The procedures and protocols within this document are subject to alteration as circumstances and official guidance change.
1A: Mission and Vision

Sisters Academy of Baltimore, a Catholic, community-centered middle school, educates girls of different races, ethnic groups, and religions, from families of limited economic means, particularly those in southwest Baltimore. The Academy empowers its students to become agents of transformation in their families, communities, and society.

Our vision is that graduates of Sisters Academy will demonstrate the skills of logical thinking, perceptive reading, competent writing, and effective problem solving. They will be well-educated, self-assured, spiritual, and committed young women who are so needed in our community, our nation, and our world. They will be leaders who make a difference.

1B: Introduction

“Decisions around how to reopen schools are among the most complex and consequential of the pandemic.” (NASEM, 2020)

Sisters Academy of Baltimore (SAB) aims to be among schools that lead the way in responding to the coronavirus public health crisis while maintaining high academic and safety standards for all of our students. SAB has committed to a significant investment in technology, staffing, infrastructure, and professional development to enhance our educational goals for 2020-21. We believe that with the necessary tools and supports in place, our students and teachers will continue to rise to the challenge and excel within both distance and in-person modes of learning.

For SAB, the decision about how to reopen is grounded in the mission, vision, and key elements of the school. Decisions have been informed by: a) available scientific information about COVID-19, b) consideration of the impact of the school closure on students and their families, and c) the complexity of operating school buildings within the current environment. Our analysis will serve as a guidepost during a weekly data review and decision-making process that is based on the balanced consideration of both the educational risks and the health risks that we face as a community of teachers and learners.

At this time, we are fully prepared to launch a distance online learning program to begin the school year in September, and to continue to offer synchronous in person and online learning as the need arises and the year progresses. In short, the SAB community has worked tirelessly to establish programs, procedures, and protocols that will allow us to continue safely leading the way for our students and families. The SAB community remains strong and continues to be a welcoming school of excellence for girls, supporting their growth and transformation into the leaders they are destined to become.

Process: The following recovery and reopening plan describes a variety of risk mitigation methods that have been put in place to prepare for the return to on-campus, in-person learning. The plan has been developed with guidance and resources from local, state, and national officials including government and healthcare professionals, counselors, educators, school leaders, and experts in various applicable fields (see resources, page 24). Critical feedback provided from questionnaires completed by parents/guardians and faculty/staff have also significantly informed the final version of the plan.
Educational Pathway: The Sisters Academy path to returning to school in September is guided by two principles: 1) the continuity of our transformational mission, and 2) protecting the health and safety of our community of students, faculty, and staff. It is also based on several important understandings about our mission and the well-being of our students.

Understanding #1: Keeping schools closed to in-person learning in Fall 2020 poses potential educational risks for all students. Children and youth benefit from learning experiences that include in-person support from teachers and staff, and interactions with peers. Even when it includes virtual interactions, distance learning cannot take the place of in-person interaction (CDC, NASEM, 2020).

Understanding #2: Enhanced safety and mitigation strategies implemented in schools are especially important for protecting school staff and students and for limiting potential transmission of the virus to vulnerable members of both the school and home families and communities (CDC, NASEM, 2020).

Understanding #3: Guidance regarding strict health, safety, and social distancing measures in the face of the coronavirus pandemic have informed our consideration of how and when we will be able to offer in-person instruction in our traditionally warm and intimate classrooms. While we look forward to a return to full in-person learning, we are confident that our short-term distance learning program is an exceptional default approach for beginning the school year.

Thank you for your continued support and commitment to your daughter’s education at Sisters Academy of Baltimore.
2A: Reopening Phases

Distance Learning Model - As students begin the 2020-21 school year at SAB, all learning will take place remotely. Each SAB student will receive a Chromebook to be used exclusively as an enhanced learning device whether in the home or school environment.

Transition Learning Model - Students will transition to in-person learning on campus (phased in by grade level) while continuing to attend their required distance learning classes remotely.

In-Person Learning Model - Students will return to in-person learning in an environment in which classrooms, schedules, and protocols have been modified to meet health and safety requirements.

2A: Parameters for Reopening

The statistical metrics required for the safe reopening of Sisters Academy will include but not be limited to reaching the following health and safety milestones:

- The positivity rate for both Baltimore City and Baltimore County must concurrently maintain a rolling positivity average of below 5% for 17 consecutive days.
- The Rt (rate of transmission) for the State of Maryland must be maintained at a rolling average below 1.0 for 17 consecutive days.

Both of the health and safety metrics defined above will be analyzed on a daily basis from a starting point of August 10, 2020.

When Baltimore County and Baltimore City reach and maintain the health and safety milestones as stated above, the SAB health and safety team and administration will review all factors related to reopening Sisters Academy for in-person learning.

SAB parent/guardians will be notified of any decisions made by administration at least two weeks before: a) any change is made to the SAB learning model, and/or b) the ‘return to school’ process is instituted.
2C: Academic Plan for Distance and In-Person Learning

Pedagogy (method and practice of teaching)
- Given the changing educational landscape, teachers have been attending targeted professional development courses, collaborating on best teaching practices, and exploring inventive teaching strategies that encourage discussion, collaboration, exploration, discovery, socialization, and movement within both distance and in-person learning environments.

Curriculum and Instruction
- Teachers will continue to teach the SAB curriculum in its entirety regardless of the learning model being used. When engaged in distance, transition, and in-person teaching models, teachers will utilize the SAB curriculum while adhering to health and safety guidelines.

Spirituality
- In addition to religion classes, SAB will continue to integrate faith, religion, and values infusion programs into all teaching and learning as we navigate distance learning and limits on large gatherings.
- Strategies to promote each student’s spiritual identity will include, but not be limited to: a) school-wide gatherings, prayer, and meditation streamed online, b) daily meditations and prayers integrated into classroom learning.

Student Cohorts
- Students will learn in small class cohorts throughout the day to limit possible transmission of the virus between groups.
  - When students are kept in cohorts to minimize mixing of students, exposure to an individual with COVID-19 may be limited to one particular cohort and not pose a broad risk to the rest of the school.
  - Cohorts that have been in close contact with someone with COVID-19 can switch to virtual learning and stay home in accordance with DOH and CDC guidelines for quarantine and self-isolation, and the school may remain open.

Block Scheduling
- SAB will operate all classes on a block schedule to maximize best instructional practices.
  - Distance Learning: The school day will begin at 8 a.m. in a homeroom/gathering space.
  - In-person Learning: Students will begin arriving at school at 7:30 a.m. and will go directly to homeroom for breakfast, announcements, and gatherings.

Attendance
- Attendance will be taken each day during homeroom. Students are expected to attend homeroom and all classes whether on our physical campus or virtual campus.

Technology
- Regardless of the mode of instruction (e.g. remote or in-person) students must adhere to school policies regarding the use of technology. Unacceptable uses of technology include but are not limited to violating the rights or privacy of others by photographing, recording, or filming an individual without consent (see the Student and Family Handbook).
  - Students: A plan for individual student and staff use of technology tools will be established and implemented that includes but is not limited to the 1:1 assignment of student Chromebooks and Chromebook storage bags. The Chromebooks are school property provided exclusively as a learning aid for students when engaged in both distance and in-person learning.
  - Faculty: AMX AcendoVibe camera/sound bar units have been purchased to enable educators to present synchronous instruction to students who are learning at home and in the classroom.
Part 3
Reopening Policies and Protocols
Virtual Campus - Distance Learning

3A: Office Hours

Monday-Friday, 7:30 a.m. - 4 p.m.

All communications between parent/guardians and school personnel should take place via phone and email only. Access to the building for parent/guardians is available by appointment only on a limited basis.

3B: Distance Learning Etiquette

10 Key Principles:

1. **Be on time:** Please show up on time at the scheduled time. Attendance will be taken for every class and scheduled meeting.

2. **Wear your uniform:** Students will be required to wear an SAB uniform shirt to every class. Be sure to look presentable and professional, just like we do at school.

3. **Choose a good location:**
   - Chromebooks must be placed on a desk or tabletop when in use.
   - Sit in a solid, but comfortable chair.
   - Find a clean and non-distracting ‘home office’ space and return to it for every class.
   - Have all supplies, materials and assignments ready to go.
   - Use headphones if available to reduce outside noise and distraction (i.e. siblings, pets, family members, televisions).

4. **Turn on your Video:** This is a requirement! Videos need to remain ON to promote focus. We want to see you, make eye contact with you, and remain engaged with you throughout every lesson.

5. **Mute your audio:** To avoid background noise, mute yourself during classes until you are called on, asked to participate, or want to contribute to the class discussion. You can always speak to your teacher through the chat messaging.

6. **Be ready to take notes:** Just as in-person classes, take notes during lessons and write down what you need to know to complete your assignments well.

7. **Give your full, focused attention:** Give your full focused attention to every lesson. This is one of the most important things you can do to be successful.

8. **Participate fully:** Be ready to ask and answer questions, and share ideas, opinions, and insights about course work being presented.

9. **Be respectful to others:** Choose your words carefully to promote kindness and teamwork, and refrain from chewing gum or eating in front of the camera.

10. **Keep up with all assignments:** We believe in you! We are counting on you to responsibly keep on top of your assignments, set up rules for yourself, and get all required work completed on time.
The procedures and protocols within this document are subject to alteration as circumstances and official guidance change.
Part 4
SAB School Campus and In-Person Learning

4A: Overview

Faculty and Staff
• The building and main office will be open to faculty and staff Monday through Friday from 7 a.m. to 4p.m.

Students
• The building will be open for learning at 7:45 a.m. every day and will close at 3:45 p.m.

Communication
• The Weekly Wrap will be published and emailed to all staff and student families on Thursdays to provide a consistent means of providing updated information regarding all policies, protocols, and programs related to SAB.
• All communications between parent/guardians and school personnel should take place via phone and email only. Access to the building for parent/guardians is available by appointment only on a limited basis.

Visitors
• SAB will be closed to visitors during the current health crisis. However, a protocol has been developed in the event extenuating circumstances require a visitor to enter SAB.
  • Visitors Log: A visitor’s log will be maintained for all visitors (including deliveries, maintenance, contract services etc.) that will detail where the visitor went in the building and the date and time of the visit.
  • Visitors who will be remaining in the building will be required to: a) complete a health and temperature screening, b) sign in and out in the visitor’s log, and c) wear a mask/cloth covering throughout their stay.

4B: Health/Safety Plan and Protocols

Instituting a sound health and safety plan, including but not limited to health screenings, social distancing, and mask wearing is the best tool we have to avoid being exposed to the coronavirus and slowing its spread. While these health and safety practices protect everyone, we are particularly mindful of the greater impact the virus has on vulnerable populations. Our individual and collective actions make a difference!

All members of the community, regardless of whether they have symptoms, are expected to adhere to the following health and safety guidelines both on and off the school campus:

Health Assessment, Symptom Monitoring, and Temperature Screening
• All students and staff must complete a daily health and temperature screening and questionnaire before they enter the school building each day
• Members of the SAB community must be free of ANY symptoms related to COVID-19 to be eligible to report to class or participate in any other activity on campus
• Students, faculty, and staff will be prohibited from entering the school if they have recently:
  a) tested positive for COVID-19
  b) come into contact with someone who has tested positive for COVID-19
  c) traveled to a restricted state/area as based on criteria from the state of Maryland
People with COVID-19 have had a wide range of symptoms reported – ranging from mild to severe, 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
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Physical and Social Distancing

- All students will maintain a 6 ft. distance between both their peers and adults at all times.
- Teachers will remain 6 to 10 feet from the students while seated or standing.
- All students and school staff will wear masks/face coverings at all times.
- Social distancing markers will be visible using tape or signs with six ft. spacing guidelines at entrances, exits, on stairwells, and in hallways.
- Students will be directed to follow specific one-way traffic patterns in hallways and on stairwells.
- Dual or multi-cohort gatherings will be held in open, well-ventilated spaces with appropriate 6 feet social distancing between students and staff.

Masks/Cloth Face Coverings

- All students, staff, and members of the SAB community must have a face covering in their possession even when outdoors (since it is possible that individuals may come within six feet of another person).
- Mask breaks will be offered periodically throughout the school day.
- Each member of the SAB community will be provided five masks. Additional packages of five masks may be purchased through the main office for $5.00.
- All visitors and children 2-years-of-age and older must wear a mask/cloth face covering when visiting SAB.
- Students and staff will be required to clean and/or replace face coverings after each daily use.
- Students and staff should discard masks/cloth face coverings that:
  - No longer cover the nose and mouth
  - Have stretched out or damaged ties or straps
  - Cannot stay on the face
  - Have holes or tears in the fabric
Masks/Cloth face coverings are recommended as a simple barrier to help prevent respiratory droplets from traveling into the air and onto other people when the person wearing the cloth face covering coughs, sneezes, talks, or raises their voice. This is called source control. This recommendation is based on what we know about the role respiratory droplets play in the spread of the virus that causes COVID-19, paired with emerging evidence from clinical and laboratory studies that shows cloth face coverings reduce the spray of droplets when worn over the nose and mouth.

Another good reason to use face coverings is to discourage the wearer from touching her face. Touching one’s face after touching something contaminated with the coronavirus increases one’s chances of getting sick with COVID-19.

(See Appendix Mask/Cloth Face Covering – Best Practices, page 27)

Other Protective Measures

Physical Protective Barriers (Plexiglass)

- Protective Barriers: Protective Plexiglas barriers will be placed in high traffic areas as well as in small group learning areas to allow for contact of less than 6 feet. Masks will remain mandatory in all settings and must be worn at all times throughout the day.

Handwashing and Hygiene

- SAB has placed hand sanitizing stations throughout the school to better serve the needs of the school community.
- SAB will encourage good hygiene by providing the following:
  a) Waterless hand sanitizers (min. 60% alcohol) for all students and staff members to keep at their desk
  b) Antibacterial/disinfecting wipes in all classrooms, break rooms, bathrooms, and shared spaces.
- Faculty, staff, and students will practice hand hygiene upon arrival to campus, between all program activities, after using the restroom, before eating, and before departing the campus.
- Students will receive handwashing and hygiene training with instructions to:
  a) Avoid touching eyes, nose, and mouth, and wash hands before and after touching face.
  b) Wash hands often with soap and water for at least 20 seconds, especially after being in the bathroom, cafeteria or gathering space and after blowing their nose, coughing, sneezing, or touching their face. This includes covering all surfaces of one’s hands with soap and water and rubbing them together until they feel dry.
  c) Cover mouth and nose with the inside of an elbow or a tissue if available when coughing or sneezing. Throw used tissues in the trash.
  d) Use hand sanitizers provided that contain at least 60% alcohol, when soap and water are not readily available.
Bathroom Protocols and Hygiene

- Automatic soap and paper towel dispensers and disinfectant wipes will be provided in every bathroom stall and near every handwashing sink in SAB.
- Students will be instructed to use specific cohort assigned bathroom facilities.

High Touch School Supplies

- Each student will be provided with her own set of “high touch” supplies, including but not limited to pens, pencils, notebooks, textbooks, art supplies, learning aids, and electronics.
- Each girl’s belongings will be separated in individually labeled storage containers, cubbies, or designated areas. There will be no sharing of supplies.
- All spaces that are utilized by more than one cohort throughout the day will be cleaned and disinfected between uses.
- Lockers will not be used during the 2020-21 school year.
- Students will carry a limited number of personal possessions and assignments to school in their backpacks.
- While in school, students will keep supplies in a designated storage place and will carry their Chromebook and other materials needed from learning block to learning block in the canvas bags provided.

4C: Stay at Home When Sick Mandate

It is important to stay physically distant from others when sick to reduce the transmission of disease.

- All members of the SAB community are required to stay home if they are sick or are experiencing any flu-like symptoms such as a temperature of 100.4 degrees or higher without fever-reducing medication, a cough, sudden loss of taste or smell, shortness of breath or difficulty breathing.
- Parent/Guardians are required to notify the school nurse if their daughter has recently traveled by plane or train. If she has traveled by either of these modes, she should self-quarantine and participate in online learning for 14 days before returning to campus.

4D: Transportation

Busing

- SAB busing has been suspended until further notice and will be offered on a limited basis when school reopens for in-person learning.
**4E: Student Drop off and Pick Up**

**One Point of Entry**

- SAB will be reducing the number of entrance points to the school to monitor visitors and increase safety.
- All students are to enter and exit the building through the GYM DOORS and follow all screening protocols.
- All other visitors are to enter and exit the building through the MAIN ENTRANCE on First Ave. From there, follow all screening protocols.
- There will be strict limits on who is permitted to visit the school during the school day.
- Areas for pick-ups and deliveries will be designated away from and isolated from students and staff except for the employee who handles the delivery.

**Arrival/Drop Off**

- Arrival times will be staggered by grade level and must be strictly adhered to each day to ensure the safety of all members of the SAB community. There will be no waiting area available to students.
- Upon arrival, all parent/guardians must remain in their vehicles. When students enter or exit the vehicle, they must be wearing a mask.
- School staff will supervise students as they walk from your vehicle into school and will supervise as cars exit the parking lot.
- Students will report directly to the screening and wellness station upon entering the building and maintain social distancing at all times.
- No student may enter the building without wearing a face covering/mask. Face covering/masks must be worn both inside and outside of the school building throughout the school day.
- Carpooling is strongly discouraged as it violates social distancing rules. However, “social bubbles” are sometimes established by two or three families that agree to socialize only among themselves. Masks must be worn if students carpool.

**Dismissal/Pick Up**

- Student schedules will reflect a staggered dismissal time by grade level.
- All parent/guardians must remain in or next to their vehicles at dismissal.
- School staff will supervise students as they walk to your vehicle.
4F: Food Service and Recess

Breakfast/Lunch

- Each student cohort will eat in one of the following places:
  - The cafeteria
  - The gathering space
  - Their classroom desk
- Students will pre-order from a variety of selections using our in-school online ordering system.
- Individually plated or pre-packaged meals will be provided for each student.
- All condiments and straws will be in single-use disposable containers and cutlery will be pre-packaged or pre-rolled in napkins.
- Food service staff will wear gloves and masks at all times, and gloves will be replaced as needed.

Important Change to SAB Lunch Policy

- All food consumed during the school day will be provided by SAB through the National School Lunch Program.
- Beginning in September 2020, no food or drink other than a personal water bottle can be brought from home into school.

All surfaces will be disinfected before and after food contact is made

Cafeteria

- The cafeteria will be reconfigured to allow individual space for students to sit while maintaining six feet of social distancing.
- Individual desks will replace large, group tables.
- Hand washing or sanitizing should be done by each student immediately prior to and after eating.
- During warm weather, students will be permitted to eat outside in small cohorts.
- Masks may only be removed when students sit to eat. When students finish eating, they are to replace their masks, whether they have left their seat or not.
- Six feet social distancing between students will be maintained in cafeteria lines as well as in eating areas.
- Students should not share food, beverages, utensils, or eating spaces.

Eating surfaces/desks will be cleaned and disinfected after each student’s use
**Water Bottles, Hydration Stations, and Drinking Fountains**
- Drinking fountains throughout the school building have been disabled.
- Students will be expected to carry their own personal water bottles during the school day.
- Students may not share water bottles or other personal items.
- **Touchless hydration stations** will be located throughout the building in order to fill water bottles and ensure students and staff can remain hydrated.

**Recess**
- Recess is an important part of the school day for students and will continue to be incorporated into the schedule.
- To mitigate the transmission of the COVID-19 virus, protocols for recess will be established and implemented at SAB. Students will have recess with their cohorts only.

**4G: Extracurricular Activities and Events**

**Star Review/Clubs**

**Athletics/Field Trips**
- All clubs and large group activities have been temporarily canceled. Activities will be individually considered on an ongoing basis with respect to social distancing, personal protective equipment, hygiene, cleaning, and other safety and protective measures.

**Annual Events**
- Every traditional or announced event on the school calendar will be subject to review and consideration of the circumstances present at the time.
- The nature of each event and the current status of the pandemic will influence possible revisions, restrictions, postponements, or cancellations for each event.

*The procedures and protocols within this document are subject to alteration as circumstances and official guidance change.*
5A: Modified Classroom Layouts

- All seating/desks will be spaced at least 6 feet apart.
- All seating/desks will face in the same direction (rather than facing each other) or students will sit on only one side of tables, spaced apart.
- To maximize space and allow for proper social distancing, all non-essential classroom items have been removed.
- Classroom doors will always be kept open to limit touching of doorknobs and to allow for increased airflow.
- Classrooms will be inspected for optimal ventilation of outside air. Our goal is to ensure well maintained ventilation using ceiling fans & air conditioning as recommended by the DOH and CDC.
- Communal spaces such as Gathering Space and the cafeteria/gymnasium will be used by no more than two cohorts simultaneously and will reconfigured to ensure seating/desks are spaced at least 6 feet apart.

5B: School Signage

Signs and posters will be placed throughout the school related to all health and safety protocols stated above. These will include but not be limited to:

- Signs at school entrance and exit doors sand throughout the school building stating mask, social distancing, and hygiene protocols
- Signs related to proper hand washing displayed in every bathroom and near every sink
- Directional signs placed on floors and stairways
- Markers on floors to indicate 6 ft. social distancing guidelines
- Signs related to limitations on number of people in a space for social distancing

5C: Daily Cleaning and Disinfecting

To mitigate the transmission of the COVID-19 virus in schools, the following cleaning and disinfecting protocols are in place at SAB and are based upon the guidance of the State of Maryland Department of Health and the Centers of Disease Control.

Custodian

- SAB has hired and retained a custodian, who has been trained to deal with cleaning and disinfecting practices related to COVID-19, and who will be responsible for implementing the cleaning and disinfecting protocols and for maintaining and keeping a cleaning log.

  - Cleaners/Custodians will:
    - Wear disposable gloves to clean and disinfect.
    - Clean surfaces first using soap and water, and again using disinfectant. Cleaning with soap and water reduces number of germs, dirt, and impurities on the surface. Disinfecting kills germs on surfaces.
Two-step process

• SAB is utilizing a two-step disinfecting and protecting process to disinfect and protect all surfaces using Endure surface protectant. The Endure surface protectant is a stable, bacteriostatic product that mechanically kills both viruses and bacteria on contact, allowing for 90 days of persistent protection against viruses and bacteria.

Cleaning and Disinfecting Schedule

• SAB will maintain a regular schedule for cleaning and disinfecting all classrooms, bathrooms and common areas daily, with increased attention to frequently touched surfaces, bathrooms and all common areas (e.g. door handles, sink handles, desks, chairs, stair railings).

EPA Approved Products

• All cleaning and disinfectant products meet the criteria of the Environmental Protection Agency and will be used and stored correctly and safely, with adequate ventilation.
  • Only SAB teachers and staff are permitted to use cleaning and disinfectant products.
  • Frequently touched surfaces may be cleaned periodically by teachers and staff throughout the day.

Equipment

• All equipment and surfaces used by more than one individual will be cleaned and disinfected after each use (i.e. sports equipment, art, and science tables).

Trash

• All trash cans are emptied regularly.

Recycling

• SAB is a designated Green School.
• All recyclable materials are collected regularly and recycled on a weekly basis.

Illness

• If an individual becomes ill during the course of the day, any affected areas will be blocked off and thoroughly cleaned and disinfected.
SAB will identify two health spaces – one for general health issues (i.e. cuts and bruises, medication administration), and a second for any person with COVID-19 related symptoms.

**School Nurse**
- SAB has hired and retained a school nurse, who will act as the Coronavirus Coordination Officer and has been trained with regard to nursing practices related to COVID-19. The school nurse will be responsible for student and staff health and safety training and the oversight of health-related issues at SAB.

**Isolation Area**
- SAB will establish an isolation area where students and staff who are experiencing symptoms of COVID-19 can be separated from the rest of the school population.

**School Health Suite**
- The SAB health suite will be evaluated and modified to ensure healthy students who need medication to be dispensed or who need other non-illness related treatment will be cared for without exposure to potential infection.

**Personal Protective Equipment (PPE)**
- SAB will supply additional PPE (gloves, goggles, gowns, and N-95 rated face masks) for staff who are caring for a student or staff member who is exhibiting symptoms of COVID-19.

**COVID-19 Testing**
- Students and staff whose possible exposure to COVID-19 is being investigated, and those who are exhibiting symptoms, will be required to be tested in accordance with recommendations of state and local health authorities.

**5E: Emergency Drills**

All required emergency drills to evacuate the building will be conducted and practiced with new procedures in place for social distancing.

*The procedures and protocols within this document are subject to alteration as circumstances and official guidance change.*
6A: Summary

Local, national, and international experiences have demonstrated that even when a school carefully co-ordinates, plans, and prepares, cases may still occur within the community and schools. Expecting and planning for the occurrence of cases of COVID-19 in communities can help everyone be prepared for when a single case or multiple cases are identified.

6B: Explanation of Commonly Used Terms

Cohorts

- The SAB schedule will reflect small student groupings/cohorts that are as static as possible and limit the mixing of groups/cohorts of students.

Confidentiality

- Confidentiality will be maintained regarding personnel or student failed health screenings or confirmed cases as required by federal and state law and regulations.

Contact Tracing

- All school visitors (including delivery, maintenance, and contractors) will be required to provide contact information for contact tracing in the event that there is a positive case of COVID-19 in SAB.

Isolation

- Isolation separates people infected with COVID-19 from people who are not sick.

Quarantine

- A quarantine is used to keep someone who might have been exposed to COVID-19 away from others. A typical 14 day quarantine happens after anyone who has been exposed has been separated from a COVID-19 infected individual.
- Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms.
- People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

COVID-19 Symptomatic Individuals

- COVID-19 Symptomatic Individuals include: a) students, faculty and staff who are experiencing symptoms of COVID-19 but have not tested positive, and b) students, faculty, and staff who are asymptomatic but have had close contact with someone who tested positive for COVID-19.

The procedures and protocols within this document are subject to alteration as circumstances and official guidance change.
6C: Response to COVID-19 Events

1. Daily Health Screening Protocols

*If a student, faculty, or staff member fails the daily health screening:*

Any failed screening must be reported to the school nurse or school administration immediately. Those who fail a screening will be required to return home.

- **Teachers/Staff Members**
  - If a teachers or staff members fails the health screening while on campus, they are to notify the nurse (Coronavirus Coordination Officer) and then leave the school premises.

- **Students**
  - If a student fails the health screening while on campus she will go to a supervised isolation area until a responsible adult can come to campus to pick her up to take her home. Any siblings and any student who arrived on campus by the same car will also go to a supervised isolation area until a responsible adult can come to campus to pick her up and take her home.

2. Experiencing Symptoms of COVID-19

*If a COVID-19 Symptomatic Individual is experiencing symptoms while on the school campus:*

- **Immediately Isolate and Transport Those Who are Sick**
  - Faculty, staff, and students with COVID-19 symptoms (such as fever, cough, or shortness of breath) will immediately be separated into an isolation room.
  - Individuals who are sick will be sent home or to a healthcare facility depending on the severity of their symptoms. (If an ambulance is called to transport someone to the hospital, the school will alert the facility beforehand that the person may have COVID-19).

- **Clean and Disinfect**
  - SAB staff will close off areas used by a sick person and these areas will not be used again until they have been cleaned and disinfected. (DOH and CDC guidelines to wait at least 24 hours will be adhered to whenever possible).
  - SAB staff will ensure the safe and correct use and storage of cleaning and disinfection products.

3. Close Contact with COVID-19 Infected Individual(s)

*If a student, staff, or faculty member has been in close contact or lives with an individual who has tested positive for COVID-19:*

- **What counts as close contact?**
  - Being within 6 feet of someone who has COVID-19 (for a total of 15 minutes or more)
  - Providing care at home to someone who is sick or is being isolated as a result of a COVID-19 diagnosis
  - Having direct physical contact with a person who is sick with COVID-19 (hugged or kissed them)
  - Sharing eating or drinking utensils with someone who is sick with COVID-19
  - Being near someone who is sick with COVID-19 who has been sneezing and coughing in close contact to you (increasing chance that respiratory droplets were spread to you)
• **Required Steps in Response to Close Contact**
  - Stay home, monitor your health, and quarantine for 14 days after your last contact with a person who has COVID-19.
  - Watch and seek medical attention for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19.
  - During week two of quarantine and before returning to school or work, obtain a test for COVID-19 and stay home until the receipt of a negative test result.

4. **Testing positive for COVID-19**

If a student, faculty, or staff member tests positive for COVID-19:

• **If a positive test result is received while on the SAB Campus**
  - Immediate action will be taken to:
    - Isolate the individual
    - Notify health authorities
    - Close areas of potential contamination for disinfection
    - Communicate with the community on a de-identified basis
    - Assist in contact tracing
    - Monitor the individual’s health progression

• **If a student, faculty, or staff member receives a confirmed case while off the SAB campus**
  - At a minimum, Personnel or Student Confirmed Cases will be required to:
    - Self-quarantine for at least 10 days after illness onset and at least three days after recovery;
    - Obtain a COVID-19 test that shows a negative result and a doctor’s note releasing the Confirmed Case to return to school or work.
  - If needed, the SAB school nurse (Coronavirus Coordination Officer) or a designee will work with the local Department of Health to assess the requirements for determining when a teacher, faculty member or student can return to SAB.

• **School Closures**
  - If someone within the school community (e.g., student, teacher, staff) tests positive for COVID-19, assessing the level of risk is important to determine if, when, and for how long all or part of the school will be closed.
  - A single case of COVID-19 in SAB will not likely warrant closing the entire school, especially if levels of community transmission are not high. The levels of community transmission and the extent of close contacts of the individual who tested positive should all be considered before closing.

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Any SAB student, staff or faculty member who has a positive COVID-19 laboratory result is referred to as a **Personnel or Student Confirmed Case.**
6D: Monitoring Data Related to COVID-19

Monitoring Infection Levels

- The SAB school nurse (Coronavirus Coordination Officer) and school administrators will monitor the number and location of Personnel or Student-Confirmed Cases and will be responsible for reporting on the statistics to the SAB Health & Safety Committee.
- The health and safety committee (including the nurse, president, principal, and faculty members) will be convened to determine if infection is increasing on campus beyond an acceptable level.
- The SAB administration will take any appropriate action, including isolating student cohorts or closing school. In all cases, we are subject to guidance, regulations, and orders issued by the local health department and government authorities.

Monitoring Transmission of the Virus

- **Substantial Uncontrolled Transmission**
  - If the transmission of the virus is higher than that of the community, or if the school is the source of an outbreak, the administration will work collaboratively with local health officials to determine if temporary school closure is necessary.
- **Minimal to Moderate Controlled School Transmission**
  - If there is minimal to moderate school transmission, SAB will continue implementing mitigation strategies such as social distancing, using cloth face coverings, reinforcing everyday preventive actions, and maintaining cleaning and disinfection. In addition, student and staff groupings/cohorts will be made as static as possible and field trips and gatherings of any size (including use of the cafeteria) will be canceled.

6E: COVID-19 Communication

Regular communication with families, staff, and other partners will include:

- Updates about the status of COVID-19 in the school and community.
- Notification when there are COVID-19 cases in the school.

Confidentiality

- When communicating about the health status of students, faculty, or staff, SAB staff and leadership will take care to avoid disclosing personally identifiable information and will follow all applicable privacy requirements of the DOH.

The procedures and protocols within this document are subject to alteration as circumstances and official guidance change.
Part 7
Student and Family Services

7A: Student Training and Social Emotional Support

Social Emotional Support
• Students at SAB will be offered a range of social emotional support programs facilitated by the school counselor, principal, graduate support personnel, and/or classroom teachers to help strengthen their well-being in the wake of the pandemic.

Student Training
• Students at SAB will be offered a range of training workshops on all aspects of this plan related to Health, Safety, and Hygiene.

Title 1 Services
• SAB faculty and administrators (through Baltimore City and Baltimore County Public Schools and Catapult Learning) will share information with families regarding equitable share services as the direct provider of those services.

Mental Health Services
• Kennedy Krieger Institute and Chesapeake Mental Health Collaborative will be offering workshops for teachers and families that address issues such as:
  a) Implications of trauma-related childhood experiences
  b) School and family partnerships to support student wellness
  c) Impacts of stress and anxiety on learning

School Family Partnership
At SAB, we foster successful, collaborative relationships with student families and guardians. We believe that home and school, working together can accomplish more than either could alone. We believe in “equality – the willingness to listen to, respect, and learn from one another, and parity – the blending of knowledge, skills, and ideas to enhance positive outcomes for children” (ISA Institute for Student Achievement).
• SAB values family-school partnerships and understands that they benefit student progress and success.
• SAB views families and student guardians as equal partners in supporting the attainment of educational goals for students.
• SAB recognizes that both the school and at-home environment, and each student’s in-school and out-of-school experiences will equally impact their academic, social, and emotional learning.
• SAB promotes the sharing of information and observations about academic or behavioral patterns between home and school to foster positive academic and/or behavioral interventions that benefit students.
• SAB believes families and student guardians should be active partners in decision making and problem solving in a two-way communication model. At SAB, problem solving is based on a positive, optimistic view of each student’s ability to improve and excel.
• SAB recognizes and calls upon the expertise and experiences of family members and student guardians, and views them as essential ‘human’ resources that can help to improve all aspects of our educational community.
• SAB cultivates family-school partnerships with a view toward sustaining these valuable relationships for years to come.
8A: Health and Safety Recommendations

American Academy of Pediatrics (AAP)

Association of American Medical Colleges (AAMC): The Way Forward on COVID-19 (AAMC)

Centers for Disease Control and Prevention (CDC)
- CDC Coronavirus (COVID-19)
  www.cdc.gov/coronavirus/2019-ncov

- CDC: Resources for Childcare, Schools, and Youth Programs

- CDC: Preparing K-12 School Administrators for a Safe Return to School in Fall 2020

- CDC: Guidance for K-12 School Administrators on the use of Cloth Face Coverings in Schools

- CDC: Prevention

- CDC: Hygiene Etiquette
  https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

- CDC: Social Distancing

- CDC: Sickness Steps

- CDC: Screening K-12 Students for Symptoms of COVID-19: Limitations and Considerations

CDC: Reopening Guidance

Environmental Protection Agency (EPA)
https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19

National Academies of Sciences, Engineering, and Medicine (NASEM)
8B: COVID-19 School Recovery Plans

Archdiocese of Baltimore (AOB)
- www.archbalt.org/schools/
  - Chancellor James Sellinger and Superintendent Dr. Donna Hargens
  - Committees:
    - Covid-19 Response Protocols: Tom Alban
    - Emerging Opportunities: Lauren Robinson
    - Social Distancing/Facilities Operations: Denise Ball
    - Technology: Joe Oleszczuk, Nancy Reed
    - Curriculum/Pedagogy: Dr. Eric Watts

Cristo Rey Jesuit High School
- www.cristoreybalt.org/covid-19/

Institute for Student Achievement (ISA)
- www.studentachievement.org/

Maryland Together: Maryland’s Recovery Plan for Education (MSDE)
- marylandpublicschools.org/newsroom/Pages/COVID-19/PlanComment.aspx
- marylandpublicschools.org/newsroom/Pages/COVID-19/index.aspx

Mercy Safely Leading the Way: Mercy’s Guide for Back-To-School
- www.mercyhs.com/academics/back-to-school-plan/

St. Francis of Assisi School, Baltimore
- drive.google.com/file/d/1DtIpTp8HLZl9JA03kiOS-_UfJZy6caz9/view

The Catholic High School
- thecatholichighschool.org/COVID-19

You Can Stop the Spread of the Coronavirus
I, _________________________________ (parent name) am opting to send my child, _________________________________, to Sisters Academy of Baltimore for the 2020-21 school year. I understand that the novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization and other governmental authorities. I further understand that COVID-19 is extremely contagious and is believed to spread primarily by person-to-person contact; and, as a result, federal and state health agencies recommend various measures to mitigate the risk of contracting the virus.

Sisters Academy of Baltimore has communicated the measures that it has taken and will continue to take to mitigate the risks of the virus. Some of these measures include policies for social distancing among students and faculty, use of personal protective equipment such as masks, and cleaning and sanitizing protocols. The school has informed me that it will continue to monitor this situation and will implement additional measures as necessary.

Given the nature of the virus, I understand that there is an inherent risk that my child may become infected with COVID-19 due to her attendance at Sisters Academy. I hereby acknowledge and assume the risk of my child becoming infected with COVID-19 at school.

I understand that Sisters Academy has implemented protocols that require my child to adhere to certain practices, designed to mitigate the risks of contracting the virus. These include such measures as social distancing from other persons, the use of personal protective equipment, possible temperature checks and cooperation with other requirements and guidelines that Sisters Academy may require from time to time. Sisters Academy has communicated to me the importance of these protocols. I acknowledge our shared family responsibility to promote and adhere to these protocols in order to reduce the risks of risks of contracting or spreading the virus at Sisters Academy. I have discussed this with my child and will continue to emphasize adherence to these protocols.

Sisters Academy has implemented reasonable preventative measures designed to mitigate the risks of contracting or spreading the virus at school. I understand all the potential risks and I would like my child to attend the school.

I UNDERSTAND THIS RETURN TO SCHOOL AGREEMENT, HAVE NO MORE QUESTIONS, AND CONSENT TO MY CHILD ATTENDING SISTERS ACADEMY OF BALTIMORE.

____________________________________________ (SIGNED, Parent or Guardian)

______________ Date
Appendix B
Wearing Protective Masks/Cloth Face Coverings - Best Practices

1. Obtaining a Mask/Cloth Face Covering
   • SAB will provide students, faculty, and staff with masks/face coverings at no cost.
   • Students must use a mask/face covering when on school grounds.
   • Faculty, staff, and students who are medically unable to wear the face covering provided by the school must seek approval from the school administration to wear an acceptable, alternative face covering.
   • Additional daily-use masks and cloth face coverings will be available at the entrances if anyone arrives to school without their mask.
   • Face coverings must be worn at all times except during lunch and scheduled breaks.
   • Any faculty or staff member or student who is unable to medically tolerate a face covering should let the school nurse know, and reasonable accommodations will be made for those individuals.

2. Putting on the face covering
   • Wash hands or use hand sanitizer prior to handling the face covering.
   • Ensure the face-covering fits over the nose and under the chin.
   • Situate the face-covering properly with nose wire snug against the nose (when applicable).
   • Tie straps behind the head and neck or loop around the ears.
   • Throughout the process, avoid touching the front of the face covering.

3. Taking off the face covering
   • Do not touch your eyes, nose, or mouth when removing the face covering.
   • When taking off the face covering, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
   • Wash hands immediately after removing.

4. Care, storage, and laundering
   • Masks/cloth face coverings may not be used more than one day at a time and must be washed after use.
   • Masks/cloth face coverings should be properly laundered with regular clothing detergent.
   • Masks/cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured), or visibly contaminated.
   • Masks/cloth face coverings should not be shared.
   • Disposable Masks/cloth face coverings must not be used for more than one day and should be placed in the trash after use or if soiled, damaged (e.g., stretched ear loops, torn or punctured material), or visibly contaminated.
Appendix C
Remaining at Home After In-Person Learning is Instituted

When school reopens for fully in-person learning, families who do not feel comfortable returning their child(ren) to in-person instruction will be able to have their child(ren) continue to participate in remote learning, which includes synchronous instruction.

- **Students who Remain at Home**
  - We are prepared to have students work remotely and participate in synchronous instruction from home in the event they are quarantined, or they have reason to be concerned for their health if they attend school in person.
  - In these events, students will be expected to follow the exact same schedule and requirements as their in-person learning peers including but limited to logging in to each class for the entire duration, wearing their uniform, and completing all assignments by the due date.

**Contact Information:**

Sisters Academy of Baltimore
139 First Ave.
Baltimore, MD 21227
410-242-1212
www.sistersacademy.org

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