

COVID-19 Addendum to Hill-Murray Student Handbook 2020-21

A GUIDE FOR HILL-MURRAY PARENTS & STUDENTS

After consulting with the Board of Trustees, Hill-Murray will reopen in August as planned but with several modifications that are based on research and fueled by cautious confidence. These modifications were created in response to the concerns of Hill-Murray parents who want their children to return to school but are concerned about their safety.

This plan is currently being implemented and will be fully vetted by the time our faculty return to campus. In some instances, there are more detailed documents that each department has prepared (Facilities, for example, has protocols for the cleaning and sanitizing) that are available by request.

We have been testing all protocols during Pioneer Summer classes and making adjustments as needed. So far this summer we have had almost 700 student participants and have had no issues.

All H-M Employees Have Returned To Campus

We expect that some employees will be allowed to work part time from home, but only with prior approval from their direct supervisor and President, but never to the detriment of the student or parent experience.

We Will Use Our Infinite Campus Communication System

If we need to communicate with parents or students, our Infinite Campus communication system will be used to keep everyone informed. Our website will also be regularly updated with current information. Please make sure we have the correct contact information for your family.

If you are unsure or have questions, please contact Hill-Murray President Jim Hansen, for any policy-related questions at 651-748-2403 or email him at

jhsansen@hill-murray.org or the Hill-Murray COVID-19 Coordinator, Bill Schaufauser for logistical or facilities issues at 651-777-1376.

Our full-time Clinical Psychologist, as well as Counseling team, are available for students experiencing anxiety or other concerns. Please feel comfortable asking for help. This will be a difficult transition for some students and our team is here to help.

Comprehensive Plan

We are very aware of the confusion, frustration and angst many teachers and parents are experiencing regarding the decision to return to school and we will approach this school year with mutual accountability and collective responsibility.

We have also retained a physician to serve as the Hill-Murray Medical Director for the year. The Medical Director will oversee our policies related to testing, additional nursing care, and direct medical care if needed.

Following all protocols is mandatory.

EVERY student and staff will either have to complete the screening protocol daily or provide a signed waiver stating that they will screen themselves **DAILY BEFORE** coming to campus.

Procedural videos on safety issues are being prepared and extensive communication with students will begin with the back to school materials and continue throughout the remainder of the first semester. We will reconsider our plan and adjust as necessary.

ALL guests will have to complete the screening protocol:

- Is your temperature above 100.4 today?
- Have you had or felt like you have had a fever in the last 24 hours?
- Do you have a new or worsening cough or are you having trouble breathing?
- Do you have a sore throat?
- Are you experiencing loss of taste or smell?
- Have you traveled or been in close contact with anyone suspected of being

COVID-19 positive?

Anyone responding “YES” to any of these questions will be asked to visit their primary health care provider before entering the school.

Anyone with a confirmed case of COVID-19 is required to inform the school. Individual health information will be kept confidential.

The 2020-2021 Schedule

Hill-Murray will begin the school year earlier than planned on August 19th and end later than usual, on June 4th.

As you can see on the **2020-21 Schedule (page 9 of the Student Handbook)**, we have included five breaks of at least a week near the high infection points of seasonal influenza. If you are taking any family vacations, we ask that you plan them around those dates as **these will not change. But, please note that you will need to provide for a quarantine period at home when you return.**

Our schedule allows us to be flexible and we have the ability to institute one or two weeks of **online learning** either before or after any of these breaks (marked in yellow on the calendar). This will allow for a “**hybrid model**” of learning and a quarantine period if needed or to respond to a “second wave” if that occurs.

We are in the process of outfitting classrooms with technology to allow streaming of individual classes if a student or teacher are at home under quarantine. This streaming capability will allow a “hybrid” but synchronous continuation of learning if necessary.

If we experience either an Influenza or COVID-19 outbreak greater than the community expectation we will, with several days’ notice, move toward one of the planned online learning periods. This will allow us the opportunity to provide a natural quarantine. Returning to a regular schedule will be determined after consulting with our Medical Director and other experts in the community.

Please know that our number of contact days are the same, but we also have created the flexibility required to respond to changes in community health in a prepared and planful way.



Hill-Murray School

The Catholic Benedictine Prep School, Grades 6-12

How will things be different within the school?

- Enhanced hand cleaning stations have been installed
- Personnel within the building will need to wear facemasks within common spaces and when students are present
- Visitors will need go through check in protocols at the entrances
- Students will be able to carry backpacks to cut down on passing time
- Students will be eating lunches within classrooms to avoid congested cafeteria lunches
- Mass will be held with decreased numbers
- All school assemblies will not be held
- Students sporting events will be streamed for viewing access

These all are subject to change as new guidelines are shared



Hill-Murray School

The Catholic Benedictine Prep School, Grades 6-12

Hill-Murray will open their doors for teachers at 6:00AM and students can arrive at 6:30AM. When you arrive at school before 7:30AM we ask that you go straight to the cafeteria and commons. **Make sure as you enter the building you put on your facemask!**

At 7:30AM students must report directly to their first class of the day. Students may briefly stop at their locker, but not congregate in the hallway.

Students may wear a mask with the Hill-Murray Logo on it or a solid color facemask (**Green, Black, Gray, White, Only**) as part of their school uniform.

Please always carry two face masks with you in case you need to change out your mask. [How to properly clean a cloth face mask](#)



Hill-Murray School

The Catholic Benedictine Prep School, Grades 6-12

Hill-Murray will open their doors for teachers at 6:00AM and students my arrive at 6:30 AM. When you arrive at school before 7:40AM we ask that you go straight to the cafeteria and commons. **Make sure as you enter the building you put on your facemask!** At 7:30AM students will be asked to go to their lockers to drop off their coats, and report directly to the first period of the day. **New this year will be a requirement to have a [shoulder based backpack](#) so they do not need to go to their lockers between classes.** With students backpacks they should have the necessary supplies for their classes within their bags at all times([Supplies List](#)) . Students are expected to exit the academic wing of the building by 2:45PM, unless they are meeting with a teacher. All students waiting for rides MUST be in the Commons area.



1

Expectations for Students in the Hallways

The Drop-off and Pick up procedures are posted in the Back to School Information as a separate document. Students are expected to enter and leave the building as instructed in those procedures. Expectations for students as they arrive at school and enter the building are outlined in the above two slides.

Before school, after school and during the school day, students are expected to move quickly from one location to another and not spend any time “hanging out” in the hallways or around their lockers. Students should not congregate in groups at any time during their time in school.

Lockers and Backpacks

Students will be expected to use their lockers to store the belongings (coats, etc) they will not need throughout the school day. Students should carry all school supplies that they will need throughout the day, in their backpack. We have provided a supply list for High School students and one for Middle School students. Please make sure students

have their own supplies; students should not be sharing school supplies with other students.

Masks MUST Be Worn

Every teacher and student who is in any common area of the school, including hallways and classrooms, will be required to wear masks, gaiters or shields. If working alone or in a separate space, a face covering is optional. If students do not have a mask, one will be made available to them.

There will be signage throughout the building reminding students and staff of the importance of appropriate hygiene habits including respiratory etiquette. Each room has a wall mounted sanitizer, wipes, tissues etc.

Each room has been evaluated for the use of Plexiglass barriers and desks/tables have been oriented to provide for maximum dispersion. Throughout the building, floors and seats will be marked to revise capacities and maintain social distance.

Backpacks will be allowed for this year. This will reduce the number of trips a student will make to his or her locker and curtail group gatherings.

The School Day Schedule Will Change

We have finalized the decision to go to a Black/Green/White schedule (four block days and one seven period day per week). This **Daily Schedule** minimizes student passing time in the hallways and provides the opportunity for more extensive teacher/student interaction.

When students arrive, they are to go directly from their locker to their Home Room class. NO loitering in the hallway or Commons will be permitted. If students arrive between 6:30AM and 7:40AM, they will go to the cafeteria and sit socially distanced. This area will be supervised.

After school all students, other than those involved in activities, will be asked to leave the building or move to the Commons for supervised and socially distanced study.

To avoid large group interactions in the cafeteria, lunches will be eaten in the classroom. Only bag lunches will be permitted. Students can either bring a bag lunch from home or purchase one from Taher that will be delivered to them.

For lunch time, we will make arrangements to allow for social distancing and implement specific disinfection protocols in place for each classroom. The school has purchased 3M technology for daily sanitization of the building as well as an ample supply of wipes and sanitizer for each classroom.

We are aware of some student allergy issues. Prior to the first day of school, please make sure your student informs the school nurse of their allergies and special arrangements will be taken for lunch time.

There will be NO all-school events such as Mass or other assemblies. To keep our sense of community alive during this year of resilience, we will opt for individual class Masses or smaller events which will be held in the auditorium.

We have worked diligently with our facilities committee to prepare the building for occupancy by addressing HVAC systems, implementing new cleaning procedures and doing a complete disinfection of the school. We have retained additional staff to clean each classroom every evening beginning in August.



Hill-Murray School

The Catholic Benedictine Prep School, Grades 6-12

Green Schedule with Classroom Lunches

- Lunches are eaten during 5th hour
- High School and Middle School Lunches are at the same time.
- Middle School 4th and 5th hour are same time as other hours

Green Schedule		
Hill-Murray School		
1st hour & HR	7:55-8:48	53
2nd hour	8:52-9:39	47
3rd hour	9:43-10:30	47
4th hour	10:34 -11:21	47
5th Hour / Classroom Lunch	11:25-12:45	80
6th hour	12:49-1:36	47
7th hour	1:40-2:30	50



Hill-Murray School

The Catholic Benedictine Prep School, Grades 6-12

UPDATE

Black Schedule with Classroom Lunches

- WIN is at the end of the day.
- Lunches are eaten during 5th hour

Black Schedule:		
HILL-MURRAY SCHOOL		Min
1st hour & H.R.	7:55-9:16	81
3rd hour	9:20-10:35	75
5th hour	10:39-11:54	75
Class Lunch within a student's 5th hour	11:54-12:24	30 (5th hour is 105 Min)
7th hour	12:28- 1:43	75
WIN 6-12	1:47-2:30	43



Hill-Murray School

The Catholic Benedictine Prep School, Grades 6-12

White Advisory/GO/Speaker Series Schedule with Classroom Lunches

- Lunches are eaten at the end of 6th hour
- 1 min added to the end of the day
- We have two White Bell Schedules (*GO Groups and Organizations, Speaker Series and Advisory/Study Time and Mass Schedule*)
- Advisory will be 45 minutes of Advising and the rest will be study time.

White Schedule ADVISORY/WIN:		
HILL-MURRAY SCHOOL		Min
2nd hour & H.R.	7:55-9:16	81
4th hour	9:20-10:35	75
6th hour	10:39-11:54	75
Classroom Lunch within your 6th hour Class	11:54-12:24	30
Advisory Study Time / GO/Speaker Series 6-12	12:28- 1:27	59
A WIN 6-12	1:31-2:30	59



Hill-Murray School

The Catholic Benedictine Prep School, Grades 6-12

How will things be different within the school if we go to distance learning?

If the need arises for us to go to distance learning we will use a combination of [Synchronous](#) and [Asynchronous](#) instructional days. Our schedule will consist of Green Days (asynchronous) and Black and White Days (Synchronous). Below is an example of what the schedule would look like.



Hill-Murray School

The Catholic Benedictine Prep School, Grades 6-12

UPDATE

Asynchronous Distance Learning Green Schedule

- This would be an asynchronous schedule except **office hours would follow your Prep.**

Green Schedule		
Hill-Murray School		Office Hours
1st hour & HR	7:55-8:46	Distance Learning Asynchronous
2nd hour	8:50-9:35	Distance Learning Asynchronous
3rd hour	9:39-10:24	Distance Learning Asynchronous
4th hour	10:28-11:13	Distance Learning Asynchronous
5th hour	11:17-12:02	Distance Learning Asynchronous
6th hour	12:06-12:51	Distance Learning Asynchronous
7th hour	12:54-1:39	Distance Learning Asynchronous
Prep/Meetings	1:39-2:30	



Hill-Murray School

The Catholic Benedictine Prep School, Grades 6-12

UPDATE

Synchronous Distance Learning Black Schedule

- WIN is at the end of the day for office hours

Black Schedule:		
HILL-MURRAY SCHOOL		Min
1st hour & H.R.	7:55-9:16	81
3rd hour	9:20-10:35	75
5th hour	10:39-11:54	75
Lunch	11:54-12:24	30
7th hour	12:28- 1:43	75
WIN 6-12 (Office Hours)	1:47-2:30	43



Hill-Murray School

The Catholic Benedictine Prep School, Grades 6-12

UPDATE

Synchronous Distance Learning White MASS, Advisory, G.O., WIN Schedule

- WIN is at the end of the day for office hours

White Schedule ADVISORY/WIN:		
HILL-MURRAY SCHOOL		Min
2nd hour & H.R.	7:55-9:16	81
4th hour	9:20-10:35	75
6th hour	10:39-11:54	75
Lunch	11:54-12:24	30
Advisory Study Time / GO/Speaker Series/Mass 6-12	12:28- 1:27	59
A WIN 6-12 (office hours)	1:31-2:30	59

Expectations for students for On-Line Learning

Students will be expected to log in at the appropriate time and remain on line as the teacher has instructed. Students are expected to maintain the appropriate level of classroom discipline and respect, just as they would if they were in class at Hill-Murray. Students are expected to have their video and audio turned on and participate in class discussions as directed by the teacher. Students will maintain an appropriate background for learning behind them when on line.

Lunch Procedures

Students will receive information regarding the lunch ordering procedures from Taher Food Service.



Hill-Murray School

The Catholic Benedictine Prep School, Grades 6-12

School lunch for students will be different this year. This year we will be eating in our classrooms so that we do not have large gatherings in the cafeteria. Students will be able to purchase a meal from Taher or bring their own lunch. Please be thoughtful when packing lunches and avoid messy food. You may only bring water or milk to drink. Students will not have access to a microwave or a place to store food!



Students will be expected to clean their area after lunch. Students will be expected to be respectful of designated spaces reserved for students or staff who have specific food allergies. There may be specific restrictions for specific classrooms depending upon the students or staff who will be eating in that space.

After School Activities

The Minnesota State High School League is expected to release information regarding student athletics and activities. This information will be shared as soon as we receive it.

Copy of the COVID-19 Health Waiver

HILL-MURRAY SCHOOL – COVID-19 WAIVER

Due to the COVID-19 pandemic, Hill-Murray School is requiring all students to adhere to the following safety guidelines and has provided the below information in order to reduce the risk or spread of infection to all members of our community.

Parent(s) or guardians must acknowledge the following statements to attend Hill-Murray School. Please initial next to each statement.

I am providing the following information on behalf of _____ (student name)

____ I will take my student's temperature at home, daily, prior to bringing them to Hill-Murray School. I can attest that my student is not currently experiencing a fever over 100.4, difficulty breathing, sore throat, or cough. At any point in the future, if my student has any of these symptoms, I will keep my student home and notify the Hill-Murray Health Office. I agree to not allow my student to attend school or participate in any cocurricular activity with these symptoms, and wait at least three (3) days after symptoms have subsided. We recommend that you visit your family physician to determine the need for further testing or additional quarantine time which may be up to fourteen (14) days. After patients have been tested they will need a permission slip from their primary care physician to return to school. I have read the information above and have initialed that I agree to continue to adhere to the above safety guidelines as long as my student attends Hill-Murray School.

Assumption of Risk and Waiver of Liability Relating to COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. However, there remain many unknowns about COVID-19, how it spreads, and its impact on students.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren) and I may be exposed to or infected by COVID-19 by attending Hill-Murray School and that such exposure or infection may result in illness, permanent disability, and or death. I understand that the risk of becoming exposed to or infected by COVID-19 at Hill-Murray School may result from the actions, omissions, or negligence of myself and others, including, but not limited to, Hill-Murray employees, contractors, volunteers, and program participants and their families.

HILL-MURRAY SCHOOL – COVID-19 WAIVER

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren) or myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I or my child(ren) may experience or incur in connection with my child(ren)'s attendance at Hill-Murray School or participation in Hill-Murray School and activities programming ("Claims"). On my behalf, and on behalf of my child(ren), I hereby release, covenant not to sue, discharge, and hold harmless Hill-Murray School, its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any claims based on the actions, omissions, or negligence of Hill-Murray School, its employees, contractors, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any Hill-Murray School or activities.

Prior to your child(ren) attending Hill-Murray; please fill out this form separately for each student. Please sign and bring to Business Days or Student Orientation Day.

(PRINT your child's legal name) _____

Date _____

(Guardian PRINT your legal name) _____

Date _____

(Guardian signature) _____

Date _____

Absence/Return to School Policy

For the 2020-21 school year, any student returning from an extended absence (more than 3 days) will be asked to fill out a health reporting form. If a student has traveled internationally, they will be asked to follow the current CDC guidelines and to complete their class work remotely.

When students are out of school due to an illness, they should work with each of their teachers to determine what work should be made up and the due dates. When students are out of school because of a post-travel quarantine, they will be expected to keep up with their work and assignments through distance learning and may have the opportunity to watch their class remotely on a case-by-case basis.