

ACC<sub>E</sub>SS

# HILL-MURRAY BLUEPRINT

*to provide a safe, healthy and  
productive learning  
environment  
for all students, faculty and  
staff*

SY<sub>S</sub>TE<sub>M</sub>IC<sub>I</sub>C<sub>C</sub> PLAN<sub>N</sub>ING

## ALIGNED PHILOSOPHY

PREPARE  
FACULTY  
& STAFF

TESTING  
THERAPUTIC  
RESPONSE  
VACCINES

PR<sub>O</sub>TOC<sub>O</sub>LS

## NEW CAPABILITIES

PREPARE  
BUILDING

PREPARE  
STUDENTS

C<sub>O</sub>NTR<sub>O</sub>L

RESP<sub>O</sub>NSE  
& KNOWLEDGE



# Hill-Murray School

The Catholic Benedictine Prep School, Grades 6-12

**July 15, 2020**

Dear Hill-Murray Parents, Students, Faculty and Staff,

As you know, school resumes in person on August 19, 2020.

I am pleased to share with you our working COVID-19 Blueprint for the cautiously confident reopening of the Hill-Murray school community.

This letter, a guide for parents and students and the specific actions in the Hill-Murray Blueprint is the plan that we believe will live up to **our goal of providing a safe, healthy and productive learning environment for all students and staff.**

After much discussion, discernment and several months of planning, we continue to update this document daily. We anticipate that it will change as new technologies, recommendations from public safety officials and increased knowledge of the nature of the virus, emerges.

## **FLEXIBILITY**

Flexibility to respond to these changes have been built into our recommendation.

The success of this plan will require individual and institutional behavioral changes that **MUST** be adhered to. We know that hundreds of institutions have looked at the same data and issues and have come to different solutions for their community. Short of not being on campus at all, there is no COVID-19 response plan that is risk-free.

We expect that as a valuable member of the community, you will show the respect we have for each individual by following the protocols outlined in the document.

## **AN ALIGNED COMMUNITY**

The Hill-Murray Blueprint was developed with input from faculty, staff, nursing, medical plan and physician input as well as multiple guides issued by the CDC, MDH, WHO, The Archdiocese and others. Some of those resources are highlighted in the plan and available for individuals wanting more information.

We agreed on a belief system (Mission/Vision/Goals) to drive our decision process. Our philosophy is the first element of the Blueprint and was the document we returned to when faced with competing objectives.

## **ALL GUESTS WELCOMED AS CHRIST**

Integrated throughout the plan you will see our charisms - we have purposely highlighted our care for community members, guests and for individuals.

For many members of this community the Pandemic and a summer of social unrest have brought mental, physical, economic and emotional hardships. We have heard the cries for help and are doing everything we can to help us see this as a period of developing humility, grace and a chance to improve the culture of our school community.

This plan sets in motion many changes to our daily and annual operations and our own personal behaviors. We are at **ALL** times staying committed to **academic distinction**, to the **growth** of the talents of each individual in our care and preparing our students to be ethical leaders for our world.

On behalf of the Board of Trustees and the Leadership Team,



James Hansen '73  
President | Hill-Murray School

## **A GUIDE FOR HILL-MURRAY PARENTS & STUDENTS**

After consulting with the Board of Trustees, we are going to reopen in August as planned but with several modifications that are based on research and fueled by cautious confidence. These modifications were created in response to the concerns of Hill-Murray parents who want their children to return to school but are concerned about their safety.

This plan is currently being implemented and will be fully vetted by the time faculty return to campus. In some instances, there are more detailed documents that each department has prepared (for example facilities for the cleaning of each space) that are available by request.

We have been testing these protocols with summer classes and making adjustments as needed. So far we have had almost 700 student registrations and have had no issues.

### ***All H-M Employees Have Returned To Campus***

We expect that some functions will be allowed to work part time from home but only

with prior approval from their direct supervisor and President but never to the detriment of the student or parent experience.

## *We Will Use Our Infinite Campus Communication System*

If we need to communicate with parents or students, our Infinite Campus communication system will be used to keep everyone informed. Our website will also be regularly updated with current information. Please make sure we have the correct contact information for your family.

If you are unsure or have questions, please contact Hill-Murray President Jim Hansen, for any policy-related questions at 651-748-2403 or email him at [jhansen@hill-murray.org](mailto:jhansen@hill-murray.org) or the Hill-Murray COVID-19 Coordinator, Bill Schaufauser for logistical or facilities issues at 651-777-1376.

Our full time Child Psychologist and Counseling team are available for students experiencing anxiety or other concerns. Do not be uncomfortable in asking for help. This will be a difficult transition for some students and we are here to help.

## *Comprehensive Plan*

We are very aware of the confusion, frustration and angst many teachers and parents are experiencing regarding the decision to return to school and we will approach this school year with mutual accountability and collective responsibility.

We have also retained a physician to serve as the Hill-Murray Medical Director for this year. He will oversee our policies related to testing, additional nursing care, and direct medical care if needed.

## **Following the protocols is mandatory.**

**EVERY** student and staff will either have to complete the screening protocol daily or provide a waiver stating that they will screen themselves **DAILY BEFORE** coming to campus that day.

Procedural videos on safety issues are being prepared and extensive communication with students will begin with the back to school materials and continue throughout the remainder of the first semester and then we will reconsider our plan and adjust as necessary.

ALL guests will have to complete the screening protocol:

1. Is your temperature above 100.4 today?
2. Have you had or felt like you have had a fever in last 24 hours?
3. Do you have a new or worsening cough or are having trouble breathing?
4. Do you have a sore throat?
5. Are you experiencing loss of taste or smell?
6. Have you traveled or been in close contact with anyone suspected of being COVID-19 positive?



building or move to the commons for supervised and socially distanced study.

To avoid large group interactions in the cafeteria, lunches will be eaten in the classroom and only bag lunches will be permitted. Students can either bring a bag lunch from home or purchase one from Taher that will be delivered to them.

For lunch time, we will make arrangements to allow for social distancing and implement specific disinfection protocols in place for each classroom. The school has purchased 3M technology for daily sanitization of the building as well as an ample supply of wipes and sanitizer for each classroom.

We are aware of some student allergy issues. Please make sure your student informs their teacher and special arrangements will be taken.

There will be NO all school events such as Mass or other assemblies. To still keep our sense of community alive during this year of resilience, we will opt for individual class Masses or smaller events which will be held in the auditorium.

We have worked diligently with our facilities committee to prepare the building for occupancy by addressing HVAC systems, implementing new cleaning procedures and doing a complete disinfection of the school. We have retained additional staff to clean each classroom every evening beginning in August.

### ***Masks MUST Be Worn***

**Every teacher and student who is in any common area of the school including hallways and classrooms will be required to wear Masks, Gaiters or Shields. If working alone or in a separate space a face covering is optional. If students do not have a mask, one will be made available for them.**

There is multiple signage throughout the building reminding students and staff of the importance of appropriate hygiene habits including respiratory etiquette. Each room has a wall mounted sanitizer, wipes, tissues etc.

Each room has been evaluated for the use of Plexiglass barriers and desks/tables have been oriented to provide for maximum dispersion. Floors and seating will be marked to revise capacities of most spaces in the building.

Backpacks will be allowed for this year and encouraged to reduce the number of trips to a student's locker.

Students and parents MAY be able to transport student athletes to some events with prior knowledge of the coach or moderator. Further instructions will be available from the moderator or coach of that activity.

### ***Entrance To & Exit From The School Will Change***

No visitors without prior authorization will be allowed to enter the school. Students will enter the building only through the entrances allowed in the current [Student Drop Off/Pick Up](#) process.

Unfortunately, we have also made the decision to cancel all Hill-Murray bus services. Anyone who has used or planned to use H-M busing will be given a stipend to offset alternative transportation costs. For those who live in District 622, busing will continue to be provided.

### ***All Students & Staff Will Be Tested If Showing Symptoms***

We will follow the Medical Director's advice at the time of a positive result for testing type, tracing protocol and quarantine times.

**We ask that you please show respect for others and TEST YOUR CHILD FOR A TEMPERATURE OF 100.4 DAILY. If a student is not feeling well please keep them home and see your regular family medical provider.**

Every morning from drop off through Advisory, extra nursing staff will be on hand and a secure room will be available if needed. Any student or staff member showing symptoms will wait in this secure room until they are able to leave the building and they will be asked to see their primary healthcare provider.

### ***Sports, Activities, Theatre & Music Programs Will Be Allowed With Modifications***

All athletics and activities will begin this Fall, but each has a specific remediation plan to allow for social distancing. Event attendance will be limited to the number allowed by the government (currently 250 people). To allow access for all fans, we will be streaming 50 home events this fall, so family members who are unable to attend can follow the teams virtually.

Please see the sections in the Blueprint for specific plans for H-M Theatre, Music and Fine Arts for this school year.

The safety of our community is of the utmost importance and we made these substantial, but necessary, changes to provide a safe, secure and rigorous learning environment for our students, faculty and staff members.

### ***Unique Cleaning Protocols Are In Place***

For specific plans please see the Building Preparation section of the Blueprint but each desk will be wiped hourly and each classroom cleaned daily with a disinfectant that meets current epidemiological specifications.

# **ALIGNED PHILOSOPHY**

The success of the school community's response to the pandemic will be driven by the coordinated effort of the whole community and its alignment around a shared core purpose and belief system.

Each school community, facility, staff, culture is different and will require a unique response. We expect that our plan may be different than others based on our unique belief systems.

Items in Bold are the common questions and the italicized responses are unique to Hill-Murray School. This plan was developed by a committee of teachers, staff and leadership with outside consulting help and board member review.

## *Our Mission*

Our mission is to provide a safe, healthy and productive learning environment for all students and staff.

## *Our Vision*

Our culture will be one of cautious confidence addressing risk until the combination of testing, vaccine and therapeutic treatments can scientifically decrease the risk and the community can embrace the learnings of the crisis to improve our preparedness and our learning processes.

## *Our Goals*

- To work collaboratively across all disciplines in the community in every response. Excellence for every student will NOT be compromised.
- Allow NO degradation in our learning goals for students.
- To be open and transparent in our research based decision-making recognizing fear and anxiety during the crisis.
- To set clear expectations for and communicate regularly with, all impacted populations-students/faculty, staff/parents.
- To be as flexible as possible to meet our mission. This plan will change as needed during the school year as new information becomes available.
- To optimize student and staff health with no fatalities through planning, comprehensive testing, confinement and early treatment.
- To reduce student enrollment loss to less than 50% of the private school average loss in the twin cities.
- To assist the elementary Catholic school system in our service area during this difficult year and to strengthen the enrollment of the graduating class of 2025

while achieving our enrollment goal of a class of 190 of incoming freshmen.

- Maintain the school's endowment and operating budget discipline despite making the investments needed to address the pandemic and fully fund the BluePrint.

## ***A Culture of Health And Safety***

Our plan is intended to mitigate, not eliminate, risk. NO single action will completely eliminate the risk of Covid19 transmission, but implementation of several coordinated interventions can greatly reduce that risk. Our school is not depending on one mitigation strategy but a combination of actions that when taken collectively reduces the risk of transmission. Establishing this culture is critical and we will regularly enforce these important practices.

The Hill-Murray President and Board of Trustees is responsible for the meeting of the Belief systems (vision/mission/goals) of the BluePrint and will make all final decisions on behalf of the institution.

### **Resources:**

- **Archdiocese of St Paul and Minneapolis Protocols for safely opening Catholic schools**
- **MDH Planning Guide**
- **Consideration for K-12 schools: Readiness and Planning Tool (CDC)** • **COVID-19 Planning Considerations: Guidance for School Re-entry (AAP)** • **Recommendations for Reopening. SickKid Children's Hospital**
- **Initial Fall Reopening Guide State of Massachusetts**

## **SYSTEMIC PLANNING**

Founded on the conviction that every human person is imbued with God-given dignity, Catholic Social Teaching asserts a preferential option for the poor and vulnerable. As Jesus asserts in Matthew 25, whenever we love or ignore our neighbor, we love or ignore Christ himself. As we seek to navigate these "covidian" times, we need to be especially attentive to those who are rendered poor or vulnerable by this virus: those most in danger of dying from COVID-19, healthcare workers, essential workers and those whose livelihoods are greatly affected by the closing of businesses. Conscientiously attending to prudent precautionary measures (without being overly fearful) is an act of love to our neighbor and to our God.

All systems in the community have been involved in the planning for the crisis response and all proposed initiatives will be communicated widely to provide as broad and aligned response as possible.

We have reviewed the school's staff and faculty handbook and have adjusted those as needed in this document.

The 2020-21 Staff and Faculty Handbook will add this section of our blueprint as an addendum to address specific concerns for this year to address safety issues or

modifications necessary for our community to meet its stated objectives. The modifications are listed below:

## ***Dress Code***

The student, faculty and staff dress code will be modified for this school year to require the wearing of masks, shields or buffs during the day.

No inappropriate logos or language will be allowed on the buff, gaiter or mask including political messages.

Masks/gaiters/buffs or shields will be required for students and faculty to be worn in all common spaces (hallways/classrooms).

## ***Work From Home***

On an individual department basis non instructional staff may be allowed to work from home for a portion of their duty week with the approval of the President and their supervisor.

## ***Emergency Procedures***

In case of a fire drill or tornado warning the schools existing policies will take precedence to move students and staff quickly from the approaching harm.

Instead of the monthly (5) drills we will practice one fire, one tornado and one shelter in place drill in the first quarter. We will reach out to the Fire Marshall to review this plan with him prior to the school start and review again in late fall.

## ***Leave Of Absence***

If a staff member is uncomfortable returning to work in the fall of 2020 they may apply for a one year unpaid leave of absence by July 1 and not lose seniority but will not be eligible for any school paid benefits.

## ***Student Trip Policy***

For the 2020-21 school year there will be no domestic or international travel allowed without approval from the president.

For the 2020-21 school year any class specific field trips will require operations committee approval with an approved plan to assure compliance with current best practices for covid safety.

## ***Teacher Substitution***

For the 2020-21 school year teachers are asked:

To test for temperature daily and if greater than 100.4 stay at home. Report any symptoms and Inform Administration or school nurse that they will not be at school and get tested by their medical provider.

IF any teacher travels internationally we will follow the then in place CDC guidelines for travel. These guidelines have been continuously updated so checking for the latest status is important before traveling.

If any teacher travels domestically (to a high risk area) then they will have to quarantine at home for 7 days or until no symptoms have been observed for at least 3 days. Teachers may be able to instruct remotely to ensure quality instruction for their students during their quarantine period.

For the 2020-2021 school year teachers who will be absent will be expected to update their Google classroom with a lesson plan for the missed classroom. Students will be directed to a large meeting space to be staffed by a full time substitute to be hired for the 20-21 school year.

Teachers if quarantined due to a positive test may choose to stream their classes for the quarantine period. Students will be supervised in the classroom or auditorium during that class hour.

## *Transporting Students*

**For the 2020-21 School year NO transportation for school will be provided outside of that provided by District 622.**

The school will provide access to car pooling resources and offer a rebate of \$500 to be applied to tuition to each family that had previously signed up for transportation to provide for gasoline or car pooling expenses.

For transportation related to teams or clubs sufficient space will be provided to allow for appropriate social distancing.

On a sport by sport and event by event basis the Athletic Director may approve teams transporting themselves to a game.

## *Student Uniform Enforcement*

For the 2020-21 school year students will be required to wear a mask/buff or shield in public areas. This policy will be reviewed monthly and adjusted as needed.

**Backpacks will be allowed. This policy change is meant to allow students to travel directly between classes thus reducing contact time in the hallways. Phones are still expected to be left in their locker.**

## *Assemblies*

For the 2020-21 NO all school assemblies will be scheduled. Modifications where appropriate (such as class meetings) will be encouraged.

We will have the capability to stream an event into every classroom as an alternative.

Retreats: Class retreats will continue but in a manner that will still allow for social distancing.

Masses will continue. For All-school Masses, either there will be a small group in the chapel and Mass will be live streamed to classrooms, or Class Masses will be celebrated in the auditorium.

See specific guidelines for virtual delivery or smaller group delivery under preparing the student along with plans for 2020-21 retreats.

## **Absences**

For the 2020-21 school year any student returning from an extended absence (more than 3 days) will be asked to fill out the Health reporting form and if they have traveled internationally they will be asked to follow the then in place CDC guideline and to complete the class work remotely.

When students are out of school because of illness, they should work with each of their teachers to determine what will need to be made up and by when. When students are out of school because of a quarantine situation after traveling, they will be expected to keep up with their work and assignments through distance learning and may have the opportunity to watch their class remotely on a case by case basis.

## **Guest Speakers**

For the 2020-21 school year all guest speakers will be invited to attend via video technology only unless specific permission is obtained from the President.

## **School Visitors**

For the 2020-21 school year outside visitors for the school will only be allowed for essential services to assure safe operation of the facility or potential new students or parents. Prior registration will be required and visitors will follow the building entrance protocol.

Field trips are discouraged and must be approved by the Principal and President.

Video resources will be made available as an alternative for field trips by Kim Nelson in the LMC.

Reunion planning committees will be restricted to the Alumni Center and will have to follow distancing restrictions.

## ***Chapel Policy***

For the 2020-21 school year ONLY the chapel policy will be modified to allow that space to serve as a learning space for social distancing protocols with priority for religious instruction. In some cases, the Blessed Sacrament may be moved to a temporary tabernacle in the sacristy in order to ensure reverence for Jesus in the Eucharist. See specific procedures in the facilities section.

## ***Safety Reporting***

For the 2020-21 school year IF a staff or faculty member is concerned about the application of safety policies they should contact Bill Schafhauser who will serve as the school's safety coordinator for COVID-19 related concerns or the President on any policy issues.

## ***Detention***

There will be after school detention on Wednesdays, one for Middle School students and one for High School students. The number of students in each room will be limited to 20.

Saturday detentions which are used for excessive attendance or behavior issues will be held as needed.

Home Room procedures: Homeroom will be the first 6 minutes of the first period of each day. Homeroom teachers will take attendance, hand-washing reminders, check medical waiver list, do uniform checks (including masks), hand out messages, make sure students are quiet for announcements and prayer.

## ***Lunch***

Students will eat lunch in classrooms. Students will order lunch through Taher and lunches will be delivered to their classrooms. Students may also bring their own bag lunch to eat in the classroom.

## ***Before School***

Students will be expected to go directly to their homeroom when they arrive at school. Faculty and staff will be expected to be present in the hallways by 7:40 in order to keep students moving and to discourage gatherings in the hallways. If students arrive between 6-7:40am, then they must report to the cafeteria and maintain social distancing. Supervision will be provided.

## ***Passing Time***

Students will be expected to move quickly between classes and not gather in the hallways. Students' use of backpacks will allow less trips to lockers and students should

plan ahead. Faculty and staff are expected to provide a presence in the hallways between classes to keep the students moving to their next class.

## **After School**

Students will be expected to clear the hallways within 10 minutes of the end of the school day, unless they are working with a teacher in a classroom. There will be supervision provided in the commons area for students who are waiting for rides. Supervision will be provided through 5:00 pm

## **Food Allergy Management & Prevention Plan**

For the 2020-21 school year ONLY the food allergy management and prevention plan will be modified to allow for students and staff to eat in the classroom. This is a one year modification to allow for some distancing that could not be achieved in the lunchroom.

IF specific allergies are noted by students they will be allowed to move to another space to provide some safety during the meal period and tables will be cleaned with wipes by the students following the allotted meal time.

## **Access To The Building After School Hours**

Students will not be able to access the building after hours unless they are working with a supervisor or coach for a specific practice or rehearsal, or co-curricular activity.

Teacher access to the building after hours or on weekends will be discouraged but allowed if necessary for academic work.

See facilities section for specific plans.

## **H-M Benefit Plans**

Any staff member who has any symptoms-temperature above 100.4, dry cough or feels sick is asked to not report to home but to see their medical provider and get tested. Once results are received they are to follow the medical advice of their physician in regards to return to work.

We will modify our policies to reimburse employees for out of pocket expenses so that there will be no financial impact for their families IF diagnosed with Covid19 through 12/31. Medica will be covering any testing costs through the end of the year. This will include expanded leave and reimbursement of expenses in excess of their maximum deductible for any Covid19 related expense.

*If an employee chooses to not return to work by July 1, 2020 due to concern about safety or providing day care for their family (not for illness) then they are eligible for enhanced FMLA through the federal government or can use what PTO they have remaining or apply for a one year leave of unpaid leave of absence or will be asked to resign their position.*

If an employee chooses to not return to work after August 1, 2020 they will be asked to resign.

## **Return To Work Policy**

In the fall or when an employee returns to work they will be asked to sign that they have read and are aware of the Staff and Faculty Handbook as well as a revised set of policies for the 2020-21 school year to include a waiver indicating their acknowledgement of these changes and that they will follow the Covid19 guidelines.

See Legal section below for a copy of the guidelines and the release document.

## **Legal**

The employees' sole and exclusive remedy for a work related injury or illness is through Workers' Compensation.

Our Liability coverage under the Plan Document issued by the Risk Pooling Trust contains no exclusion for infectious disease or viral contamination. Accordingly, and again with the understanding that each case must be evaluated for coverage on an individual basis, there will likely be coverage in the event an employee asserts a claim under various theories of liability.

Each employee and student will be asked to complete the acknowledgement and waiver form prior to attending school on the first day.

Acknowledgment and waiver form is available upon request.

## **Schedule**

We have intentionally built Flexibility into the [Academic Calendar](#) and [Bell Schedule](#)

Attached is our calendar for 2020-21

- [Staff](#)
- [Student/Parent](#)

We have strived to provide for maximum flexibility by moving our school start date earlier and end later giving us five fixed vacation periods. By building this into the schedule and then planning for optional virtual learning weeks we have already built into our calendar natural quarantine periods. We have strived where possible to position these periods near the rise of normal influenza occurrences for maximum protection. *If the student body reaches a normal influenza level of 5% or we have a community or school outbreak of COVID-19 cases we will , with two days notice, move online for 5 days of instruction (7-9 calendar days) and then reconsider a return to school date.*

**We have built in flexibility in our school day: [Schedule](#)**

This schedule is built to maintain rigor and student contact minutes while minimizing in school travel. It will allow seniors who have a last hour win time during a White/Black day to leave campus early thus achieving some naturally occurring end of day dispersion.

Spaces will be provided for after school “homework hall” but all others are encouraged if at all possible to exit the building after school is over.

We have adjusted our staffing model to assure only healthy staff in the facility and retain extra paraprofessional resources to staff spaces.

We will increase our Substitute Pool and plan on adding one full time person to manage an auditorium sub location.

We will increase our Classroom Assistants to allow for more flexibility for remote instruction.

We will Increase nursing resources for 3 hours a day for morning intake and parent communication.

We are **Planning for Technology changes to support the initiatives.**

- Copy rooms on other floors with protocols for cleaning after use noted at each copier.
- Cameras in multiple classrooms so teachers could deliver classroom instruction from home with a proctor in place.
- Additional online resources through the LMC for guests and videos.

## ***Plan For Athletics & Activities***

Hill-Murray is planning on having all 2020 fall sports take place until directed otherwise by the Minnesota State High School League.

Hill-Murray will abide by all rules, regulations, requirements, and decisions made by the MSHSL. If there are mandated social distancing rules or hygienic measures that must be taken, all coaches, students, and spectators will follow all rules guided by the MSHSL.

In the event that spectators are prohibited from attending athletic events, Hill-Murray is working with School Space Media to stream home games for our fans to watch online. (proposal in COVID folder)

## ***Plan For Adjusting Music & Ensemble Work***

Blowing spit through instruments (need cleaning of instrument protocol) - singing in close proximity, need smaller ensembles = add'l classroom size, Theater groups, etc (JB)

<https://docs.google.com/document/d/1Qt-leAnFCECW2An7kEiRsuNX0uHE4Mhyf7IENJkmQHk/edit>

## ***Theatre***

Click to see the plan for Hill-Murray [Theatre](#).

- We will support a Theatre offering in the fall but with a smaller presence- less costume changing, smaller group staging and limited attendance.
- Instrumental and vocal ensembles will be more spread out on the stage ●

Instrumental and vocal ensembles broken down into smaller ensembles. ***Plan***

## ***For Food Service***

On August 1, H-M will notify Taher of where lunches will be held. If lunches are held in the classroom which is our intention, hot lunches will cease and box lunches are offered.

Process for lunch ordering and delivery will be communicated to families along with the back to school materials.

Process for faculty lunch: Teachers will be required to eat in their room (for this year only) and the leadership team and non teaching staff will be available to provide breaks for faculty.

## ***Traffic Routes - Exit & Entrance***

**See control section**

## ***Building Access Points - Exit & Entrance - Limiting Numbers***

**See control section**

## ***Enrollment Department Operations***

### **Open Houses**

A virtual open house option is being offered. If we can “go live” at some point this year we will make that announcement to the community by October.

### **Tours**

Will be done following the protocols the school has implemented.

### **Shadow Days**

There will be a limit of ten students who can visit at any one time.

A virtual shadow day has been developed and will be deployed by the enrollment team.

We are cancelling Future Pioneer Days & Sibling/Cousin Days 2020-21.

### **New Upper Grade Orientation**

We are Planning to have it on campus this August. Will follow all school protocols and published by August 1 and sent to students.

### **Family Orientation (August)**

A plan is being developed and executed virtually-will be published by August 8..

### **Homecoming Events**

We will not be hosting homecoming events on campus if the Governor limits participation. Alumni affairs will work with the Alumni Association to find ways for alumni to connect to the community. We will leverage our relationship with School Space Media to provide free access to online viewing for Homecoming week.

### **Grandparents Day**

We will not be hosting a grandparents event. We will be adjusting to have Mai Yer Yang to execute on an event (letter writing or other) as a way to reach those grandparents.

### **Reunions**

All reunions will be held in facilities off campus (assuming that the Governor still has limitations). Alumni Affairs will work with reunion coordinators to find off-site locations.

Planning groups may still use alumni center to meet to plan off campus events.

## **BUILDING PREPARATION**

*The purpose of this information is to provide guidance for cleaning, disinfecting, and maintaining our campus to provide a healthy environment for our staff, students, and guests.*

### **Mechanical HVAC Systems**

H-M has addressed all HVAC systems throughout the building during the summer of 2020. Our internal staff, as well as a mechanical sub-contractor, are changing out all air filters, cleaning units, updating belts, etc. to ensure they are operating at their optimum level of efficiency. We also continue to improve upon our energy management software capabilities to improve air quality and circulation. We will utilize a maintenance schedule to help minimize HVAC issues and maximize efficiency throughout our school.

### **Cleaning Information & Protocols**

Routine cleaning and disinfecting is key to maintaining a safe environment for faculty, students, and staff.

*Cleaning removes dirt and most germs and is usually done with soap and water or*

general cleaning products.

*Disinfecting kills* most germs, depending on the type of chemical, and only when the chemical product is used as directed on the label.

We will be utilizing a balance of chemical-based products and Stabilized Aqueous Ozone (SAO). SOA is a powerful oxidizing cleaner and disinfectant that is generated onsite from water and oxygen and is an environmentally friendly, chemical-free product. SOA is EPA approved - 1.5x more powerful than traditional chlorine bleach. Cleans, kills molds, fungi, bacteria, and viruses. Eliminates odors. Utilizing these products, following a cleaning protocol schedule, will be an effective strategy for cleaning and disinfecting our campus.

*Our maintenance staff and contracted cleaning company will take a proactive cleaning and disinfection approach on a daily basis following the CDC guidelines regarding hygiene and proper cleaning procedures.*

## **Enhanced Cleaning & Disinfection Plan**

While many of the items listed below are covered through the efforts of our maintenance team and the contracted cleaning staff on a regular basis, should the leadership of H-M determine that an additional level of cleaning and disinfection be needed, our cleaning contractor will provide an enhanced service called "Touch Point Cleaning Program". The frequency of this level of cleaning will be determined by our leadership team.

### **What is Touch-Point Cleaning?**

Touch-Point cleaning focuses on common areas and locations that are touched frequently by several people throughout the day. Light switches, doorknobs, classroom desks, cafeteria tables, drinking fountains, are common areas for germs and viruses to collect and spread from person to person. These are considered high-risk areas to come in contact with the disease, viruses, and germs. Cleaning and/or disinfecting procedures will be completed daily. (Sometimes multiple times per day depending on area or item)

The table below is an example of areas we can select for enhanced services should we need to. They will Touch-Point Clean and disinfect areas that we select and at a frequency, we approve.

AREA OF IMPACT	TASK – DISINFECT WITH EPA/CDC/WHO COMPLIANT DISINFECTANT (PLACE CHECK MARKS NEXT TO ALL SERVICE ITEMS TO BE INCLUDED IN THIS BID)
Administrative Offices	<input type="checkbox"/> All table surfaces and edges <input type="checkbox"/> Impervious chair surfaces, mist all chair fabric surfaces <input type="checkbox"/> Telephones <input type="checkbox"/> Light switches <input type="checkbox"/> door pulls and exit push plates <b>NO CLEANING OF ELECTRONICS: PERSONAL KEYBOARDS, MICE, MONITORS and SCREENS, PHONES, PRINTERS, FAXES, THERMOSTATS</b>
Gymnasium/ Fitness Centers	<input type="checkbox"/> Cardio and weight equipment <input type="checkbox"/> Light switches <input type="checkbox"/> Sinks and water faucet handles <input type="checkbox"/> Entry door pulls and exit push plates

AREA OF IMPACT	TASK – DISINFECT WITH EPA/CDC/WHO COMPLIANT DISINFECTANT (PLACE CHECK MARKS NEXT TO ALL SERVICE ITEMS TO BE INCLUDED IN THIS BID)
Entrances/Hallways/ Common Areas	<input type="checkbox"/> Elevators – wall panel/buttons and control panel/buttons <input type="checkbox"/> Door handles and push bars <input type="checkbox"/> Stair railings <input type="checkbox"/> Light switches <input type="checkbox"/> Drinking fountains <input type="checkbox"/> Lockers (fronts, handles, tops – NOT INSIDE)
Restrooms/Locker Rooms	<input type="checkbox"/> Toilet seats <input type="checkbox"/> Stall door handles/hardware <input type="checkbox"/> Flush valve handles <input type="checkbox"/> Sinks and water faucet handles <input type="checkbox"/> Towel, toilet paper, and soap dispensers <input type="checkbox"/> Entry door pulls and exit push plates <input type="checkbox"/> Lockers (fronts, handles, tops – NOT INSIDE)
Classrooms	<input type="checkbox"/> Desks, seating, table surfaces, classroom furniture <input type="checkbox"/> Impervious chair surfaces, mist all chair fabric surfaces <input type="checkbox"/> Light switches <input type="checkbox"/> door pulls and exit push plates <input type="checkbox"/> Sinks and drinking fountains in classrooms <b>NO CLEANING OF ELECTRONICS: PERSONAL KEYBOARDS, MICE, MONITORS and SCREENS, PHONES, PRINTERS, FAXES, THERMOSTATS</b>
Staff Lounge/ Coffee Stations	<input type="checkbox"/> All table surfaces and edges <input type="checkbox"/> Hard chair surfaces (seats, arms, levers if applicable): <input type="checkbox"/> Cabinet and drawer doors and handles <input type="checkbox"/> Refrigerator/freezer doors and handles <input type="checkbox"/> Microwave control panels and doors <input type="checkbox"/> Vending equipment operating panels and doors <input type="checkbox"/> Drinking fountains, ice machines and water dispensers <input type="checkbox"/> Sinks and faucet handles <input type="checkbox"/> Coffee pots and dispensing units <input type="checkbox"/> Light switches

## Classroom Supplies & Protocols

We need to rely on our teachers and staff to help maintain the level of cleanliness in our classrooms and common areas when possible. Being consistent with educating our students and practicing good hygiene practices will help everyone. Each classroom and common meeting areas will have supplies similar to the list below.

### CLASSROOMS SUPPLIES

- Wall-mounted hand sanitizer dispensers
- Disinfectant Spray
- Appropriate paper products for wiping
- Facial Tissue
- Gloves
- Masks
- Signage for all healthy practices

### CLASSROOM PROTOCOLS

- Encourage students to wash their hands frequently
- Teacher assisted wipe down of desks at the end of each hour.

- Teacher's note if a student seems ill and sends to the nurse office •
- Other protocols in the preparing the teacher and student sections will be followed.
- Desks will be arranged so students do not face each other.
  - Plexiglass barriers will be provided for each teacher for areas they believe are important to provide a safe environment.

### **Signage Promoting Healthy Habits**

- Each classroom will have capacity plus reminder notices
- Each Hallway Bulletin Board will have Reminders on safe practices. •

Posters will be put around the building to remind students of the protocols.

### **Separate, Supervised Space**

Students who develop Covid19 symptoms while at school will be taken to a nurse supervised physical space until a parent/guardian is able to pick them up.

## **PREPARE FACULTY & STAFF**

*Communication with staff will be weekly beginning August 1 through the end of the pandemic protocol.*

*The plan was developed with input from the faculty (3 members) and reviewed with department chairs prior to publication. The full plan will be shared with the faculty by July 15.*

### **Instructional Mode Options**

*We are committed and believe in-person instruction is in the best interest of our students. Hybrid and Virtual are secondary methods of content interaction with declining utility, in our opinion.*

**For the purposes of this plan:**

**In person:** *These classes meet 100% in person in the classroom.*

If a teacher is quarantined the school may provide either a substitute or have that teacher conduct a live class from home with the student in their classroom.

**Hybrid:** *Hybrid is defined as a combination of in person with varied levels of online engagement.*

For the fall of 2020 some courses may choose to use a hybrid model (meeting in person at least 3 days per week) and two days non synchronous virtual lessons. Faculty are asked to discuss and reach agreement with their department chair before implementing any hybrid options.

Most classrooms are being fitted with technology (a codec/camera/bandwidth) to be able to stream a class. Support for these technologies and related training will be provided by the technology transfer team. Training will be provided during the fall professional development seminar.

**The school and an individual student or family may choose (*with prior approval of the principal and counselor*) to use a Hybrid model IF the rate of covid or influenza exceeds the norm of the population to conduct classes both in the classroom and via virtual technologies.**

For students that would mean attending their classroom via video conferencing using google classroom for assignment tracking.

#### **Virtual**

The school may elect to go virtual for up to a maximum of three weeks during the year. If that occurs the students will have at least two days of synchronous learning in each classroom and 3 days of virtual learning.

**STAFF MEMBERS THAT CAN WORK VIRTUALLY FULL OR PART TIME will be notified by August 1.**

#### **Can work remotely:**

Admissions, Development, Business Office, Marketing, Executive Support Staff, Technology staff

Teaching staff if whole school is in virtual mode or a teacher is ill/quarantined and streaming their lesson to the classroom.

#### **Cannot work remotely:**

**Teaching staff unless noted otherwise.**

Maintenance

Substitute teachers

Before and after school monitors

Greeter

### ***Pandemic Communication Plan For Staff***

- We will Use regular school email during office hours
- Emergency Alerts through IC can be used after hours
- Families and staff will be notified via email if influenza rates are above 5% and if COVID-19 cases are above three students or staff.

## ***Develop Training Protocol For Faculty & Staff On Proposed Procedures***

### **SOCIAL DISTANCING**

All students and staff will try to stay socially distant as much as possible at all times.

- 6 ft- or two arms length if possible. A minimum of 3 ft is expected.
- No crowded places or mass gatherings

Shared equipment (copiers etc) should be properly disinfected between uses-supplies will be placed next to each piece of equipment.

Meetings should be held in an oversized room with virtual option if at all possible. Plexiglass will be placed in high traffic areas and each teacher may choose to request either a mask/shield or a barrier near their teaching station.

We will use revised capacity of 50% for the chapel, gyms, auditorium and meeting rooms.

Food service will be ordered ahead of time and delivered to the classroom.

### **MASKS/SHIELDS/GAITERS**

**Masks or similar will be required in all public areas of the**

**building.** If you are in your workspace and distanced no mask is required.

NO masks or similar will be required during phy education

classes. A mask will be provided for each member of the community.

### **HAND WASHING**

Hand hygiene is a part of the COVID-19 response protocol and should be followed multiple times a day. Each classroom and area of the school will have stations. Hands should be washed for 20 seconds with soap or disinfectant.

### **RESPIRATORY ETIQUETTE**

To prevent transmission of all respiratory infections we expect community members to implement appropriate cough etiquette as a standard procedure including covering your mouth and nose and then following the hand hygiene protocol.

### **UPDATE MAINTENANCE PROCEDURES**

In addition to our normal cleaning procedures extra attention will be paid during the day

and after school hours-see facilities.

Increased attention to bathrooms and frequently touched surfaces (such as door handles) will be hourly.

## SIGNAGE

Signage will be posted for a reminder on all key steps of safety-distancing/masking/hand hygiene/cough protocol. Individual classrooms may develop additional signage to direct traffic flow or for informational purposes in that classroom.

## CLASSROOM/OFFICE EXPECTATIONS

Training during workshops for all teachers and students on appropriate distancing and handwashing techniques.

Expectations between class hallway protocol will be reviewed with each teacher. For the first three weeks of school administration will be visible in the hallways to highlight compliance with the protocol.

## ***Develop & Communicate A Covid Testing Protocol For All Faculty & Staff***

Each staff member will be required to be tested for Covid if exhibiting symptoms. Testing from their health care provider. All staff will sign an attestation that they will not come to work if temperature if experiencing the CDC outlined symptoms: ● Over 100.4 degrees

- Coughing
- Chills
- Repeating shaking with chills
- Headache
- Sore throat
- Muscle Pain
- Loss of taste or smell
- Shortness of breath

*Hill-Murray's expectation is that ill adults do not report to work. Students are also expected to remain at home if symptomatic.*

*Going home if sick. A nurse will be available during the early morning hours to assist with any staff or student who is feeling ill. They will quarantine the person and make arrangements for transport of that person to their health care provider.*

CDC guidelines on quarantining at the time will be followed. Teachers who are not ill but must quarantine, they will continue to teach their classes and the school will provide a proctor for the classroom. Tracking done via FMLA paperwork. Paycom will have a code for quarantine in addition to sick leave.

If a member of the community is tested positive that student must quarantine at home following CDC isolation guidelines until they are symptom free. There classes they are

part of, along with any teams or clubs will be notified.

If students or staff are able to work remotely during their quarantine period they will be expected to keep current with their work.

If the number of student and or staff cases exceeds the norm of the population (currently 3 in a cohort the size of HM) then school will revert to online learning for up to 14 days.

H-M will treat medical information received by the school or contact tracing effort confidential and will share only as necessary with public health officials including county and state health departments.

Substitute process to be updated by July 15.

### ***Provide Mental Health Support For Faculty & Staff***

Employee Assistance Plan services are included for employees participating in our medical plan. (Add Medica verbiage here)

Students will be provided with training from Dr. Robertson and counseling staff on resources and recognizing anxiety.

All staff will be provided training and resources if necessary on anxiety and maintaining mental health.

### ***Develop & Communicate Safety Protocol For Faculty & Staff***

#### **BUILDING INGRESS AND EGRESS**

Staff can enter the building at any exterior door with fob access. Student ingress is limited to the same entrances as outlined in 19-20 plan .

Egress protocol to be outlined in the student plan. Staff egress at will.

#### **PRE-SCHOOL TESTING**

At this time we are not requiring pre school testing. If our influenza or covid meets or exceeds the community standard the school will notify all community members and implement online learning for a 14 day quarantine time period.

#### **MASKS**

masks or shields are required for all teachers/tutor and staff in contact with students and in public spaces. These are elective when alone in their classroom.

Non-instructional staff in offices may elect not to wear a mask in their

office. All adults will wear masks/shields in common areas.

## DAILY PROTOCOL AND RESPONSE

An annual waiver will be used for adults and students in the building. Visitors will use the QR form to check in. Random testing of temperature will be used throughout the facility.

## ILLNESS AND SUBSTITUTE PROCESS

Staff should notify the sub coordinator no later than 5:45 AM if they will need a substitute. Staff that need to stay home for an extended period due to being quarantined will be able to instruct from home through a video based system (ZOOM or Google Hangout). Staff should provide students with daily video instructions and assignments that can be completed within Google Classroom. Students may be sent to general study halls / substitute halls if classroom substitutes are not available.

All staff should have hardcopy substitute files with the sub coordinator. The hard copied folder will include emergency procedures, attendance, students learning plans and directions to facilitate a Google Classroom assignment.

## ENHANCED MEDICAL BENEFIT

Our medical carrier is offering to cover medical costs if employees test positive for Covid-19. This benefit is anticipated to end December 31, 2020.

If a teacher desires they may apply for a one year non paid leave of absence.

If they reasonably believe they cannot be present at school due to their family duties or care they may apply for FLMA leave.

A full review of options is available by contacting the business office.

## ASSISTANCE IN DAILY CLASSROOM DISINFECTION PROCESSES

Teachers are expected to ensure their room's surfaces are wiped down between student groups. Office surfaces will be wiped down by occupant. All supplies to perform this will be provided for each classroom along with hand cleansing systems.

## PRE-EXISTING CONDITIONS

If a student or faculty has a pre-existing condition that would make full time in person attendance impossible the school MAY allow them to attend virtually with prior approval if accommodations can be made available that still meet the aligned requirements of the school outlined in this document.

# PREPARE STUDENTS

## ***Communication Plan***

- Letter sent to families June 15.
- Letter sent Mid-July to share plan
- Back to School Information sent August 1
- Student training at school with emphasis on the changes, repeated at orientation, in homeroom the first week of school.

## ***Pre School Start***

- Fall sports: On-Line registration begins - July 22
- Business Days - August 11, 12, and 13 (grades 6-9)
- School Starts August 19, 2020
- Orientation--9th grade- August 13
- Orientation Middle School - August 13
- Fall Sports Begin - August 17, 2020

## ***Daily For First Three Weeks***

Announcements: Handwashing, don't touch your face, wear masks, Procedures for passing time, backpacks, before school, after school, lunch procedure

## ***Business Days***

Make sure students attend when assigned----Assign by grade and alphabet (firm time slots)

- School Photos
- Locker/Lock assignments
- Schedule Issues
- Parking Permits
- Health forms----Health issues
- Signed Covid 19 health waiver must be returned on or before August 11
- District forms
- Taher Food Service Information will be provided in back to school materials. ●

Completed Hill-Murray Safety Procedures and Protocols On-line training. This training will include instructions on;

- Unwelcome Behavior
- Acceptable Use of Technology Policy
- Covid safety training
  - Hand Sanitizing
  - Appropriate Mask Use
  - Social Distancing
  - Recognizing Symptoms and reporting

Each student will be required to be tested for Covid-19 if exhibiting symptoms. Covid 19 testing must be done through the student's health care provider. Below are the CDC outlined symptoms:

- Over 100.4 degrees,
- Coughing
- Chills
- Repeating shaking with chills
- Headache
- Sore throat
- Muscle Pain
- Loss of taste or smell
- Shortness of breath

**Hill-Murray's expectation is that ill students do not come to school.**

Procedural videos regarding safety protocols will be included in back to school mailing---students are expected to review this information prior to the 1st day of school.

Class meetings will be held the first two days of school in order to review all health and safety protocols.

### ***Mental Health Resources***

The counseling department will provide a resource site for mental health needs. [H-M Guidance and Counseling Website](#)

VACCINE FOR INFLUENZA A or B or other strain.

### ***Cafeteria/Lunch Plan***

Students will eat lunch in classrooms with Lunches delivered to students.

### ***Athletics & Activities Plans***

As a member of the MSHSL we will follow all guidelines provided by the MSHSL and

the State of Minnesota.

## ATHLETES

- Entrance Options-
  - Limited access option: enter through the plaza with no internal building access. Outdoor bathrooms remain open.
  - Less restricted option: enter through outside only for football games - otherwise tickets taken inside or outside depending on activity
- Locker Rooms -
  - Limited option: Team gathers in the fields or courts. No showers. Possibly no locker rooms. Athletic gear and apparel will stay in school lockers if we have heavy restrictions
  - Less restrictions:
- Transportation
  - Limited access option: waiver will be provided to allow students for transportation to and from games on a sport/activity by activity basis.
  - Less restricted option: kids ride to and from games with team
- Team Dinners
  - Limited access option: no team dinners (buffet style) on campus
  - Less restricted option: team meals allowed with restrictions

## COACHES

- Equipment-
  - Limited option
    - Sanitize equipment after activities
    - No team water - each participant is responsible for own
    - Tighter restrictions on managing health of students
  - Less restrictions

## ATHLETIC TRAINER

- Follow all MSHSL Recommendations- WHO, CDC and MDH guidelines

## SPECTATORS

- Follow MSHSL guidelines regarding spacing, masks, concessions. ○ Tape Xs on the bleachers if necessary & use of the visitor bleachers for visiting teams if spacing restrictions exist.
- School Space Media - Prepspotlight.tv - we will provide streaming services for families, alumni, and our HM community to watch games remotely. Viewing packages will be made available for single games and season long passes. A minimum of 50 games will be streamed.
  - Individual games access: \$4.99
  - Fall Season pass access: \$24.99
  - Winter Season pass access: \$34.99
  - Spring Season pass access: \$19.99
  - **Full Year Pass: \$49.99**

## TRAVEL

- Limited access option
  - No overnight stays
  - Coach buses
- Less limited option
  - Overnights accepted
  - Coach buses

PHILOSOPHY

VACCINES

SYSTEMIC

PREPARE  
BUILDING

PREPARE  
FACULTY  
& STAFF

PLANNING

RESPONSE

PREPARE  
STUDENTS

CONTROL

PROTOCOLS

ACCESS

TESTING  
THERAPUTIC  
RESPONSE  
VACCINES

NEW  
CAPABILITIES  
& KNOWLEDGE

ALIGNED

TESTING  
THERAPUTIC  
RESPONSE

# NEW CAPABILITIES & KNOWLEDGE

As the Hill-Murray community completes its planning for the 20-21 school year we do so with an eye towards new capabilities and knowledge gained by the experience that will assist us in furthering our mission and vision.

All learning, from parents, students, faculty and staff, will be documented and will be used to influence the development of the 2021-26 strategic plan for the community.

*Continue to return to this page to look for lessons learned.*

## ***Feedback From Spring Of 2020***

- Parents widely support synchronous learning at least 2-3 times a week for each class.
- For middle school parents instructional assistance is difficult-less demanding for parents of high school students.
- Full days of synchronous learning is difficult on the teaching staff and for students.
- Follow up from counselors and administration is critical to maintaining attendance and engagement.