

Re-Opening Plan for Religious or Independent Schools for the 2020-2021 School Year



Name of School: Mount Mercy Academy

Name of COVID-19 Administrator: Michele Melligan

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Intended date of arrival of the first students: September 3, 2020

Intended date of on-campus classes starting: September 8, 2020

Intended dates for the Fall semester, term, or quarter: 9/3/20 - 1/29/21

Date Plan Submitted: July 30, 2020

Name and Title of person submitting plan: Joyce M. Fruth

Part One: Repopulating the Campus

CATEGORY	ITEMS TO INCLUDE
Classrooms (Academics & Facilities)	<p>Mount Mercy Academy Continuity of Learning Plan: 2020-2021</p> <p>Mount Mercy Academy has a comprehensive continuity of learning plan for the 2020-2021 academic year with three models of learning: in-person instruction, distance learning, and a hybrid model of learning that includes both in-person and online instruction. It is our intention to proceed with full in-class learning in September 2020, following all mandates from state and local government and meeting all required</p>

guidelines. Our first priority is the health and safety of all students and our entire Mercy community. We understand we may need to shift between learning plans throughout the academic year as health and safety guidelines change.

Each of our reopening plans is aligned to the hallmarks of a Mercy education- academic excellence, dedication to Christian service, leadership, commitment to service, and family in partnership. Emphasis is placed on creating challenging opportunities for growth in spirit, mind, and body. Our approach in each learning plan reflects our Mercy values of charism and hospitality and calls upon us to exhibit kindness and gentleness towards one another. Our curriculum continues to reflect our commitment to the Five Critical Concerns of the Sisters of Mercy- to practice non-violence, to deepen our response to racism, to reverence the earth, to embrace our particular concern for women, and to stand in solidarity with immigrants.

Our Catholic faith provides much comfort and support during these unprecedented times. In circumstances such as these, we are inspired by the words of our Foundress, Catherine McAuley. “ The simplest and most practical lesson I know is to resolve to be good today, but better tomorrow. Let us take one day only in hand, at a time, merely making a resolve for tomorrow, thus we may hope to get on taking short, careful steps, not great strides.”

In order to ensure that all plans were inclusive of the consideration of multiple participants, survey results that were previously administered were utilized in this process. A team consisting of key stakeholders submitted 3 separate surveys to parents, teachers and students for feedback concerning distance learning. The results from each of the 3 surveys was carefully reviewed and considered for the future planning of the models listed below:

Continuity of Learning Plan #1: In-Class School Resumes With Guidelines

Full time in-class learning, with the implementation of

guidelines from NYSED, the New York State Department of Health, the Center for Disease Control, and the Erie County Health Department, New York State and Erie County Government.

Daily Schedules

The schedule that we follow when in-class school resumes will be a regular 60-minute bell schedule on Tuesday through Friday each week. This will allow for enhanced student engagement and various opportunities for teacher-student and student-student interaction. At the same time, a modified schedule on Mondays (30-minute early) will be followed in order to support the social and emotional well-being and resiliency of students as we phase in academic content. This will also focus on building resilience in students to help prepare them for the possibility of transitions between in-person and remote learning.

Homeroom

We will begin each school day with a homeroom period. The number of students assigned to each homeroom will be limited to 10-12 students. Homeroom teachers will be mentors to their students and this time will be used for community building and social and emotional development.

Attendance

Attendance will be taken during homeroom, and then again at the beginning of each block during the day. If students are ill and therefore unable to participate in the school day, an Online Attendance Form, located on the home page of the Parent Portal, needs to be submitted prior to homeroom so that communication may be logged into the attendance system and distributed to teachers in a timely manner. The Online Attendance Form will serve as the student's absence excuse. If you need to call, please call Ms. Joyce Fruth at (716) 825-8796, ext.111.

Classrooms

Groups of students will be determined by the number of students who can safely be in each classroom while maintaining physical distancing of six feet.

- Desks, including the teacher's, will be turned to face in the same direction rather than facing each other to reduce transmission of virus.
- Doors and windows will be opened in order to improve ventilation, unless there is a health or safety risk.
- Individual student belongings will be separated.
- Visual aids will be used to illustrate traffic flow and appropriate spacing to support physical distancing in the classroom.
- Whenever possible, physical education and music classes will be held outside.
- A distance of twelve feet in all directions will be maintained between individuals while participating in activities requires singing , or aerobic activity.

Academics: Curriculum and Instruction

- Our Reopening Plans are framed upon our Mission Statement - Mount Mercy Academy is dedicated to educating young women for academic excellence, compassionate service, Christian leadership, global awareness, and life-long learning. We continue to strive to impart the hallmarks of a Mercy education- academic excellence, dedication to Christian service, leadership, commitment to service, and family in partnership. Emphasis is placed on creating challenging opportunities for growth in spirit, mind, and body.
- College preparatory curriculum and standards-based instruction will continue to be the core of our academics.
- Instruction is aligned to New York State Next Generation Learning Standards and Content Standards and reflects a focus on disciplinary literacy- content knowledge merged with the ability to read, write, speak, listen, think critically, and participate in a way that is meaningful in the discipline.
- The Critical Concerns of the Sisters of Mercy are embedded in our curriculum, ensuring a strong focus on social justice and global citizenship.
- We will maintain a positive mindset about student learning loss during the 2020 school closure and use formative and diagnostic assessment to determine individual student needs and target extra help to ensure

both academic and social-emotional needs are addressed.

- Emphasis will be placed upon creating a climate of safety, comfort, and routine as we allow students time to re-adjust to the in-school setting.

Social Emotional Learning

Emphasis will be placed on social emotional well-being in support of school transitions in order to create equitable and inclusive academic learning experience.

Our social emotional wellness strategies include:

- Incorporating a Stress Resilience Program for students.
- Wellness Wednesdays once a month will focus on mindfulness.
- Monday Morning Check-In with Teacher using our 30 Minute Early Schedule.
- Creation of safe, supportive, engaging learning environments that nurture students' social and emotional learning.
- Integration of SEL skill instruction and practices within the context of academic curriculum.
- Teaching practices that create classroom and schoolwide conditions in support of social emotional development.

Special Education

All classroom and testing accommodations will be implemented for any student with an IEP or 504 Learning Plan. Students will be assigned to AIS, as needed, in order to meet the specific accommodations of their learning plan.

Assessments

- Focus will be placed on implementing frequent formative assessments.
- Many opportunities for student reflection will be built into the curriculum.
- Teachers will identify student learning needs/ learning gaps and then provide academic support and remediation, when needed.

Technology

Students will utilize their assigned Chromebook to participate

in in-class and online learning. If for some reason the technology stops working, the student should email IT Support (support@mtmercy.org) immediately and provide a succinct explanation of the problem so that our Technology Coordinator, Mrs. Silva, may work with the student to resolve the problem. The student must also copy her teachers on the email to Support informing them of the situation.

Communication Between Students, Parents, and Teachers

- Mount Mercy will utilize the following communication tools in our continuity of learning plan: Zoom conferencing, email, Google Classroom, telephone calls, and other forms of communication to be determined, as needed.
- Parents and families will be notified of Mount Mercy's plan for continuity of learning via email and the Parent Portal. Additionally, pertinent information for parents and families will be posted on a specific webpage of the Mount Mercy website. Links to learning tools will also be available on our website.

Field Trips, Assemblies, and Masses

- Field trips will be transitioned to free virtual opportunities.
- In-school events will be changed to a virtual format. School gatherings that require attendance of the entire student body, such as assemblies and Masses, will be virtual. Smaller gatherings may be planned, as physical distancing guidelines allow.

Professional Development

- Professional development opportunities on Social Emotional Learning will support all staff in developing a deeper understanding of their role in supporting student social emotional competencies and well-being.
- Teachers will participate in professional development sessions on integrating technology into the classroom. The focus will be placed upon the use of technology tools that will assist teachers in designing effective and engaging online learning experiences.

- Dr. Whalen will post training videos on technology tools on Google Classroom.
- Staff will meet prior to the start of school to discuss individual student needs and share best practices with in-person, remote, or hybrid models of learning.
- Staff will work on creating professional learning communities and increase collaboration and interdisciplinary connections among teachers.

Continuity of Learning Plan #2:

Hybrid Model of Learning Using Distance Learning and In-Class Sessions

This is a blended learning model of both in-class and distance learning. School will resume with full in-class learning, following the guidelines from NYSED, New York State Department of Health, Center for Disease Control, Erie County Health Department, and both state and local government agencies.

School will be in session for all students and our continuity of learning plan for in-class sessions will be implemented. Distance learning will be provided for any student who is unable to attend in-school sessions due to illness, quarantine, or a medical condition that puts the student at risk of serious illness.

Academics: Instruction

Students learning from home will have access to daily in-class instruction as they livestream through Zoom and submit work through Google Classroom. Students who are participating in distance learning will be expected to participate in all classes during the regular school day. If there are circumstances that prevent a student from participating in daily class meetings, accommodations will be provided.

Attendance

Attendance will be taken during homeroom, and then again at the beginning of each block during the day. If students are ill

and therefore unable to participate in the school day, an Online Attendance Form, located on the home page of the Parent Portal, needs to be submitted prior to homeroom so that communication may be logged into the attendance system and distributed to teachers in a timely manner.

Academic, Social and Emotional Learning Supports for Students Participating In Distance Learning: Our goal is to create a safe, supportive, and engaging environment through our virtual learning plan that will promote the academic, social, and emotional learning of each student.

- Teachers will schedule virtual office hours during which students and parents can check in through Zoom conferencing, telephone calls, and/or email.
- Teachers will regularly check-in with students and parents through individual Zoom conferencing, telephone calls, and/or email.
- Instructional strategies that purposely support the social emotional learning of all students will be utilized.
- Teachers will provide frequent feedback which focuses on student progress toward meeting the standards and mastery of the skills and knowledge of the course curriculum. Feedback may come in the form of Google Classroom private comments, Zoom conferencing, email, and/or written text directly on submitted assignments.

Communication Between Students, Parents, and Teachers:

- Mount Mercy will utilize the following communication tools in our continuity of learning plan: Zoom conferencing, email, Google Classroom, telephone calls, and other forms of communication to be determined, as needed.
- Parents and families will be notified of Mount Mercy's plan for continuity of learning via email and the Parent Portal. Additionally, pertinent information for parents and families will be posted on a specific webpage of the Mount Mercy website. Links to learning tools will also be available on the Mount Mercy website.

Continuity of Learning Plan #3: Distance Learning

Instruction will be completely online and will follow a modified version of our daily in-school schedule. Learning will be both synchronous and asynchronous and will include direct instruction, teacher-student collaboration, and independent work.

MMA Distance Learning Policy:

Mount Mercy Academy strives to offer the highest quality educational experience to all of its students, whether in the traditional mode of classroom instruction or in alternative teaching methodologies, such as distance education. In an effort to reach students when classes are not able to be held in the school building, there may be times when instruction will be made available in the distance education format. Distance education may be defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. A distance learning situation may employ correspondence study, or audio, or video, or computer technologies. Mount Mercy Academy will employ all of these technologies in course delivery.

Mount Mercy Distance Learning Plan Goals:

- Prioritize meaningful connections between educators, students, and peers.
- Provide core instruction focused on the content standards that are critical for student success.
- Implement instructional strategies that support social emotional learning (SEL).
- Integrate SEL skill instruction and practices within the context of the academic curriculum.
- Provide opportunities for enrichment, exercise, interest-based peer groups, and peer support.

Daily Schedule:

The schedule that we follow during distance learning will be a modified version of our regular in-school bell schedule. This will allow for enhanced student engagement and more opportunities for teacher-student and student-student interaction. At the same time, a modified schedule will provide students exposure to all content areas as well as appropriate screen time and workload based on guidelines from experts in the field of education.

- We will begin each school day with a homeroom period. The number of students assigned to each homeroom will be limited to 10-12 students. Homeroom teachers will be mentors to their students and this time will be used for community building and social emotional development.
- Instruction and classwork will be both synchronous and asynchronous. Teachers will focus on creating lesson plans with both synchronous and independent learning experiences.
- Teachers will deliver instruction through Zoom or Google Meet for part of the block and then have students work on skill building activities, reading and writing activities, reflections, or other independent or collaborative assignments for the rest of the block. The teacher will remain available throughout the block to assist students. The majority of classwork will be completed and submitted by the end of each scheduled class meeting time.
- Zoom breakout sessions will be utilized by teachers in order to allow for more student- student and student-teacher collaboration.
- Administration, in collaboration with teachers, will be flexible and regularly monitor the amount of classwork that is provided so that the time students are expected to spend on classwork is reasonable and grade-appropriate, as well as based on standards set forth by NYS Board of Regents and The College Board where applicable.
- There may be family circumstances that prevent some students from participating in classes at certain times.

Differentiated instruction will be key in our distance learning plan and will allow teachers to provide modifications, if needed.

- Study Halls will not meet but instead be a time within a student's schedule for them to complete outside coursework, review course materials, and prepare for upcoming assessments. Extra help between teachers and students may also occur during this time if said teacher's schedule allows and arrangements have been made prior to the start of the block.
- Academic Intervention Services (AIS) will continue to take place through Zoom conferencing during the designated time on the student's schedule. As with face-to-face AIS interactions, students will work on remedial work and obtain assistance on course-related tasks from the assigned proctor. Students may also complete unfinished assessments during this time in order to meet 504/IEP accommodations.
- Students with Test Read accommodations based on a 504/IEP, will have access to a reader. Reading of tests will take place through individual Zoom conferencing while the student completes the online assessment.
- The Title I Tutoring program for mathematics and science will continue to provide remedial instruction, assistance with classroom assignments, and preparation for upcoming course assessments. These sessions will be arranged based on the daily schedule of both the Title I teacher and the student. Some sessions may occur prior to homeroom or directly after the last class block of the day.

Attendance

- Attendance will be taken during homeroom, and then again at the beginning of each block during the day. If students are ill and therefore unable to participate in the school day, an Online Attendance Form, located on the home page of the Parent Portal, needs to be submitted prior to homeroom so that communication may be logged into the attendance system and distributed to teachers in a timely manner.

Online Learning Platform:

Google Classroom will be utilized by all teachers and students for the delivery of instructional materials, classwork, and assignments. Parents are encouraged to accept all Google Classroom invitations so that they are aware of expectations, tasks, and assessments for their daughter's courses.

Technology Support:

Students should utilize their assigned Chromebook to participate in online learning. If for some reason the technology stops working, the student should email IT Support (support@mtmercy.org) immediately and provide a succinct explanation of the problem so that our Technology Coordinator, Mrs. Silva, may work with the student to resolve the problem. The student must also copy her teachers on the email to Support informing them of the situation.

Academic, Social and Emotional Learning Supports:

Our goal is to create a safe, supportive, and engaging environment through our virtual learning plan that will promote the academic, social, and emotional learning of each student.

- Teachers will schedule virtual office hours during which students and parents can check in through Zoom conferencing, telephone calls, and/or email.
- Teachers will regularly check-in with students and parents through individual Zoom conferencing, telephone calls, and/or email.
- Instructional strategies that purposely support the social emotional learning of all students will be utilized.
- Teachers will provide frequent feedback which focuses on student progress toward meeting the standards and mastery of the skills and knowledge of the course curriculum. Feedback may come in the form of Google Classroom private comments, Zoom conferencing, email, and/or written text directly on submitted assignments.

Communication Between Students, Parents, and Teachers:

- Mount Mercy will utilize the following communication tools in our continuity of learning plan: Zoom

conferencing, email, Google Classroom, telephone calls, and other forms of communication to be determined, as needed.

- Parents and families will be notified of Mount Mercy's plan for continuity of learning via email and the Parent Portal. Additionally, pertinent information for parents and families will be posted on a specific webpage of the Mount Mercy website. Links to learning tools will also be available on the Mount Mercy website.

Distribution of Instructional Materials to Students:

Staggered schedules allowing for social distancing will be created so that students are able to pick up their Chromebooks, textbooks, and other instructional materials before the beginning of the school year.

Orientation Sessions for Incoming Freshmen:

Given that incoming Freshmen have not participated in Mount Mercy Academy's distance learning program during the prior academic year, we believe an orientation is necessary and extremely valuable to student success. Our in-school Freshman orientation will take place on Thursday, September 3. If school is unable to resume in-person sessions at the start of the school year, online Zoom sessions will occur in place of this in-school orientation. Sessions will focus on Chromebook usage, everyday tips and tricks when using G Suite tools, ins and outs of Google Classroom, in addition to account set-up and access to email, the Mount Mercy Portal, and Castle Learning software.

Orientation to Distance Learning:

Orientation Videos: An explanation of the daily schedule, school-wide expectations, and procedures for students will be posted on the Portal and Mount Mercy's website in the form of short video clips making access to this information quick and user friendly.

Google Doc: An explanation of the daily schedule, school-wide expectations, and procedures for students will be posted on the Portal and Mount Mercy's website in the form of a Google doc making access to this information quick and user friendly.

Distance Learning Expectations and Guidelines

Role of the Student:

- Create a learning environment at home by clearly defining a space that is conducive to learning and where all needed course materials can be found and easily accessed.

Your learning environment should be free of distractions so that you are able to actively participate and authentically engage in the learning process.

- Participate in all class meetings during the school day in your Mercywear or Mount Mercy uniform shirt
- Collaborate with teachers and peers in all learning spaces.
- Engage in determined virtual learning sessions, each for identified core content that aligns to independent assignments that you then complete on your own time.
- Attend, or view, all learning sessions/content as provided by the teacher(s).
- Actively participate in the teaching and learning process, as well as, virtual extracurricular events (clubs, organizations, etc.).
- Continuously reflect on progress of your daily learning plan/schedules adjusting for the next day. Articulate and seek assistance when you need help with course content and/or technology.
- Complete assigned independent/collaborative tasks and assessments, and submit each for feedback.
- Read and utilize feedback provided by the teacher(s).

Role of the Parent:

- Collaborate as partners with teachers and administrators in the education of your daughter.
- Provide feedback to administrators and teachers as to your daughter's experience, progress, and growth.
- Establish routines in the home that are like a school day.
- Identify productive workspaces in the home for your daughter to engage in learning.

- Engage your daughter in self-reflection of their learning, so that they own their learning and determine how best to work at home and demonstrate growth.

Role of the Teacher:

- Participate fully and adhere to established course schedules, instructional formats, and student workload.
- Define essential learning targets and skills students need to engage with while at home.
- Deliver standards-based instruction and integrate social emotional learning strategies into curriculum.
- Implement virtual office hour sessions where live feedback, discussion and support are provided.
- Provide opportunities for students to engage with others socially, share their learning, and solve problems together.
- Support learners in their ability to collaborate by integrating digital tools and resources.
- Use multiple data sources to group students in purposeful ways based on interest, need, or skill-level and in new formats and structure e.g. virtual spaces.
- Maintain teacher-student relationships which is critical for connecting and engaging learners, delivering feedback, and demonstrating learning. Provide frequent feedback focused on student progress toward meeting the standards and mastery of the course curriculum, rather than assessing to build a grade.
- Consider the needs of all learners, including English Language Learners and students with 504/IEPs, and plan ways for counselors, special education, and language support teachers to collaborate virtually and engage with their students regularly.
- Communicate and create multiple and varied opportunities for all students, families, counselors, and educators to connect with one another and provide feedback.
- Participate in professional development opportunities focused on technology tools, strategies for adapting instructional plans to an online format, and social-emotional well being.

Role of the Administrator:

	<ul style="list-style-type: none"> ● Prioritize and monitor teachers, observing evidence of student engagement, ownership and agency of learning through virtual “walkthroughs” and classroom check-ins. ● Seek feedback and check understanding of teachers, parents and students surrounding utilized distance learning and social emotional development strategies. ● Empower learners to be active participants in the learning process. ● Provide feedback to teachers and students. <p>The three academic reopening plans share the following:</p> <ul style="list-style-type: none"> ● A return to rituals and routines that are safe, consistent, and welcoming. ● Connectedness- meaningful and frequent teacher-student, student-student, and parent-teacher interactions and connections. ● Clear and consistent communication between administration, faculty, students, and parents through our website, social media, email, and phone calls. ● College preparatory curriculum and standards -based instruction. ● Inclusion of social emotional learning to support the well-being of students and staff/ Prioritize social emotional well being in order to create the mental, social, and emotional space for academic learning to occur.
Facilities	<ul style="list-style-type: none"> ● School will be full time in-session for all students. ● 6-feet shall be maintained between students at all times within the classrooms. Classrooms will be limited to 18 students to allow for 6-feet between desks. For classes greater than 18, overflow rooms will be created to allow additional students. ● Hallways will flow in both directions, with students keeping to the right side of the hallways. Students will only be allowed to use their lockers once in the morning and once after school to allow room for easy flow between classes. ● Student lockers will be assigned every 3rd locker to ● allow 6-feet of distance between student lockers. ● There will be 2 lunch periods with approximately 90 students per lunch. ● 3 students per table to maintain 6-feet distancing.

	<p>Additional tables are available to add more seating if necessary.</p> <ul style="list-style-type: none"> ● Students will maintain 6-feet of distance. The tables will be marked. ● School breakfast and lunch will be provided as per the New York State Guidelines. ● Cafeteria will be disinfected between lunches and after the 2nd lunch period. ● All State guidelines will be followed.
<p>Gymnasium and Worship Places (Facilities)</p>	<ul style="list-style-type: none"> ● 6-feet of separation between students and faculty. ● No assemblies or large gathering will be considered at this time. ● Mass options are in small groups or over the PA.
<p>Spaces Where Other Groups Congregate (Facilities)</p>	<ul style="list-style-type: none"> ● 6-feet of separation will be required at all times. ● Library will be limited to 2 students per 6-foot table. ● Study halls will be small in number and held in the classrooms. ● The Mercy Center is closed until further notice.
<p>Orientation / Arrival (Administration & Mental Health)</p>	<ul style="list-style-type: none"> ● Mental Health: <ul style="list-style-type: none"> ○ Students will answer daily questions in Homeroom via CloseGap and counselors can monitor responses and intervene further when necessary. ○ Counselors will check in with students in groups (seminar classes) and individually on an as-needed basis (they will also check in with students from teacher/parent referral). ○ The final Wednesday of each month is dedicated to Wellness and students will remain in homerooms for an extended period of time to complete various wellness activities. ○ There will be a Calm Corner in the Counseling Center that a student can use if needed (one student at a time, cleaned/sanitized after every use). ○ Teachers will be provided Professional Development opportunities to assist them in incorporating SEL in their classrooms. ○ Mondays will be “Mindfulness Mondays” in which homeroom teachers will have an extra 30 minutes with their students to check in with them ○ about how their weekend was, if there is anything they need to be ready for the week, etc. ○ For additional resources regarding social/emotional wellness please refer to

	<p>resource page at https://docs.google.com/document/d/1SnV302fB7nKxAIKViSjmS3nuoIRSkkZYTJZRZrKcTfc/edit?ts=5f219253</p>
<p>Personal Protective Equipment (PPE) (Supplies)</p>	<ul style="list-style-type: none"> ● School will ensure they have adequate supplies of PPE for use by school health professionals to assess and care for ill students and staff members; Such PPE includes, but is not limited to: <ul style="list-style-type: none"> • face masks (disposable surgical masks) • respirators (N95) masks that are fit tested • eye protection or face shields • gloves • disposable gowns ● Face coverings will be purchased for all school staff. Face coverings will be given to students who forget to bring their own. Staff and students may wear their own cloth face covering, as long as it follows DOH guidelines. ● Face coverings will be worn at all times, including on the school buses. ● Face coverings may be removed in the dining hall after students have been seated and during designated face mask breaks.
<p>Other PPE Requirements (Administration)</p>	<ul style="list-style-type: none"> ● Disinfecting and Cleaning items that will be used: hand sanitizer (in pump form located in classrooms and offices and wall mounted ones outside of the classrooms and offices); surgical masks (for employees and staff, and students that forget their cloth face masks); disinfectant spray (refillable spray bottles located in every classroom with Scrim disposable towels for wiping down all surfaces; disinfectant spray refillable stations located at the end of each hallway; disposable gloves (to be in each classroom if needed and for emergencies); and any “6-feet apart” signage recommended by the CDC and DOH that need to be displayed in hallways, classrooms and offices.
<p>Disinfection (Facilities)</p>	<ul style="list-style-type: none"> ● Hand sanitizer, disinfectant spray, face masks, gloves, wet and dry wipes in each classroom, offices and shared spaces (copy machines, LMC, faculty room). ● CDC posters placed around school as reminders to all. ● Teachers are to remind students to practice good hygiene. ● Place sanitizing stations at entrance/exit doors and in all hallways. ● Desks and cafeteria tables separated by 6-feet.

	<ul style="list-style-type: none"> ● Students will be allowed to have personal water bottles due to water fountains being closed. The Hydration Station in the dining hall will be open for students to fill their bottles. ● Disinfectant products to be used in bathroom cleaning, twice daily. ● All cleaning products provide disinfecting ingredients.
<p>Disinfection (Technology)</p>	<ul style="list-style-type: none"> ● In preparation for the school year, all student devices are disinfected, placed in plastic bags for distribution to students upon arrival. ● Each student will receive their own microfiber cloth and instructions on how to properly clean their own device. ● Usage of public devices will have posted signs with instructions to use sanitizing disinfectant prior to use and after use. ● Infrared scanners will be placed at every public printer with instructions for additional disinfecting. ● Teachers are to remind students to practice good hygiene when handling public equipment and to use sanitizing stations. ● Teachers will be instructed on proper disinfecting of devices in charging carts, such as iPads and Chromebooks in classrooms used for specific classes. These devices will be disinfected prior to use. Students will use sanitizing solutions or wipes prior to use and after on their hands. Teacher will disinfect devices again thoroughly at the end of day.
<p>Travel (Administration)</p>	<ul style="list-style-type: none"> ● Travel for professional development is on hold until further notice. ● Professional development opportunities will be scheduled via online conference until further notice. ● Field trips will be scheduled virtually at this time. In-person field trips will resume when the guidelines from NYSED, NYSDOH, and the CDC indicate it is clear to do so. ● Should an employee or student have to travel outside of New York State, they must notify Mount Mercy Academy and follow the quarantine guidelines as indicated by NYS the NYSDOH https://coronavirus.health.ny.gov/covid-19-travel-advisory
<p>Staffing (Administration)</p>	<p>Additional staffing will be assessed based on need in order to meet the health and safety guidelines.</p>

<p>Access (Administration)</p>	<ul style="list-style-type: none"> • No outside visitors will be allowed in the building until further notice. • Parents or guardians picking up sick students will be asked to call the school’s main office upon arrival, then the student will be signed out and sent to the car. • Vendor deliveries will be left at Door #5 (kitchen door) or Door #2 (school delivery door). • Communication between parents and teachers will be conducted through our Mount Mercy Academy Portal, by phone call, or through email. • If a parent wishes to meet with a teacher, counselor, or a member of Administration, a Zoom meeting will be scheduled.
<p>Transportation (Transportation)</p>	<ul style="list-style-type: none"> • As per NYSED guidelines, all School Districts will continue to provide transportation to religious and independent schools - just as they always have. • With as much advance notice as possible, Mount Mercy Academy will contact all public school transportation departments if changing from full-time in-class instruction to a hybrid or full-time distance learning plan.
<p>Use of Facilities Outside of the School Day (Administration & Facilities)</p>	<ul style="list-style-type: none"> • Outside organizations will not be allowed use or rental of school facilities at this time. • Classrooms, gymnasium, cafeteria, and hallways/stairwells will be cleaned and disinfected each evening. • Bathrooms will be cleaned and disinfected twice daily

Part Two: Monitoring the Health of Students, Faculty, and Staff

CATEGORY	ITEMS TO INCLUDE
<p>Monitoring the Health of Students, Faculty, and Staff (Health)</p>	<ul style="list-style-type: none"> • Parents are asked to submit an Online Attendance Form, located on the Home screen of their Parent Portal, should a student miss classes. All fields of information must be filled. We are no longer accepting hand-written paper excuses. The Online Attendance Forms will be reviewed each morning by RN. Parents will be contacted if respiratory or COVID-like symptoms are reported. Parents will be encouraged to contact their primary physician with any COVID-19 symptoms or suspected exposure to a person who tested positive for COVID-19.

	<ul style="list-style-type: none"> ● Local health officials will be contacted about any large increases in student/staff absenteeism particularly if absences appear to be due to respiratory illness. ● Daily Health Screenings forms will be completed by employees prior to arrival to school and reviewed by RN. ● Faculty, staff, parents/guardians, and students will receive weekly communication regarding COVID-19 signs and symptoms, infection control, and safe health practices. ● Faculty and staff will monitor students for signs and symptoms that may be related to COVID-19 and will communicate any concerns with RN. ● Employees experiencing possible COVID-19 signs/symptoms will report to COVID-19 Coordinator/RN. ● Health office will monitor student health with a parent assessment and health check to be completed before a student leaves the home. ● Parents will be strongly encouraged and frequently reminded to keep their child home if she is exhibiting signs of illness. ● Written protocol and appropriate signage to instruct staff and students in correct hand and respiratory hygiene will be on display and posted in highly visible areas such as entrances, restrooms, cafeteria, classrooms, and administration offices, janitorial staff areas. ● Education regarding the proper way to wear face coverings, discarding of disposable face coverings, and routine cleaning of reusable face coverings will be provided. It will be communicated that face coverings are for individual use only and should not be shared.
<p>Appointment of a COVID-19 Coordinator (Administration)</p>	<p>School Nurse in conjunction with the Building Administrator and Executive Assistant</p>
<p>Protocol for collecting information about COVID-19 cases</p>	<ul style="list-style-type: none"> ● Analyze data from daily health screenings and absentee reports. ● Track absenteeism and notify local health officials of any

(Health)	<ul style="list-style-type: none"> ● increases related to respiratory illness. ● Monitor local, national, and global health trends.
Part Three: Containment	
CATEGORY	ITEMS TO INCLUDE
Containment (Health)	<ul style="list-style-type: none"> ● Health office will be available for students who require chronic disease care, medication administration, basic first aid, and supplies. Tape will mark flooring outside of the health office to indicate 6-foot distance for students waiting to be seen for non-COVID concerns. ● A designated isolation room with proper ventilation, sink and toilets will be available for students experiencing COVID-like symptoms. Students in the isolation room will be supervised until dismissed to parent/guardian. Health care and assessments will be administered by an RN/health care assistant wearing proper PPE. The isolation room will occupy up to 3 students maintaining 6-foot distancing rules and separated by panel screens. ● Students presenting with COVID-19 symptoms must report directly to a designated isolation room, the nurse will be notified via telephone call and will provide medical assessment. Symptoms include: <ul style="list-style-type: none"> ○ Coughing ○ Fever ○ Shortness of breath ○ Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, runny nose, loss of taste and smell ● Students may independently ambulate to health office/isolation room as long as none of the following symptoms are present <ul style="list-style-type: none"> ○ confusion/disorientation ○ Decreased level of consciousness ○ Shortness of breath/respiratory distress ○ dizziness/lightheaded ● Cleaning protocol will be utilized to disinfect the students desk and areas of use as well as the isolation room according to CDC guidelines.

	<ul style="list-style-type: none"> ● Nurse will assess the student and the parent/guardian will be notified of the need to transport the student home as soon as possible. ● Parents will be given notification of isolation protocol to ensure that emergency contacts are up to date prior to the start of the school year. ● Faculty and staff who become ill during the school day will be directed to go home immediately (ride provided for employees who do not feel well enough to to drive). ● All students, faculty, and staff who are exhibiting COVID symptoms will be advised to contact their primary physician and communicate any positive COVID-19 cases to the designated COVID-19 Coordinator as well as the DOH. ● COVID-19 coordinator will communicate with the DOH in regards to contact tracing. ● Plan for return to school following illness or diagnosis of COVID-19 will be coordinated with the Department of Health ● Parents, faculty and staff will be provided with a list of community testing sites. ● The above plan will also apply to Hybrid situation (Plan #2) ● Full-time distance learning (Plan #3) will involve a Virtual Health office which will provide health information, COVID-19 updates and information, nutrition and fitness information as well as the opportunity to meet virtually with the RN regarding any health concerns. ● Virtual sessions/workshops relating to health and wellness will be offered via Zoom. ● The health office will continue to monitor and maintain student health records, health status and health needs.
<p>Contact Tracing (Health)</p>	<p>Local health officials, staff and families will be notified of any confirmed positive COVID-19 cases while maintaining confidentiality in accordance with HIPAA and the Americans with Disabilities Act.</p> <p>Local health officials will offer guidance for follow up contact tracing.</p>

Part Four: Shutdown	
CATEGORY	ITEMS TO INCLUDE
Shutting Down if a Serious Outbreak Occurs (Administration)	<ul style="list-style-type: none"> ● All stakeholders will be notified if Mount Mercy Academy has to close due to a serious outbreak. In addition to posting the notification on our school website and Portal, letters and email will be sent as well. ● In the event of a shut-down, Mount Mercy Academy will institute continuity of learning via Distance Learning (Plan #3).
Shutting Down if Required by Governmental Agency (Administration)	<ul style="list-style-type: none"> ● All stakeholders will be notified if Mount Mercy Academy has to close if required to do so by a Government Agency. In addition to posting the notification on our school website and Portal, letters and email will be sent as well. ● In the event of a shut-down, Mount Mercy Academy will institute continuity of learning via Distance Learning (Plan #3).
Plan for Continuation of Program Under Shutdown (Academic, Administration, and Mental Health)	<p><u>Mount Mercy Academy Distance Learning Policy:</u> Mount Mercy Academy strives to offer the highest quality educational experience to all of its students, whether in the traditional mode of classroom instruction or in alternative teaching methodologies, such as distance education. In an effort to reach students when classes are not able to be held in the school building, there may be times when instruction will be made available in the distance education format. Distance education may be defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. A distance learning situation may employ correspondence study, or audio, or video, or computer technologies. Mount Mercy Academy will employ all of these technologies in course delivery.</p> <p>Academic Plan #3: Full-Time Distance Learning</p> <ul style="list-style-type: none"> ● Mental Health <ul style="list-style-type: none"> ○ Students will check in with their homeroom teachers virtually and answer daily questions via CloseGap that can be monitored by counselors for further intervention.

	<ul style="list-style-type: none">○ Counselors are available to call or video chat with students as needed.○ Counselors will hold seminar classes virtually via Zoom/Google meet.○ Teachers will be provided Professional Development opportunities to assist them in incorporating SEL in their classrooms.
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