrooms have operating windows that are large in size and of an abundant number per each room. Teachers will be encouraged to open their windows!

TIERED RESPONSE FOR POSSIBLE SCHOOL CLOSURES

The Mount utilizes various methods to communicate with our families and staff in the event of an emergency. FACTS SwiftReach (electronically sends texts and emails and phone calls), Network stations (KFOR, KWTW, KOCO) and social media.

SHORT-TERM CLOSURE (A FEW DAYS):

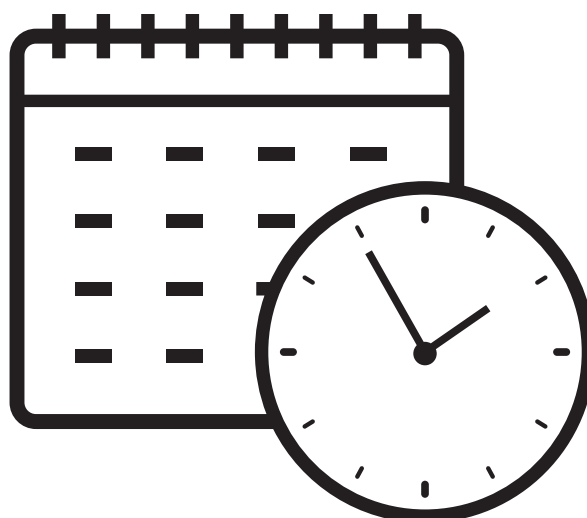
- Decisions for closure will be made in consultation with the CSO.
- All staff and families will be notified as soon as possible through email, SwiftReach, and social media.
- All teachers and students will engage in online learning.
- Facilities will be disinfected.
- Ongoing communication with school community.

MID-TERM CLOSURE (A FEW WEEKS):

- Decisions for closure will be made in consultation with the CSO.
- All staff and families will be notified as soon as possible through email, SwiftReach, and social media.
- All teachers and students will engage in online learning.
- Facilities will be disinfected.
- Ongoing communication with school community

LONG-TERM CLOSURE (MONTHS):

- Decisions for closure will be made in consultation with the CSO.
- All staff and families will be notified as soon as possible through email, SwiftReach, and social media.
- All teachers and students will engage in online learning.
- Facilities will be disinfected.
- Ongoing communication with school community.



DISTANCE LEARNING

The safety of our faculty, staff, and students is the primary factor when making decisions about implementing distance learning. Distance learning will allow students to continue meaningful learning and receive teacher feedback without having to meet in person. We differentiate distance learning from "Cyber Day" in this way: Distance learning is guided by a lesson objective and assessment focused on content/skills with regular feedback. Teachers will use one primary learning platform to instruct students - CANVAS. As lessons necessitate, teachers may also use additional learning platforms or online resources that are linked to Canvas to enhance learning.

CALENDAR FOR DISTANCE LEARNING

- Monday & Wednesday = A days
- Tuesday & Thursday = B days
- These are firm dates and DO NOT change like in our regular A/B daily rotation.
- Friday = "recovery" day.

INSTRUCTION AND ASSESSMENT

- Teachers will post new lessons, assignments, and/or assessments each day by 9:00am. Each teacher will use the learning platform program CANVAS, from which Google Classroom, Schoology, or school email/Google docs will be launched to communicate additional learning materials to students.
- Students are expected to have all textbooks, workbooks, novels, chromebooks and all other school items at home and readily available for use for every class in which they are enrolled.

MORE INFORMATION ON DISTANCE LEARNING

- In the event that school is closed, the distance learning plan will immediately go into effect.
- To view the complete distance learning plan, please refer to the MSM Distance Learning Guide on the MSM website under academics.
- [Click here to view the MSM Distance Learning Guide.](#)

CONTACT TRACING QUESTIONNAIRE

(Source: CDC Website)

1. Name of Student
2. Name of family member contacting the school
3. Phone number
4. Does the infected person live in the home?
5. What is the date the infected person came into "close contact" with the MSM student?
 - a. "close contact" is defined as:
 - i. Less than 6 feet
 - ii. For more than 15 minutes
 - iii. **EVEN WITH MASKS ON!**
 - b. This information is important because an infected person can spread COVID-19 starting 48 hours (or 2 days) before the person had any symptoms or tested positive for COVID-19.

If **"yes"** to Questions:

1. MSM student must get tested.
2. MSM student must stay quarantined until test results arrive and it can be determined what the next steps should be.

POSITIVE Test Results:

1. Quarantine for 14 days

NEGATIVE Test Results:

1. With NO symptoms:
 - a. From date of last exposure, MSM student is to remain at home for 14 days. This is important because symptoms can appear up to 14 days after exposure.
2. With symptoms:
 - a. MSM student is to remain at home for 14 days.

All protocols and guidelines are from the Oklahoma Health Department and the Centers for Disease Control. In the event of a conflict between the Mount St. Mary Catholic High School Handbook and these guidelines, these guidelines supersede handbook procedures.

***As the epidemiological investigation continues, the following guidance is subject to change.**

What are the signs and symptoms of Covid?

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Diarrhea
- Nausea or vomiting
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat

What do I do if I test positive for Covid?

- You must notify the school immediately.
- The County Health Department directs that you immediately isolate at home, even if you don't have symptoms. You must stay isolated for at least 10 days since symptoms began AND at least 3 days after your fever resolves and your other symptoms improve. If there are no symptoms, you must isolate for 10 days from the date of test collection. You do not need any additional testing since you have already tested positive.

What counts as close contact?

- You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (hugged or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

What are the steps to take if you are considered a close contact with someone who tested positive for Covid?

- Notify the school immediately
- Stay home for 14 days after your last contact with a person who has COVID-19
- Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19
- If possible, stay away from others, especially people who are at higher risk for getting very sick from COVID-19

Know Your Travel Risk

Source: CDC Website

Travel increases your chances of getting and spreading COVID-19. Staying home is the best way to protect yourself and others from COVID-19.

- Some travel activities, like staying at guest lodgings, can increase your risk of getting COVID-19. Your chances of exposure are higher if you come into close contact with others, especially people you don't know, or use shared public facilities (like restrooms or picnic areas).
- Doing things and spending time with people you live with is less risky than doing things and spending time with people not from your household.
- COVID-19 is spreading in the United States. Visiting parts of the country where there are fewer cases of COVID-19 may be less risky than visiting parts of the country where there are more cases of COVID-19.

	Lowest Risk	Lower Risk	Medium Risk	Medium High Risk	High Risk
Transportation	<ul style="list-style-type: none"> • Short trips by car with no stops along the way • House hold members only 	<ul style="list-style-type: none"> • Longer trips by car with 1 or more stops along the way • Household members only 	<ul style="list-style-type: none"> • Public transportation (e.g., train or bus) • Flights* • Traveling with people not from your household 	<ul style="list-style-type: none"> • Flights* 	<ul style="list-style-type: none"> • Flights with layovers* • Traveling on a cruise ship or river boat
Lodging	<ul style="list-style-type: none"> • A house or cabin with people from your household (e.g., vacation rentals) 	<ul style="list-style-type: none"> • Hotels or multi-unit guest lodgings with people from your household** 	<ul style="list-style-type: none"> • Staying at a family member's or friend's home** 	<ul style="list-style-type: none"> • Shared spaces with some people outside your household, (e.g., shared hotel rooms with family outside of your household or hostels with friends) 	<ul style="list-style-type: none"> • Shared spaces with many people outside your household (e.g., dormitory-style hostels)
Food	<ul style="list-style-type: none"> • Bring your own food and drinks 	<ul style="list-style-type: none"> • Use drive-thru, delivery, take-out, and curbside pick-up options 	<ul style="list-style-type: none"> • Eat outside at a restaurant with social distancing • Servers and restaurant staff wear masks 	<ul style="list-style-type: none"> • Eat inside at a restaurant with social distancing • Servers and restaurant staff wear masks 	<ul style="list-style-type: none"> • Eat inside at a restaurant with little social distancing • Servers and restaurant staff do not wear masks
Camping	<ul style="list-style-type: none"> • Camping with people from your household only and not sharing bathroom facilities with individuals outside of your household 	<ul style="list-style-type: none"> • Camping in separate tents or cabins with shared facilities where distancing >6 feet is possible 	<ul style="list-style-type: none"> • Camping in separate tents or cabins with shared facilities that are crowded 	<ul style="list-style-type: none"> • Sharing tents or cabins and facilities with persons outside of your household 	<ul style="list-style-type: none"> • Camping in large dormitory-style settings with persons outside of your household

* Air travel requires spending time in security lines and airport terminals, which can bring you in close contact with other people and frequently touched surfaces. Most viruses and other germs do not spread easily on flights because of how air circulates and is filtered on airplanes. However, social distancing is difficult on crowded flights, and sitting within 6 feet of others, sometimes for hours, may increase your risk of getting COVID-19.

Factors that may increase risk of air travel include flight duration and whether others onboard are wearing masks.** Based on individual circumstances and risk assessments (staying at a family member's or friend's home may be less risky than staying at a hotel or multi-unit guest lodging with people from your household)