

# Fall 2020 Return to School Plan - San Marcos Academy

To the San Marcos Academy Community:

On July 11, President Guenther shared with you via email a letter announcing our plan to return to school as originally scheduled on August 10, 2020, at Stage 2 of our Communicable Disease Action Plan. That plan and letter are posted on our website at this link:

<https://www.smabears.org/covid-19-info/>

Since that announcement, our administration has been working diligently to prepare a more detailed action plan for our return to school. We trust the information that follows will answer some of the questions and concerns you may have.

Thank you for your continued patience and flexibility as we navigate through these uncertain times. As our 2020-21 theme proclaims, we rest in the assurance that God will continue to guide and direct us, enabling us to **OVERCOME** the challenges that lie ahead.



## ❓ LEARNING OPTIONS

As called for in Stage 2 of our Communicable Disease Action Plan (CDAP), parents will have the option to choose between in-class instruction or distance learning for their student. This option will be extended through the 2020-21 school year, regardless of whether we move back to Stage 1. Those who choose distance learning will need to adhere to these guidelines:

- Students should be ready to begin instruction by 8:00 a.m. if at all possible and should approach distance learning much the same as in-class learning.
- Lower School attendance will be taken by 9 a.m. daily.
- Middle and Upper School attendance will be taken per class period. Teachers will reach out with information on how to accomplish this task.
- Distance Learning students will not be able to participate in any field trips or co-curricular activities, including athletics and fine arts. Distance learning students who come to campus must follow visitor protocols and check in at the school office for screening.
- Distance Learning for the 2020-21 school year will be via **Google Meet** and **Google Classroom**, but will not be limited to those two. Parents wishing to monitor classes through Google Classroom must have a gmail account to be “guardians” in Google Classroom.
- Distance learning in the Google platforms will be somewhat different than DL delivery during the Spring 2020 campus closure. We will utilize fixed cameras with microphones in the classrooms. Therefore, audio will be constant, but the teacher may go off camera for periods of time. Notes and guided practice examples on the board should always be available for view on screen.
- Families who start with Distance Learning may choose to return to campus instruction at any time. However, once a student begins on-campus instruction, he or she may not return to Distance Learning unless quarantined or required by a physician to remain home.
- The cost of tuition and fees for Distance Learning instruction will be the same as for in-class instruction.
- Families choosing the Distance Learning option must notify administration at the time of their registration.
- FACTS (formerly known as Renweb) will still be the ultimate authority and source for grades, behavior, schedules, and US/MS lesson plans. (Lower School teachers will post lesson plans in Google Docs.)
- Teachers will develop classroom rules, due dates, and assignment parameters for their individual classes.

## PREVENTION

### Four S's of Prevention: Symptoms, Sickness, Screening, Safe-6

**Symptoms:** Most of us are becoming familiar with the primary symptoms of COVID-19, which include the following:

- Fever or Chills
- Cough
- Shortness of breath or difficulty breathing
- Nausea, vomiting, or diarrhea
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Temperature of 100.4 or above\*

#### **Sickness:**

Should a student present with these symptoms while at school, he or she will be escorted to the Student Health Center for immediate assessment. If the student registers a temperature of more than 100.4, he or she will be sent home, with the recommendation that parents contact their medical professional for further guidance.

Should a student present with these symptoms while at home, the Academy would expect the family to keep that child at home and notify the school. Families should consult the child's medical professional for further guidance, to include whether or not that child should be tested for COVID-19. While sick or quarantining, a student will be able to take part in distance learning as directed by the school office.

*\*Fever Protocol: Students should not return to campus until they have been fever free (without the use of fever-reducing medications) for at least 72 hours.*

**Screening:** As families screen their children for COVID-19 symptoms as noted above, the Academy will provide a second line of screening on campus. Staff will conduct a temperature check when students arrive on campus for the first time each day in the following manner:

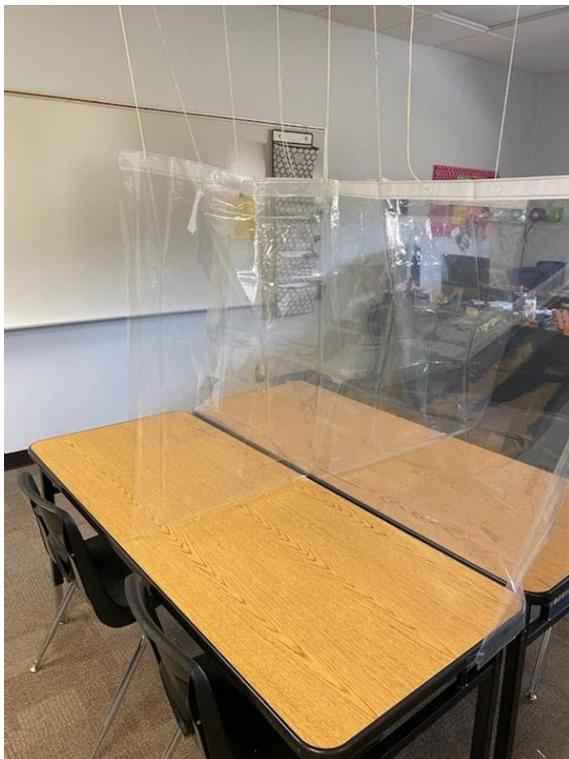
- Lower School temperature checks will take place after students exit from their cars; students will then be directed to their classrooms.
- Middle School students will enter through the library (exterior door) and have their temperature checks completed at the doorway. They will then remain in the library until dismissed to class.
- Upper School Students will enter the building through the library FOYER door (beginning at 7:45 a.m.) to have their temperature checked and may then enter the school building. This protocol will be followed on advisory and on chapel days.

A student who registers a fever of 100.4 or above on the infrared thermometer will be directed to the Student Health Center for further evaluation.

Our faculty and staff, like our students, will follow a similar screening process. Additionally, we will screen any visitors, including parents, who may have business on campus at any point during the school day. Biomedical or screening information will NOT be maintained on file by our staff to protect privacy.

**Safe-6:** Indoor learning activities at the Academy will allow for physical distancing of six feet between students whenever possible. If a classroom cannot be configured to provide safe distancing, an alternate plan will be adopted.

## Facilities



### Classrooms:

- Clear shower curtains will separate students at tables or desks (see the sample photo at left). All supplies will be kept in “cubicles.”
- Cleaning crew will treat classrooms once each day with atomizer sprayers. Sidewalks going into the buildings will be atomized as well.
- Hand sanitizer will be provided in every classroom.
- Students will additionally be asked to bring their own personal hand sanitizer and tissues to keep in their cubicle.
- Teachers will use personal protective equipment, including masks or shields.
- Teachers will emphasize and model hand washing and sanitizing habits.

### Dining Hall, Dormitory, RCC/Shultz:

- Our food service provider, Sodexo, has created a [dining hall plan](#) for Middle and Upper School students.
- Touchless hand sanitizer stations are available in the entry to the dining hall.
- Lower School meals will be transported to Derrick/Wolfe Hall. Picnic tables will be available for lunches. Students may also bring their own lunches and may bring picnic blankets or sit-upons. (See [Sodexo Plan](#)).

- Dormitory students will follow guidelines in the [Residential Life CDAP Plan](#). Stage 2 of the plan calls for daily atomizer sanitation, staff and student temperature checks in the morning and evening, specified entrances, limited trips and activities, and other restrictions.
- Students will be spaced with appropriate social distancing during all chapels or assemblies.

### **Hallways and Traffic Flow:**

- Arrows and signage for one-way hallways and doors will be utilized.
- In Derrick-Wolfe Hall (Lower School), the building will be “one way.” Students will remain in their classrooms at pick-up time instead of assembling in the hallway. In the morning, students will report directly to their classrooms. Entry to the building will be from the main foyer and exit will be at the other end of the building.
- Classes meeting in the Derrick-Wolfe Hall apartments will use the outer apartment doors that face the football field (rather than entering through the main foyer) as a means of reducing traffic in the building.
- The lobby classroom will utilize the stairwell and front door.
- Restroom breaks will be staggered by grade level.
- In Cavness-Reed Hall, one-way hallways and doors will be utilized during passing periods and at morning and afternoon entry.
- A staggered bell system will be used for Middle and Upper School classes.

### **Band Hall**

- All students and staff will be required to wear face coverings at all times within SMA Band facilities, with the only exception being while actively playing a wind instrument or percussion instrument, provided individuals maintain at least six feet distance between one another. The face covering protocol will be strictly enforced.
- Hand sanitizer, masks, and instrument sanitizer will be made available for those who do not have their own.
- Students will enter the band hall at a safe distance from each other as monitored by Mr. Leifeste.
- All students will have an **assigned seat** or area set up six feet distant from one another.
- Students will get their instruments from their band locker or storage area as Mr. Leifeste instructs in a safe and orderly manner.
- **All Students** will have their own instrument, music and supplies and will not share with others. Percussionists will each have their own drum sticks, mallets and assigned percussion instrument.
- Students will be dismissed in a timely manner from rehearsals to adequately clean their instrument with a swab, polishing cloth, sanitizing spray, etc. and place it back in their locker or storage area. Hand sanitizer will be available as they exit to go to their next class.
- Additional guidelines will be added as needed and communicated to parents and administration.

### **7th Period Athletics Class**

- Masks will be worn by spotters/coaches during indoor workouts.
- A ratio of 1 staff member per 20 student athletes will be maintained.

- Six feet of social distancing will be maintained among participants during inactivity and 10 feet during activity.
- Each student must bring his/her own approved athletic clothes, water bottle, and towel daily. A gym bag is recommended.
- Coaches will monitor the dressing rooms.
- Masks must be worn by students while in the dressing rooms.
- Students will have access to locker rooms to change clothes prior to practices but will not be allowed to use the lockers. Students should take all items with them at the end of practice (*do not leave items in the locker rooms*)
- Only athletes and staff are allowed within the facilities during workouts.
- Girls will report to Jamail Gym, where Upper School girls will use the home girls dressing rooms and Middle School will use the visitor girls dressing room. Off-season athletes will use the boys' dressing room.
- All boys will report to Kokernot Gym. US football players will use the varsity dressing room; MS football players will use the MS dressing room. US off-season athletes will use the US girls dressing room and MS PE students will use the MS girls dressing room.
- From Aug. 11-14, all boys and girls will go through socially distant workouts. Boys will be outdoors, and US volleyball and all MS girls will be in Jamail for a volleyball skills clinic.
- From Aug. 17-Sept. 4, athletes will divide into workout groups with one coach assigned to each group. The groups will alternate between weight room workouts and agility, plyometric, cardiovascular, and speed training workouts.
- Starting Sept. 8, cross country, football, and volleyball can begin regular practices.
- Coaches will stay abreast of safety recommendations and will reassess our situation as we progress through the semester.

## Face Coverings and Distancing

- Masks are suggested (but not required) for moving through the school building hallways.
- With or without masks, students must maintain social distancing in hallways and common areas
- No touching, high-fiving, or other contact is allowed.
- "Masks Up" are suggested when arriving on campus and prior to screening; when departing campus at the end of the school day; when physical distancing is not possible indoors (including but not limited to hallways, bathrooms, lockers); and in specific classroom situations where physical distancing is not possible.
- "Masks Down" are suggested when students are seated at a desk or properly physically distanced; outdoors, except at specific times of day including morning arrival and afternoon departure; and when eating.
- Students may choose to wear their face covering on campus at any time they feel more comfortable doing so.
- We will follow the county ordinance on masks when visitors come on campus.
- Faculty will wear PPE while working with students.

- Faculty will be on duty in the hallways during passing periods to enforce distancing and limit the number of students in restrooms.

## 📄 NOTIFICATION PROTOCOL

As an Academy community, we rely on the cooperation of our families and employees to keep our campus as safe as possible and to reduce the spread of COVID-19. Thus, just as we require our employees to report a confirmed positive COVID-19 test result, we also respectfully ask our families to provide notice if a student has a confirmed positive test result. When so notified, we will maintain the confidentiality of the individual who tests positive for COVID-19. Additionally, we would make notification to our community in the following manner:

- If a student tests positive for COVID-19, the student's family should notify the school nurse.
- The nurse will notify the Senior Vice President, in the case of a day student, or the Dean of Residential Life, in the case of a boarding student not on campus at that time.
- The school will notify the appropriate school administrator.