

# The Hill-Murray GreenPrint



**Our Health,  
Wellness and  
Safety Plan for  
Students, Faculty  
and Staff**

**BACK TO SCHOOL**

**2021**

**2022**



**HILL-MURRAY SCHOOL** | A Catholic Benedictine Prep School, Grades 6-12

Dear Hill-Murray Community,

I'm so proud of the fact that our school was one of the few in the state and nation that stayed open for in-person instruction all year in 2020 - 2021. We were able to accomplish this because of the entire community's commitment to the physical and emotional health of our students and the importance we all placed on their learning. We worked tirelessly and reviewed research and recommendations almost daily to keep our students and faculty safe.

We will approach the next school year again with pride, perseverance, and grace, always emphasizing our mutual responsibility to our community. In accordance with the CDC guidelines, the city-wide mask mandates ending in Saint Paul and Minneapolis, Hill-Murray will continue its plan to ease COVID-19 protocols.

As we have done over the last few months, we will continue to emphasize the need to remain flexible in our plan for the coming year. We believe that the Hill-Murray GreenPrint for the 2021-2022 school year will allow us to educate all our students safely.

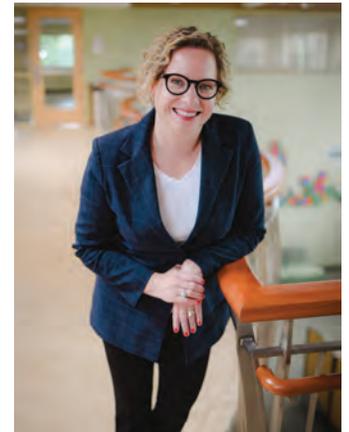
In an ever-changing world, we recognize that official recommendations may change again before we come back in August. Our campus leadership team is dedicated to the task of monitoring the situation and adjusting building policy as needed to ensure a safe learning environment for our students, staff, and the larger Hill-Murray community.

The safety of our community is of the utmost importance, and last summer we made substantial improvements and changes to provide a safe and secure learning environment for our students, faculty, and staff members. Many of the improvements we put in place will only continue to help us better educate our students. From our air filtration system upgrades to intensive cleaning procedures, we are committed to the very best practices and will continue to prioritize these efforts in the coming year.

We will keep you informed throughout the summer months as the Hill-Murray GreenPrint evolves based on updated information and data. I hope you are all enjoying some much-needed time off!

Sincerely,

Melissa Dan, President





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# Schedule and Important Upcoming Dates

## School Year Calendar

Hill-Murray will begin the school year on August 23, 2021.

We will continue to review our school's schedule and calendar throughout the year to allow for maximum flexibility and allow the campus to change the course as needed.

## School Day Schedule And Philosophy

We will continue to utilize a modified block schedule, a copy of which is included below. The daily schedule will prioritize student wellness, integrate best practices in adolescent learning, and provide the most opportunity for in-depth learning. Please note the WIN time scheduled as well as the time allowed for community, clubs, and meetings. **WIN** time stands for **What I Need**. It is the time during our school day when students can meet with teachers in small groups for extra help, re-teaching, or enrichment.

Monday	Tuesday	Wednesday	Thursday	Friday
Black	White	Green	Black	White



# Schedule and Important Upcoming Dates

Black Schedule		White Schedule		Green Schedule	
1st hour & HR	7:55-9:10 (75)	2nd hour & HR	7:55-9:10 (75)	1st hour & HR	7:55-8:37 (42)
3rd hour	9:14-10:24 (70)	1 Community Time/GO/WIN	9:14-9:47 (33)	2nd hour	8:41-9:21 (40)
5th hour/lunch	10:24-12:36 (132)	2 Community Time/GO/WIN	9:51-10:24 (33)	3rd hour	9:25-10:05 (40)
WIN	12:40-1:15 (35)	4th hour/lunch	10:24-12:36 (35)	4th hour	10:09-10:49 (40)
7th hour	7:55-9:10 (75)	WIN	12:40-1:15 (35)	5th hour/lunch	10:49-1:01 (132)
		6th hour	1:19-2:30 (71)	6th hour	1:05-1:45 (40)
				7th hour	1:49-2:30 (41)

## Important Dates

- Business Days for Returning Students
- New Student Orientation for 10th, 11th, 12th
- RETREAT for 9th grade
- Orientation Day for ALL 6th, 7th, 8th, 9th
- **FIRST DAY OF SCHOOL**
- Back to School Night

- **August 10 and 11**
- **August 11**
- August 16
- **August 19**
- **August 23**
- August 30



# Schedule and Important Upcoming Dates

## Business Days

Students will be assigned to a Business Day by grade level and alphabet. It is very important that your child attends.

**BUSINESS DAYS ARE ONLY FOR RETURNING STUDENTS.**

**August 10:** All Returning 10th – 12th-grade students with last names A – L

**August 11:** All Returning 10th – 12th-grade students with last names M – Z

*(Times and locations will be sent with Back-To-School information in late July)*

The following will be reviewed and completed:

- School Photos
- Locker/Lock assignments
- Schedule Issues
- Parking Permits
- Health forms – Health issues
- Required Forms
- District Forms
- Food Service Information
- Completed Hill-Murray Safety Procedures and Protocols
- Student Expectations
- Student/Parent Handbook Review



# Illness in the H-M Community

If the student body reaches an illness level of 5% or more, the leadership team will begin to actively monitor the daily illness rates, increase our cleaning procedures, and evaluate options. If the percentage of student illness (influenza, viruses, Covid, etc.) exceeds the 5% level, the school will evaluate the option of masks and/or distance learning for a specified number of days. Should the campus temporarily need to move to distance learning, we will perform a thorough building-wide sanitation process and immediately communicate a detailed plan to the school community.

H-M will continue to monitor all updated recommendations from the CDC and the Minnesota Department of Health throughout the year. H-M will follow all pertinent data and will treat all medical information received confidentially – only sharing necessary information with authorized public health officials.

Our expectation is that **STUDENTS AND ADULTS DISPLAYING SYMPTOMS OF ANY ILLNESS WILL NOT ATTEND SCHOOL** and **MUST remain home if symptomatic**. All staff and students will not come to school if experiencing any of the following symptoms:

- Over 100.4 degrees
- Excessive Coughing
- Chills
- Repeating shaking with chills
- Severe Headache
- Sore throat
- Severe Muscle Pain
- Loss of taste or smell
- Shortness of breath



# Illness in the H-M Community

## Respiratory Etiquette at H-M

To prevent transmission of all respiratory infections, we expect community members to implement appropriate cough etiquette as a standard procedure including covering your mouth and nose and then following the hand hygiene protocol.

**Students and staff are welcome to wear a mask at any time.** Masks will not be required at this time.

## Quarantine

Based on monitoring the CDC, the Minnesota Department of Health and the Minnesota State High School League guidelines, we will continue to update the GreenPrint on contact tracing and quarantines as more information becomes available. As always, we will prioritize our decision-making on what is best for our H-M students, faculty and staff.



# Illness in the H-M Community

## Absences

When students are out of school because of illness, they should work with each of their teachers to determine what will need to be made up and by when. When students are out of school because of a quarantine situation after traveling, they will be expected to keep up with their work and assignments through distance learning. Hill-Murray will update expectations regarding quarantining expectations after absences due to travel as more information becomes available this summer.





# Facilities and Cleaning Procedures

We have worked diligently to prepare the building for occupancy by addressing HVAC systems, implementing new cleaning procedures, and conducting complete disinfection of the school. The school utilizes 3M technology for daily sanitization of the building as well as an ample supply of wipes and hand sanitizer, which are provided for each classroom. Additional staff will clean the building thoroughly throughout the summer. Due to the limited duration of interaction, there is currently no limit on elevators, bathrooms, and student support spaces. Water filling stations will be turned on.

## Mechanical HVAC System

H-M addressed all HVAC systems throughout the building during the summer of 2020. Our internal staff, as well as a mechanical sub-contractor, are changing out all air filters, cleaning units, updating belts, etc. to ensure they are operating at their optimum level of efficiency. In addition, last year we upgraded HVAC by adding Needlepoint Bi-Polar Ionization or NPBI. This campus-wide HVAC upgrade works to purify the air by eliminating pathogens, odors, and particulates. The NPBI units themselves are relatively compact and installed in our HVAC equipment, even our uni-vent wall units. We also continue to improve upon our energy management software capabilities to improve air quality and circulation. We will utilize a maintenance schedule to help minimize HVAC issues and maximize efficiency throughout our school.



# Facilities and Cleaning Procedures

## Cleaning Information and Protocols

Routine cleaning and disinfecting are key to maintaining a safe environment for faculty, students, and staff. We will continue to utilize a balance of chemical-based products and Stabilized Aqueous Ozone (SAO). SAO is a powerful oxidizing cleaner and disinfectant that is generated onsite from water and oxygen and is an environmentally friendly, chemical-free product. SAO is EPA approved – 1.5x more powerful than traditional chlorine bleach. It cleans, kills molds, fungi, bacteria, and viruses. Our maintenance staff and contracted cleaning company will take a proactive cleaning and disinfection approach daily following the CDC guidelines regarding hygiene and proper cleaning procedures.

## Enhanced Disinfection Plan

While many of the items listed below are covered through the efforts of our maintenance team and the contracted cleaning staff on a regular basis, should the leadership of H-M determine that an additional level of cleaning and disinfection be needed, our cleaning contractor will provide an enhanced service called “Touch-Point Cleaning Program.” The frequency of this level of cleaning will be determined by our leadership team.



# Facilities and Cleaning Procedures

## Touch-Point Cleaning

Touch-Point cleaning focuses on common areas and locations that are touched frequently by several people throughout the day. Light switches, doorknobs, classroom desks, cafeteria tables, drinking fountains, are common areas for germs and viruses to collect and spread from person to person. These are considered high-risk areas to come in contact with viruses and germs. Cleaning and/or disinfecting procedures will be completed daily. (Sometimes multiple times per day depending on area or item).

## Classroom Protocols and Supplies

We need to rely on our teachers and staff to help maintain the level of cleanliness in our classrooms and common areas when possible. Being consistent with educating our students and practicing good hygiene practices will help everyone.

Each classroom and common meeting area will have SUPPLIES similar to the list below.

- SIGNAGE for healthy illness prevention practices
- Hand sanitizer dispensers
- Disinfectant Spray
- Appropriate paper products for wiping
- Facial Tissue
- Gloves/Masks

## Classroom Expectations

Training will be provided during workshops for all teachers and staff (and for students during the first week of school) on appropriate handwashing and illness prevention techniques.



# General Information

## Visitors

Hill-Murray will be allowing visitors on the campus in the upcoming school year and following standard (pre-covid) safety procedures and protocols. Visitors will not be required to wear a mask on campus.

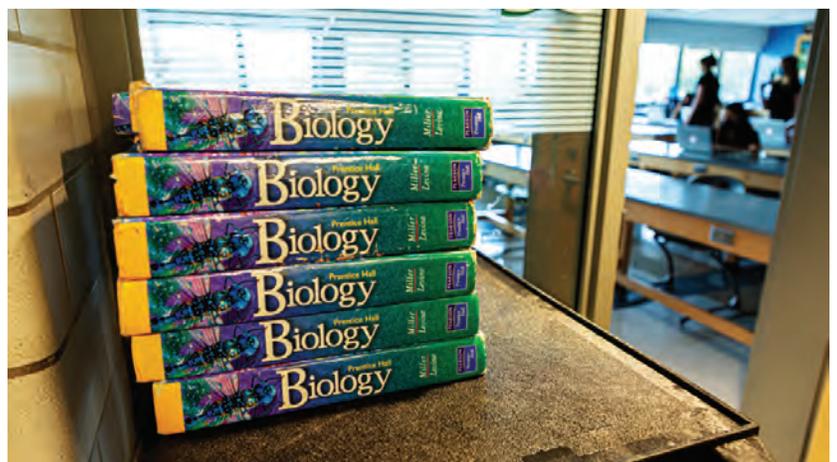
Visitors will be permitted for events (Alumni Reunion, Homecoming, President's Dinner, Open Houses) with the total numbers of attendees to be determined. Visitors/guests will be permitted for indoor and outdoor athletic events, and performance events with total numbers to be determined.

## Lunch/Dining Hall

Lunch will return to the Dining Hall with cold and hot lunch options provided by Hill-Murray. Look for information to come on the food service provider, updates, and options later this summer.

## Meetings

We will move to 100 percent occupancy of all student areas, conference rooms, and meeting areas.





## General Information

### On-Campus Events — Indoor

For on-campus events, 100 percent capacity will be allowed based on the leadership team's discretion. The priorities of space reservations will be on internal academic and student-centered events; other events (donor, alumni, etc.) are permitted but may need to be held off-campus if space is not available at the time a decision is needed. Reservation requests with external attendees will be reviewed and approved as health/safety guidance allows.

### On-Campus Events — Outdoor

For outdoor campus events, 100 percent outdoor capacity event attendees will be allowed based on the decision from the leadership team and in accordance with reviewing additional health and safety metrics.





# General Information

## Off-Campus Events

Off-campus events will be reviewed on an as-needed basis, and safety regulations will match all on-campus event restrictions and based on a review by the leadership team.

## Transportation

Based on information coming from District 622 and our local agencies, we will update families with pertinent transportation information and carpooling resources later in the summer.

## Athletics

The Hill-Murray athletic teams will follow the guidance, rules, and regulations of the Minnesota State High School League (MSHSL) for the upcoming year.

Information and updates will be shared as it is provided to Hill-Murray.





# Student Information

## Backpacks

Backpacks will be allowed. This policy change is meant to allow students to travel directly between classes thus reducing contact time in the hallways. Phones should be in backpacks and silenced during the day when in classrooms.

## Lockers

Lockers will be available for each student and will be assigned during business days and orientations. Students will continue to be allowed to have their backpacks as well.

## Uniforms

We will be returning to our usual **pre-covid** uniform expectations as follows for the Fall of 2021. **ALL items should be purchased at Donald's Uniforms.** All Hill-Murray students are expected to be in full school uniform each day.



## Student Information

### Uniform Expectations — Young Men

**REQUIRED:**

**SHIRTS:** White, green, or black knit polo shirt with Hill-Murray logo, long-sleeve or short sleeve and purchased at Donald's Uniform. A uniform shirt must be worn under a uniform sweatshirt, sweater, or jacket. Shirts are to be tucked in.

**PANTS:** Black uniform slacks

**SHORTS:** Black uniform shorts

**BELTS:** Every student wearing pants/shorts is required to wear a black leather belt.

**OPTIONAL:**

**SWEATSHIRT/SWEATER:** Black or green monogrammed from Donalds' Uniforms.

### Uniform Expectations — Young Women

**REQUIRED:**

**SHIRTS:** White, green, or black knit polo shirt with Hill-Murray logo, long-sleeve or short sleeve and purchased at Donald's Uniform. A uniform shirt must be worn under a sweatshirt or sweater. Shirts are to be tucked in.

**SKIRTS:** Gray uniform skirts for women. **IMPORTANT:** Skirts are to be worn at an appropriate/modest length with no more than a Post-it Note above the knee. Solid black, gray, or white tights are allowed with skirts.

**SHORTS:** Black uniform shorts

**PANTS:** Black uniform slacks

**OPTIONAL:**

**SWEATSHIRT/SWEATER:** Black or green monogrammed from Donalds' Uniforms.



## Student Information

### Uniform Expectations for All

**SHOES:** Solid black leather or suede, casual soft-soled shoes, and tennis shoes in shades of white, black, or gray are acceptable. Logos in shades of white, black, or gray are allowed on the tennis shoes, any other colors are not allowed. **High tops, boots, sandals, slippers, clogs, and flip-flops are not allowed.** Shoelaces should match the color of the shoe.

**SOCKS:** Black or white socks must be worn. Logos cannot be distracting.

**MASKS:** Masks/gaiters/buffs/shields will be OPTIONAL. No logos or language will be allowed.

**HILL-MURRAY SPIRITWEAR:** If purchased through the Trading Post and Co-Curricular (athletic, team, club, or activity) apparel is allowed if the uniform shirt is worn underneath.

**T-SHIRTS/UNDERSHIRTS:** Worn underneath are to be white with no printing.

**HAIRSTYLE/ACCESSORIES:** Should not draw attention to the student. Hair should not extend below the eyebrows in the front. For gentlemen, hair should not extend below the ears on the sides, or touch the collar in the back, and side-burns must not extend below the ear. Gentlemen must be clean-shaven. All jewelry must be simple/modest and contain no inappropriate symbols. Pierced earrings are allowed – visible body and/or facial piercings and tattoos are not. Hats and hoods are not to be worn during the school day or on non-uniform days.



# Student Information

## Emergency Procedures

Instead of the monthly (5) drills, we will practice one fire, one tornado, and one shelter-in-place drill in the first quarter. We will reach out to the Fire Marshall to review this plan with him prior to the school start and review it again in late fall, and evaluate our drill schedule and emergency procedures every month.

## Student Trip Policy

Any class-specific field trips will require operations committee approval with an approved plan to assure compliance with safety best practices. There will be no domestic or international travel allowed without approval from the president. Any travel for more than three days needs to have approval with an **EXTENDED ABSENCE FORM** to be filled out through the Office of Student Life.

## Homeroom – First Hour Classroom – Procedures

Homeroom is built into the students' first class of the day. Teachers will take attendance, give important reminders, conduct uniform checks, hand out messages, and make sure students are listening to the prayer and important daily announcements during the first class each day.



## Student Information

### Before School/After School

If students arrive between 6:00 –7:40 am, they must report to the dining hall. Supervision will be provided. Students are allowed to meet or work with teachers before 7:40 am if the teacher has set up a review or study session.

There will be supervision provided in the commons area for students who are waiting for rides after school. Supervision will be provided through 5:00 pm. Students will not be able to access the building after hours unless they are working with a supervisor or coach for a specific practice or rehearsal, or co-curricular activity.

### GreenPrint Communication

- Communication sent to families by July 1, 2021.
- Communication sent throughout summer with necessary updates to plan.
- Back to School Information sent out by August 1, 2021.