

# Ready. Set. Smart. Start.

REOPENING PLAN FOR ST. BENEDICT AT AUBURNDALE



**St Benedict**  
AT AUBURNDALE

**2020 -2021  
Re-opening  
Guide**



# St Benedict

## AT AUBURNDALE

*Grounded in Faith. Elevated by Excellence*

Dear St. Benedict Family,

We are very excited to share our plan allowing us to begin the 2020-2021 school year on campus. As a diocesan school, this plan is in accordance with the Diocese of Memphis Return to School Detailed Plan. The diocesan plan is a cumulation of many hours of work from many volunteers in the medical field as well as our school principals. We are most grateful for this guidance.

On August 11, our faculty will welcome students back. The mission and vision of St. Benedict has not changed, but our daily operations have been altered. We are committed to educating the whole person and continuing to form Saints and Scholars in a safe and healthy manner.

Please take a few minutes to review our plan with your family. To bring faculty and students back to campus, we all must adhere to adjustments in our daily operations. We know many will have questions and we want to answer them. If you will email your questions to: [administrator@sbaeagles.org](mailto:administrator@sbaeagles.org), we will compile a list of questions and provide clarifications to everyone on a regular basis as time permits.

Our theme for this year is from Luke 10:42, "There is need of only one thing..." In one of my many conversations this summer with Sister Rita Marie, O.P., SBA Theology Department Chair, she shared with me, "It might be helpful to use this to remind ourselves, that with all of the craziness going on around us, we need more than ever to keep our eyes fixed on Jesus (not to do nothing, but to be with Him in the work), and He will work out everything for our good." I am so thankful for the gift of having the Dominican Sisters on our faculty and also our newly appointed Chaplain Father Dexter Noblefranca – we are blessed!

In closing, we are most grateful you have chosen to partner with us in your child's education. We remain committed to providing a quality Catholic education for all our students. As always, we are humbled by this opportunity.

God Bless and Go Eagles!

Sondra Morris  
Principal

## I. Introduction

This basic Back to School Plan created by the Transition Advisory Committee, is offered to provide our safe return to school. Much research went into these guidelines in concurrence with the American Academy of Pediatrics Back to School Plan as well as recommendations from the CDC and Shelby County Health Department. At the current time SBA will be starting the year according to the yellow zone plan.

## II. Definition of the Zones

### Green Zone:

Few if any active cases in the community. Flat or descending rate of new cases corresponds to Phase 3 or beyond in the Back to Business Framework for Memphis and Shelby County

### Yellow Zone:

Mild to Moderate amount of cases in the community. Flat or descending rate of new confirmed cases. Corresponds to Phase 2 to 3 in the Back to Business Framework for Memphis and Shelby County

### Red Zone:

Substantial amount of cases in the community. Cases have increased or accelerated rapidly. Corresponds to Phase 1 in the Back to Business Framework for Memphis and Shelby County



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### **III. Green/Yellow Zone – Moderate/Low to No Transmission**

Return to school with regular schedule, but shorter class times.

Ten minutes allowed for changing classes.

A synchronized on-line learning option is provided. Students choosing this option will log-in each period following their normal schedule.

All grade levels will follow the senior exemption policy.

Whenever possible, social distancing of at least 6 feet must be followed.,

School Nurse Lynn Tillman, RN (901.260.2869 or [tillmanl@sbaeagles.org](mailto:tillmanl@sbaeagles.org)) is directing all health and medical responses.

Anyone who is quarantined cannot come to campus for any reason.

Students who are quarantined for exposure, although not able to come to campus, must participate in on-line learning.

Students who are isolated because they are positive for COVID-19, should participate in on-line learning as symptoms permit.

#### **Staggered arrival and dismissal times**

Our campus will open at 7:00 am each school day for those who must arrive early. Students arriving before 7:30 am, after stopping at the temperature scan station, will proceed to the dining hall or library. Both the dining hall and library have maximum capacities and, once reached, additional students will only be admitted once spots are available. At 7:30 am, students in the dining hall and library will be dismissed by grade level and wing to go directly to their first period classes. After the dining hall and library areas are cleared, students entering from the temperature scan station are allowed to go to their first period classes. Students will not be allowed to congregate in the building or the parking lots.

#### **Use of multiple designated entry and exit points within the school**

Everyone will enter through the rotunda doors.

Dismissal will be by floor (1st and 2nd floor) and wing (A, B, & Gym) and students will exit through 3 different doors (rotunda, dining hall, gym). Exemptions are made for students going to a meeting, tutoring or practice. Those students will report directly to the faculty/staff member after school.

#### **Temperatures and screening questions**

All students, faculty and staff must be temperature screened before proceeding past the front entrance. Anyone with a temperature in excess of 100 degrees cannot be allowed to enter. All who rode in the same car and/or same family as the person with a fever will be denied entrance. It is the parents' responsibility to contact the school nurse about any student who has been isolated or quarantined and is planning to return to campus and resuming school activities.

Before a parent/guardian allows their child(ren) to leave home, the CDC screening questions <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/symptom-screening.html> must be reviewed daily.

If any question is answered in the affirmative, the parent/guardian must not bring the student to school and will notify the school secretary of any absence and the reason for the absence.

## **Facial coverings**

Facial coverings/masks are required by all. The facial coverings/masks must be appropriate for school and not be distracting. Parents will provide all student masks.

If unable to wear a mask/facial covering in common areas, the family should opt for the remote/distant option until conditions improve.

## **Classroom Setup**

Desks are facing the same direction with appropriate social distancing.

## **Hygiene education and sanitation protocol**

Hand sanitizer is available in each classroom and common area for use when entering, exiting or whenever necessary.

Students are encouraged to keep hand sanitizer and tissues in their backpacks.

Everyone is encouraged to frequently wash hands.

High touch surfaces will be cleaned regularly.

Students will wipe their desks before leaving each classroom.

Lunch tables/dividers will be wiped down by students before a lunch period ends.

## **Students will move throughout the school and common areas by following red arrows maintaining a distance of 6 feet apart while wearing masks.**

To allow student flow in the halls, lockers will not be assigned at this time.

If a student has a need for storage space, please notify the school office.

Student-to-teacher ratios in classrooms will be smaller.

## **Students may not share or borrow supplies.**

This includes laptops, chargers, calculators, pens/pencils, etc.

Students will bring personal water bottles as all water fountains will be marked for non-usage. Please remember that not having the necessary supplies may negatively affect a grade if a student cannot complete his/her work. Students need to bring a fully charged laptop to school each day as there will be limited opportunities to re-charge a device.

**Assemblies, All-School Masses, field trips and visitors will only be allowed if social distancing requirements are met.**

Visitors will follow temperature taking and screening question protocols and will be limited by appointment only. No unannounced visits are possible. In a **RARE** occasion, if a student needs an **ESSENTIAL** item from home, ring the bell and the office staff will meet you at the door.

#### **IV. Red Zone - High Transmission - Distance Learning**

All classes will be conducted virtually using the same format of Teams/Zoom for instruction and Plus Portals for grades and assignments. All grade levels will follow the senior exemption policy. All students will participate in synchronous learning. Faculty will utilize Microsoft Teams to meet with classes on Mondays, Tuesdays, Thursdays and Fridays. Wednesdays will be a workday for faculty and students and class meetings will not take place.

#### **V. Protocol for students who have fever before entry to the building**

Students with fever will not be allowed to enter school buildings along with any other person in the car or family. All must stay home until everyone is fever free/symptom free for 72 hours.

#### **VI. Protocol if a student or teacher is diagnosed with COVID-19**

See Stay at Home instructions.

#### **VII. Sanitation measures increased to provide more cleaning during the school day.**

See Cleaning and Disinfecting Efforts.

# Basic Preventative Measures



Encourage individuals to cover their mouth and nose with a tissue when they cough or sneeze, place the used tissue in the opened-top wastebasket, and then wash hands.



If tissues are unavailable, encourage individuals to cough or sneeze into the upper sleeve or elbow, then wash hands.



Wash hands often with soap and water for 20 seconds. If soap and water are not available, use an alcohol-based hand rub with at least 60% ethanol or 70% isopropanol alcohol content and rub until the contents are dry. <https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html>



Encourage individuals to avoid touching their face with their hands as much as possible.



All persons must have a facial covering/mask.



Encourage individuals to avoid close contact with people who are sick.



Staff and students will be instructed not to come to work or school if they are feeling ill.

Conduct self-symptom or symptom checks to ensure there are no signs of COVID-19 according to the chart below:

## Staff

Daily self-symptom check prior to coming to work.  
**Temp check upon arrival.**

## Students

Daily student symptom checks by parent/guardian.  
**Temp check upon arrival, and possibly before lunch and after school if attending school-sponsored extracurriculars.**

## Visitors

Visitors are not allowed unless an emergency arises.  
**Temp check upon arrival and acknowledgement of self-symptom check.**



## Stay at Home When Appropriate

- ✓ Employees and students who are sick or experiencing symptoms of COVID-19, have tested positive for COVID-19, or recently had close contact with a person with COVID-19 must stay home.
- ✓ Signs are posted at the school entrance indicating, “Anyone with fever or flu-like symptoms should not enter the school.”
- ✓ Consideration will be given to how students who are considered “high risk” and more vulnerable to the virus can continue participating in virtual classes, activities and events.
- ✓ Parents must report to the school nurse if a student or family member has tested positive or exposed to someone with COVID-19 within the last 14 days.
- ✓ Anyone sick with COVID-19 or exposed to someone who has COVID should follow CDC guidelines on return to school/work. Students in quarantine or isolation may not participate in extracurricular activities.

## Cleaning and Disinfecting Efforts

- ✓ Classrooms, restrooms and touched surfaces will be cleaned thoroughly each day and frequently throughout the day with EPA approved disinfectants.
- ✓ All custodial/ maintenance staff and others carrying out the cleaning or disinfecting of facilities are properly trained and equipped with proper PPE.
- ✓ Gyms will only be used by one group at a time.
- ✓ Signs are posted in highly visible locations that promote proper handwashing and other protective measures that describe how to stop the spread of germs.
- ✓ UVC lights have been requested to be installed for cleaner air. Additional measures include - increasing the Minimum Efficiency Reporting Value rating on air filters and air conditioning will continue for 2 hours after all persons vacate the building; increased cleaning of the building will occur during the school day.



## Additional Information



All classroom doors will be propped open to increase air circulation but exterior doors will continue to be locked at all times for no access into the building. Classes and lunches will be allowed outside whenever possible.



A half day of orientation will be provided by grade level. Orientation will include all policies and safe hygiene rules. All students - on or off campus - will observe all hygiene and uniform regulations and will wear clean uniforms during school hours.



Restroom stalls and urinals are marked 6 feet for social distancing and only a certain number of students can be in each restroom.



Students are to stay in classrooms unless there is a specific reason to be excused to go to another location. Students will not be allowed to visit other classrooms during school hours. Visits to the nurse will only be allowed when a student is called or for an emergency.



An isolation room is provided for anyone who shows COVID 19 symptoms at the nurse's discretion. When contacted by the school nurse, the parent/guardian should pick up the student as soon as possible to alleviate exposure to others.



Science labs are virtual or with the proper precautions.



Plastic dividers for the dining hall will be used allowing 4 students to a table. Dining hall staff will serve plate lunches with the same variety of offerings. The serving area in the dining hall has been re-structured so that students will enter and flow through the area in one direction.



The library will have social distancing rules, therefore capacity is limited. A daily Sign-Up Genius is available to reserve a spot after school.



# SBA On-Line Learning Policy

1. Students must be logged into the classroom or signed in on time each day. If not, the student will be marked as tardy. If more than 10 minutes late, the student will be counted absent.
2. Students need to be prepared by having the appropriate bandwidth at home to participate in class. Any IT issue must be reported to the IT department by emailing [helpdesk@sbaeagles.org](mailto:helpdesk@sbaeagles.org) while copying each teacher.
3. All videos must be turned on for a class meeting. All students must be dressed in school uniform and at a table or desk to be involved in class.
4. Students will be muted while the instructor is speaking, or a video is on.
5. Everything turned in electronically must be done before the due date and time posted. Name, assignment name and class period should be on the documents. If there is an issue turning in a document or it is handwritten, take a picture of it and email it before the due date and time. Students should save all assignments in case there is an issue and they need to resubmit.
6. It is the student's responsibility, after missing a class to check for the assignments on the virtual platform or to email the instructor with name, class period and date by the end of the school day (or as soon as possible if a student is ill). It is the student's responsibility to view the video, the notes and Power Points covering the day's material.

## Social and emotional learning opportunities provided by the Counseling Department

- Information on the coronavirus - what it is, how it spreads, measures to take to prevent the virus.
- On social distancing to prevent the spread of the coronavirus.
- On the value of mask-wearing to prevent the spread of the coronavirus.
- On reflection of feelings associated with the coronavirus, abrupt ending of being on campus and the lengthy social-distancing period.
- On ways to maintain friendships and connections while in school and/or during social distancing/quarantine periods.
- On coping strategies and self-care behaviors in response to the coronavirus and social distancing/quarantine periods.
- On the value of optimism, positivity, kindness to self and others and managing stress in response to coping with the coronavirus.





## Spiritual Life

### Goal

To provide spiritual and emotional stability for students, parents and faculty during Coronavirus through which they find confidence in Jesus Christ as redeemer and friend.

### Objectives

1. Educate students, parents, and faculty about ways to maintain their spiritual and emotional health during a pandemic.
2. Provide moments for authentic encounter with Jesus Christ and with each other in community
3. Work with the guidance office and student representatives to offer resources conducive to the spiritual and emotional needs of the individuals whom we serve.

### Vision

The students, parents and faculty/staff at SBA each have a particular call, a gift and mission. The SBA community needs them, the Memphis community needs them, the global community needs them, the Body of Christ needs them. What are ways we can help our SBA family to see that we are not victims of a pandemic? We are Christians. We are here to love, to support one another in the midst of suffering, to be witnesses to Jesus and channels of His grace. How can we discern what God may be asking us to do? How can we support and encourage each other?



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# Athletic Life

## Mission

Realizing that our overall mission is to develop each student in the love of Christ. The athletic program plays an essential role in teaching students to conduct themselves with honesty and integrity, make sacrifices, strive for excellence, persevere through adversity and compete with dignity and pride while developing a commitment to teamwork and service to the community.

## Screening Protocol for Athletic Events

- We follow guidelines presented by our school, under the guidelines of the CDC, National Federation of High School Sports and TSSAA.
- Masks & Screenings – refer to our reopening guidelines.
- During all competitions all spectators will be required to maintain social distancing.
- Our fan capacity will be limited to what is recommended by the Health Department.



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**As our priority remains the safety of our students, faculty and staff, the school could alter our options to include a day for all students to be virtual, a hybrid model where only half our students would be on campus at a time, or any other model that best serves and protects our SBA family.**

