



# RESPONSIBLE RETURN TO SCHOOL

UPDATED 8.25.20



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CHAPEL

# A responsible return to Ursuline Academy

The plan to begin the new school year could not have happened without the input of many, including the many parents who responded to the survey and emailed us with their suggestions. Being part of a community requires the commitment of all to work towards the solutions that provide the best learning experience for our students. We fully intend to address the importance of personal responsibility with everyone in our community—faculty, staff, students, and families—so that no one group feels they are solely responsible for making this plan work.

In addition to the feedback of parents, including some who are health care professionals, we also asked to hear from our faculty and staff, because they are an integral part of this process. As we developed this plan, we had to consider many different needs and possible accommodations. Our goal throughout has been to provide the optimum experience, one that also pays close attention to the safety needs of all. One of the parents who works in health care shared the concept of planning for a “responsible return” to school, and we believe that is a useful way of looking at this plan.

***Our plan is to resume school on August 21 as originally announced with a phased start for the first cycle (first six days of school).*** We are preparing for school to be in-person, five days per week, in the building and for the normal length of day, beginning at 7:50 a.m. and ending at 3:00 p.m. But we have instituted many safety protocols, as well as expectations around daily health assessments and policies for visitors and gatherings.

Finding the appropriate balance between the mission of Ursuline while mitigating the risks of COVID-19 throughout our community is critical. Considering the social and emotional impact of in-person and remote learning was another area where we listened to the community and incorporated government guidelines. Based on the information we have at this time, we will go ahead with the in-person plan, but if conditions change, we are prepared for a shift to remote learning. This document will be available on the Ursuline website and revised if the pandemic situation should change. Thank you for your input as we work as a community to start the new school year.

# Opening Phased Start Schedule

Weekday	Date	Event	Who is on campus?	Schedule
<b>REMOTE LEARNING – AUGUST 21 through AUGUST 28</b>				
Monday	August 31	Seniors First Day	Class of 2021 Only	A Day
Tuesday	September 1	Sophomores First Day	Class of 2023 Only	B Day
Wednesday	September 2	Freshmen First Day	Class of 2024 Only	C Day
Thursday	September 3	Juniors First Day	Class of 2022 Only	D Day
Friday	September 4	Seniors & Sophomores	Classes of 2021 & 2023 Only	E Day
Tuesday	September 8	Juniors & Freshmen	Classes of 2022 & 2024 Only	F Day
Wednesday	September 9	All Students Together	All Students	A Day

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# HEALTH & HYGIENE

# Preventative Measures

## Face Coverings

- Until further notice, students, employees, and visitors are required to properly wear a face covering (mask) to school every day.
- Cloth face coverings (mask):
  - Must cover both the nose and the mouth.
  - Must fit snugly on the face.
  - Masks may not be shared.
  - Masks should be labeled with the person's name in permanent marker or stitching.
  - Masks must be cleaned/washed regularly.
  - Please avoid touching the face covering (mask) as much as possible.

EXCEPTIONS: A person working alone in an office, classroom or designated "Mask Free Zone" may remove their face covering (mask). A person actively eating, or drinking may remove their mask. However, once a person is finished eating/drinking, or leaves the designated space, the face covering (mask) must be put back on and properly worn.

- Face shields:
  - Face shields may be worn in addition to a mask. However, they are not an appropriate replacement for a mask.
  - A face shield by itself is only appropriate when there is 6 feet or more distance to the nearest person. Face shield must extend from the forehead below the chin and cover from ear to ear.
- **Violation of the face covering policy is a category 2 offense, resulting in 2 demerits.**

# Preventative Measures



## Physical Distancing & Furniture Relocation Policy

### **Physical Distancing and Relocating Furniture Policy:**

Whenever possible, students should be at least 6 feet apart. In the shared building space, students may only sit in the designated floor squares or on designated furniture. Students may not reserve floor squares, nor leave their belongings in the squares. Students may not move desks or other furniture in the building. This applies to classrooms and shared spaces.

**Violation of the Physical Distancing and/or Relocating Furniture Policy is a category 2 offense, resulting in 2 demerits.**

# Preventative Measures

## Hand Hygiene

- Students and staff should perform frequent hand hygiene throughout the day. Hand sanitizer stations are throughout the building and in each classroom.
- All students and staff should apply hand sanitizer or wash their hands thoroughly with soap and water in the following situations:
  - Upon entering the building
  - When returning to the classroom
  - After using the restroom
  - After sneezing, coughing, or blowing the nose
  - Before and after touching the face
  - Before eating or handling food
  - After a break or free mod
  - After handling potentially contaminated objects
  - Whenever visibly soiled
- Hand-washing with soap and water is the most effective method against COVID-19. Scrub hands together for at least 20 seconds, covering all surfaces. Dry using a single-use drying material or air dry.
- Alcohol-based hand sanitizer is another great option when soap and water are not immediately available as long as hands are not visibly soiled. Alcohol-based hand sanitizer should be 60-95% alcohol to be the most effective.



# Wellness Checks



All students, staff, and faculty are required to self-screen prior to entering campus.

Temperature check  
Daily screening



A short health questionnaire will be completed by all students, staff, and faculty every few days.

Confidentiality and privacy will be maintained.  
Designed to help us track the well-being of our community.

# Sick or possible exposure to COVID-19?

## **Stay Home.**

- Students, staff, faculty will be required to stay home if any of the following conditions are met:
  - Exhibiting symptoms associated with COVID-19 (click here for the CDC's most current information)
  - After close contact with persons that have tested positive for COVID-19 (What is close contact? Click here.)
  - Returning from travel to COVID-19 "hot spots" as determined by the CDC and Ohio's Board of Health.
  - Less than 72 hours (three days) fever free
- All students, staff, and faculty who become ill while on campus are to report to the nurse's office.
- A temperature check will be the first protocol taken by the school nurse.
- If a student, staff, or faculty member has a temperature of 100.0 degrees or higher, or demonstrates symptoms of COVID-19, that individual will be isolated and sent home.

# Reporting An Absence

Please call our attendance phone line 791-5791 or send an [email to attendance@ursulineacademy.org](mailto:email_to_attendance@ursulineacademy.org) to report your daughter's absence. Please indicate the reason for your daughter's absence. If the absence is COVID-related, please indicate if she is displaying symptoms, has possible or known exposure to a COVID-19 positive person, or has tested positive for COVID-19. Regardless of the reason for the absence, please also indicate if your daughter is well enough to attend classes remotely.

We recently received the following clarifications from the Hamilton County Public Health Department regarding COVID-related absences. We will support and enforce the following procedures.

Isolation helps to protect our community by preventing exposure to people who already have COVID-19. Isolation separates people who are sick with a contagious disease, such as COVID-19, from people who are not sick. If a student or staff member is confirmed or thought to have COVID-19 (e.g., a probable case of COVID-19), and has shown symptoms of COVID-19, that person shall be required to isolate until the following criteria are met:

# Arrival/ Dismissal Procedures

## Late Arrival Procedures

If a student arrives to campus after the tardy bell rings at 7:55AM, she must check-in at the Attendance window in the rotunda. She will be asked to scan a QR code to complete a time-stamped form to check into the building. If a student does not have a phone or the capability to scan the QR code, someone in the main office will check her in to the building manually.

## Early Dismissal Procedures

All students will have the privilege during the first quarter to leave school after their last scheduled class of the day. All students (grades 9-12) must exit the building through the rotunda and check-out at the Attendance window if they are leaving before 3:00 PM. Students will scan a QR code and complete a time-stamped short form before leaving the rotunda. If a student does not have a phone or the capability to scan the QR code, someone in the main office will check her out of the building manually.

# Return to School

If a student or staff member is **confirmed or thought to have COVID-19** (e.g., a probable case of COVID-19), **and has shown symptoms of COVID-19**, that person shall be required to isolate until the following criteria are met:

- At least 10 days have passed since symptom onset **and**,
- The individual has been fever-free for at least 72 hours without the use of fever-reducing medication **and**,
- Their other symptoms have improved.

If an individual is confirmed to have COVID-19, and has **never developed symptoms** of COVID-19 (asymptomatic), that person shall be required to isolate until the following criteria are met:

- At least 10 days have passed since the date of their positive COVID-19 Test (RT-PCR test for SARS-CoV-2 RNA, **not** the antigen or antibody test) and has not developed symptoms of COVID-19.

Quarantine, much like isolation, also helps to prevent exposing the public to individuals who may have COVID-19. Quarantine separates and restricts the movement of people who were exposed to a contagious disease, such as COVID-19, to see if they become sick. If a student or staff member is a **close contact of a case of COVID-19 (exposure)**, that individual will be quarantined for 14 days from the date after the last exposure (date they were last around the case). The individual shall remain in quarantine for the complete 14 days even if they receive a COVID-19 test and the results are negative.

# Threshold for Closure of School

Ursuline will consider both external and internal factors in determining if we need to close school. Some of the external considerations are:

The alert level – for example, Hamilton County is currently at orange, but a move to purple would indicate severe exposure and threat, possibly requiring a shutdown. A shutdown could be as much as 2-4 weeks.

Recommendations from Hamilton County Public Health and the Ohio Department of Health. If positive cases are increasing at a rate that is thought to be unsafe, we will consider closing school and the length of the closure would be determined at that time. This could be based on the percentage of positive cases. The CDC goal is less than 5%, Harvard Global Health Institute takes a more conservative approach, their number is less than 3%. However, looking at the trend is equally important – are the numbers going down or up (looking at the 7-day trend)?

Cincinnati Children's has conducted some informative sessions for school leaders and provided very useful guidelines. Our school nurse, Cindy Broderick, attended recent sessions. There are also considerations that may be specific to Ursuline. For example, schools often consider short term closure when an illness (like the flu) affects 10% of the students, staff, and teachers. Given the COVID transmission and concerns over how it can spread, we would expect to use a lower number, perhaps no higher than 5%. If a student, teacher, or person becomes ill at school, the school nurse will work with them to make sure that they are directed to get medical help. We will also monitor any cases based on daily screening and absentee reports. Positive cases are reported to the health department, which assumes responsibility for contact tracing by working with the student and their family. Working with the local health department is essential because we need to understand the prevalence of COVID in the broader community and in the school.

It is unlikely that one positive case would be enough to close the entire school, but that decision would depend on the length of exposure, number of people exposed, and recommendations of the health department, etc.

# Reduced Capacity Plan

The circumstance may arise that we decide it is in the best interest of the community to reduce our capacity in the building. We will use the last name of the student to determine which students will be on campus.

Students with the last name A-K will be on campus while students with the last name L-Z are attending classes remotely.

This plan will be for approximately a cycle (6-letter days). The following cycle, A-K will attend classes remotely and L-Z will be on campus for classes.



# SPACES & SCHEDULES

# Entrance and Exit



Sanitize hands upon entry and before exiting.



Face covering must be on before entry.



Drop off procedures and times will remain the same.



Students are encouraged to wait outside for pick-up, using physical distancing.



Bus procedures will be determined by the providing district and are not controlled by Ursuline Academy.

# Visitors



By appointment only.



Parents may drop off items (lunch, materials). A face covering is required, and items will be placed on a table in the entrance. Text your daughter that her items have arrived.



Visitors must check in at the office as usual, and will be screened. Guest speakers for classes are encouraged to be virtual visits.

# Classrooms



DESKS AND COMMON TOUCH POINTS WILL BE SANITIZED BETWEEN CLASSES.



DESKS WILL BE ARRANGED FOR MAXIMUM DISTANCE.



SHARED MATERIALS WILL BE SANITIZED BETWEEN USES.

# Open Shared Spaces

## Food Service

Limited food service will be available. All food items will be prepared and packaged by our food service staff. There will not be any self-serve options like an open salad bar or buffet style serving available.

Due to reduced capacity, the café will be designated for eating only. Students who are not actively eating or drinking will not be able to work, study, or lounge in the café during free mods.

## Free Mods

Students will still have the freedom to self-govern during free mods.

Common spaces (library, microps, gallery, lobbies, etc.) will have reduced capacity.

Faculty and administration will monitor common areas to remind students of physical distancing guidelines and other preventative measures (face coverings and hand washing).



# LEARNING & LEADING



# Design Principles

Courses at Ursuline Academy continue to be robust learning experiences.

Our take-away during the Spring of 2020 helped us construct a common language and series of design principles to support our students and faculty as we prepare to return to the classroom.

Our design recognizes that some students and faculty may periodically be remotely learning or teaching for a short period of time (1-10 days) during the school year.

Course design includes a common cadence or rhythm to the learning cycle. This structure will be similar across all content areas, supporting deeper learning and engagement in the content, in person or remote.

# Hybrid Model

NEW this year: a hybrid component for our modular schedule has been designed. Every student will have one class per cycle per course that will be hybrid. This is NOT a full day of hybrid learning, just the class as indicated on her schedule. This allows for:

- A reduction in the number of class changes (student circulation) per day

- Allows for students to be more physically spread out for learning

- Permits students to meet with teachers in small group and one-on-one setting for additional support or enrichment

- Encourages students to practice independent learning

# Remote Learning

Should Ursuline Academy, in part or whole, or any students or faculty, need to go to any type of remote learning at any time, the following expectations will be in place. These expectations are in addition to the student and faculty handbooks.

Faculty, students, and families understand that remote learning does not replace the experience of being in the classroom in person. While teachers will strive to replicate the personalization of the in-person learning experience for students who are remote, students understand that there are limitations to the support and conversation that can be provided virtually. Students recognize that not all experiences, materials, and assistance will transfer to the remote environment.

Norms for Online (remote or hybrid) Learning at Ursuline Academy

Check your Ursuline Academy email daily.

Join a class or meeting respectfully – mute your mic, blur your background.

Participate purposefully – share your thoughts and listen carefully to others.

This personalized learning experience is still a professional one.

Grant each other grace in this time of change and challenges.

# Student Expectations

Abide by the guidance provided by the Student Handbook, the Academic Honesty policy, and the Technology Use policy while learning online. In particular, note the following:

Please ask your teachers before recording or taking screenshots. Not all your classmates have given permissions for their image to be shared/used. Be respectful.

Be considerate of your teachers in that they have prepared materials for you and your classmates. Teams is secure for you and your classmates to use those materials. Materials and video should not leave Teams.

Please also note that teachers may not give permission for their teaching materials to be shared by anyone other than themselves.

**Be on time.** If your class begins at 8 am, you should be online at 8 am and in the platform as indicated by your teacher on Plus Portals.

**Be dressed.** Please wear your Ursuline uniform shirt during school sessions.

**Be seated.** Please find an appropriate space in your home (not your bed) from which to join class.

**Be visible.** Please be respectful by turning your camera on and muting your microphone.

If you experience video lag or freezing screens, you may ask your teacher to join with audio only.

**Be appropriate.** You may blur your background in a video conference to keep distractions to a minimum.

Please refrain from eating during a class, lounging on a sofa, or walking with your device. Act as though you are physically in class at Ursuline. (Exceptions may be made by your teacher regarding food.)

If your class experiences technical difficulties, you will connect with your teachers to follow up on tasks or notes.

Check your email, Teams, and PlusPortals on a regular schedule. Teachers will post information by 7 pm the night before class.

Attendance is mandatory. If you are sick, and will not participate in class online that day, please follow the policy for calling in sick.

Above all, be respectful and patient as the year progresses. Change is likely, and it's important to be understanding of your teachers and your classmates when it happens.

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# FAQ & DEFINITIONS



St. Angela Merici, the foundress of the Ursuline Sisters, wrote:  
“If according to times and circumstance, the need arises to make new rules  
or do something differently, do it prudently and with good advice.”

We take her words to heart as we embrace the challenges and  
opportunities for creativity that this upcoming school year provides.

# FAQs

- Following the advice of the Hamilton County Public Health Department, If a staff member or student tests positive for COVID-19, we will switch to an active screening process, and we will take the temperature of every staff member and student upon entering our building. Students will be assigned by alphabet to enter various entrances to reduce long lines from forming at any one entrance.
- Also in accordance with the Hamilton County Public Health Department, we will notify all parents via email if a staff member or student has tested positive for COVID-19. The name of the individual confirmed with COVID-19 will not be disclosed, and the privacy rights of all individuals will be maintained. The email will include steps from the Hamilton County Public Health Department for protecting our community. We will assist the Hamilton County Public Health Department with contact tracing, and if your daughter has been identified as a close contact of a confirmed COVID-19 case in Hamilton County, you will also receive a separate communication outlining recommendations for next steps.
- As an extension of the school day, extracurriculars will follow the same policies and procedures for face coverings, hand washing, and physical distancing, as well as food and shared items. There are more specific event planning guidelines that are being developed and will be available to anyone planning meetings or events.
- Retreats are being redesigned to allow for safe and healthy procedures to occur while we continue the spiritual development of our students.
- Procedures regarding athletics will be determined by the Ohio High School Athletic Association.
- Annual performances are being reimagined with safe opportunities for our students to participate.
- We are investigating ways that we can be present in spirit as a whole school via livestreaming. Each event will be individually evaluated for the best way to proceed with everyone's health in consideration.
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# FAQs continued...

- Our overall cleaning procedures have been revamped. All classrooms and common spaces will have materials available for faculty, staff and students to use prior to sitting at a desk, table or chair. Our maintenance staff will be consistently wiping down common touch points throughout the day. Evening cleaning of the building will continue and final wipe downs of surfaces will occur. All classrooms and common areas will be 'fogged' weekly utilizing a new system designed for misting all surfaces within the space.
- In regards to a full remote option, we feel an Ursuline education receives much of its value from the spiritual, social, and emotional support we provide to each other as a member of a community, something that is a challenge to duplicate for students who do not attend in person. We see it as such an integral part of the overall Ursuline education that it was one of the factors we considered as we made our decision to support in-person learning for the upcoming school year.
- Ursuline's courses are being adjusted to allow for maximum flexibility between remote and in-person learning, which we have defined as hybrid learning. This allows flexibility for those students who have temporary needs to stay at home, either because of illness or the need to stay at home because of exposure to COVID-19. In an effort for students who are absent to fully participate in their classes, each classroom will be outfitted with the technology to allow them to connect and engage in the classroom activities remotely. We are unable to design every course we currently offer for full online/remote participation for the entire year or even an extended period of time (quarter or semester), which requires a teacher to design, build and teach each course for two distinct modalities. This is especially difficult for science labs, performance classes and other interactive based classes. A full online educational experience for the year will also not permit full and ongoing participation in student life (retreats, extracurriculars, class meetings, etc.). These events are important too, and complete, not just complement, an Ursuline education.

# FAQs continued...

- We welcome all questions, so please send them to our Communications Director [Amy Klunk](#) and she'll ensure we receive them.
- We will address those questions and share them with the broader community in future Rapports and update these Frequently Asked Questions.
  
- We took into account that we needed to plan for maximum flexibility between remote and in-person learning in Ursuline's courses, which we have defined as hybrid learning. This allows flexibility for those students who have temporary needs to stay at home, either because of illness or the need to stay at home because of exposure to COVID-19. To provide a way for students who are absent to fully participate in their classes, each classroom will be outfitted with the technology to allow them to connect and engage in the classroom activities remotely. Our goal is for students to have the ability to engage in classes remotely by participating in class discussions or small group activities, not just watching or listening from a distance.
- We are currently piloting the technology classroom setup with a small summer class that is in session on campus. This pilot is giving us the opportunity to work through sound and remote engagement issues, so we can be prepared to thoroughly train our faculty during our opening in-service days.
  
- We are adjusting our traffic patterns in the school, especially the World Language hallway, which are narrower than most of the halls in the building. Like you may have seen in some of the local stores, we are converting some hallways to guide students to use one-way traffic. Although the start and end times of the school day have not changed, procedures for student arrival in the morning and at dismissal will also look slightly different to accommodate safe distancing.
- Students will receive more details about morning arrivals on campus via a video message from the Leadership Team prior to the start of school.

# FAQs continued...

- Ursuline promises to provide a meaningful and informative admission process for prospective students so they can make an informed high school decision. See our [Admissions page](#) for specific details.
- Large scale events are being considered on a case-by-case basis. Some will continue with physical distancing, some will become virtual, and others will be rescheduled for a later date.
- Parent night, meetings, and conferences will likely be held in a virtual format.

# Definitions

Close Contact: defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated. ([CDC](#))

Hybrid: at Ursuline Academy, the hybrid model refers to a type of blended learning in which the learner and teacher are still present in the building, but working independently. This may include online learning, but could also look like small group work, writing conferences with faculty, consultation with faculty, or independent work time on assignments or projects. This model will allow for more physical distancing.