



St. John's Northwestern Academies 2020/2021 School Year Opening Plan

The following plan is designed to facilitate the safe reopening and continuous operation of St. John's Northwestern Academies under the current COVID-19 conditions. This plan represents the collaborative work of our staff along with our critical partnerships including ProHealth Care of Waukesha, The Centers for Disease Control and Prevention, the State of Wisconsin Department of Health, the Waukesha County Health Department, the Wisconsin Department of Public Instruction, the Independent Schools Association of the Central States, the National Association of Independent Schools, and the Association of Military Colleges and Schools of the United States.

The **Lancer Relaunch** was developed with the following **core principles** in mind:

- The safety and health of our students and staff are the highest priority.
- The most effective education is in-person education; students should be in school with their teachers.
- SJNA is a residential school and a temporary home for the majority of our students.
- Creating and maintaining a safe environment is the shared responsibility of all our staff and students.
- All plans and policies should be:
 - a. Based on the most up-to-date and accurate information available
 - b. Grounded in common sense, and
 - c. Flexible enough to adapt to changing conditions

General Policies

The following general policies represent the overarching expectations for all SJNA staff and students at all times, in all areas, and in every situation.

Face Coverings and Physical Distance

All staff and students are expected to wear cloth face coverings in any area or situation where more than one person is present AND maintain a minimum physical distance of 6 feet whenever possible.

Hygiene and Sanitation

All staff and students are expected to practice the good hygiene habits of frequent hand washing and sanitizing of high-touch surfaces.

Responsible Reporting

All staff and students are expected to responsibly self-report any symptoms that may indicate illness.

Minimize Risk to Self and Others

All staff and students are expected to minimize or eliminate putting themselves and others in risky environments or situations where the likelihood of COVID-19 transmission is higher than absolutely necessary. This includes minimizing physical contact with others and avoiding social situations with people outside of the SJNA community.

Returning to Campus

To establish a safe environment from the very beginning it is important to make appropriate preparations to return to campus. The following policies are in place and we strongly encourage families to follow all suggestions as closely as possible.

1. All international students are expected to self-quarantine for 14 days upon arrival to the U.S. This can be completed at the student's U.S. residence or on campus in a dedicated quarantine section of the residence halls starting August 3, 2020.
2. All domestic students are asked to consider monitoring their health (daily symptom and temperature checks) and limiting their interactions with others during the 14 days prior to their expected arrival on campus. Please wear a fabric face covering when not at home and practice physical distancing (6 ft.) during this period.
3. All families are expected to complete all online registration steps before arriving on campus to minimize the need to interact with staff and stand in line to fill out forms.

4. All students and families are strongly encouraged to follow all prevailing guidelines for safe travel to the Academy.
5. Residence halls are off-limits to all family members. Please be prepared to say goodbye to your student outside of his/her residence hall. Student leaders and staff will be available to help carry personal belongings into the hall.
6. All students and family members will undergo a temperature check and be asked to fill out a symptom self-report upon arrival to campus.

Residence Halls

The residence halls should be considered a safe sanctuary for our students. Strict adherence to the following policies and protocols will be expected.

1. No visitors are allowed in the residence halls at any time. This includes family members.
2. Students are not allowed to be in a residence hall other than their own.
3. All efforts will be made to maintain single room occupancy (subject to available space). If dual occupancy is necessary, families will be consulted. Resident Life staff will work cooperatively with families to find the best solutions possible.
4. Students are only permitted to be in their own rooms. Under no circumstances will students be allowed in another student's room.
5. Students are expected to wear fabric face coverings while in hallways and common areas, including restrooms and on their way to the showers.
6. Students will be expected to practice consistent personal hygiene.
7. Intensive cleaning protocols will be in place (see the *SJNA Cleaning and Sanitizing Protocols* section below).

Classrooms and Academics

The learning environment at SJNA is one of the most important areas of campus. The following policies will be in place in all classrooms and buildings.

1. Cloth face coverings will be worn by all students and staff while in the classrooms and in the hallways of the classroom buildings. Some teachers may also use a face shield in addition to a cloth face covering while teaching in certain situations.
2. Teachers and students will wipe down all touched surfaces between each class period.
3. Small class sizes (approximately 10 students) will be maintained.
4. Desks will be arranged to maximize physical distancing and assigned seating will be implemented in the event that contact tracing is necessary.

5. When possible, creative use of alternative spaces will be used for some classes to allow for physical distancing.
6. When practical, windows and doors will be opened to increase airflow within the classrooms and throughout the buildings.
7. Hand sanitizer will be available in all classrooms, bathrooms, and hallways.
8. Drinking fountains will be shut off. Water bottle filling stations will be available in limited locations and will be disinfected throughout the day.
9. Use of the Learning Commons for study hours and peer tutoring will be suspended at the beginning of the school year until such time as reasonable safety can be established. When this suspension is lifted, the number and spacing of students in the Learning Commons will be in accordance with the previous classroom policies in this section.

Dining Hall and Meals

The dining hall's primary purpose is to provide safe and healthy meals for our students. To achieve this under current conditions, the following policies will be in place.

1. Plates will be prepared and served to students and "grab and go" options will be provided. There will be no self-serve food stations.
2. Beverage stations will be manned and frequently wiped down by dining hall staff.
3. Eating utensils will either be of the prepackaged disposable type or individually prewrapped silverware bundles.
4. Staff and students will be required to wear cloth face coverings in the dining hall at all times when they are not actively eating.
5. Mealtimes and seating will be arranged to provide the maximum amount of physical distance possible and limit the number of staff and students in the dining hall at one time. For example, a split lunch period is being integrated into the class schedule and staggered arrival for breakfast and dinner will be implemented.

SJNA Staff Protocols

SJNA is making a comprehensive effort to protect its employees from COVID-19 and has implemented a response plan to minimize the risk of transmission of COVID-19. The detailed plan includes protocols for distancing, wearing face coverings, self-monitoring and reporting of symptoms and diagnosis, returning to work following isolation or quarantine, hygiene, and meetings, among other steps. All employees are required to review, acknowledge understanding, and comply with the plan at all times.

SJNA Cleaning and Sanitizing Protocols

The SJNA Facilities department has developed a cleaning and sanitizing protocol designed to reduce the likelihood of COVID-19 transmission. Features of this protocol include:

1. Virex disinfectant spray and paper towel stock will be maintained in all classrooms.
2. Classroom surfaces will be disinfected between each class period.
3. Disinfecting wipes will be stocked in all offices.
4. Hand sanitizer dispensers will be located in hallways and classrooms.
5. High touch surfaces will be cleaned/sanitized every 2 hours to include: Doors/handles, light switches, desk/phones/keyboards/printers, cabinet pulls, pencil sharpeners, bleachers/chairs, athletic equipment, and stair railings.
6. Bathrooms will be cleaned/sanitized frequently during periods of high use (4-5 times daily).

Monitoring, Testing, and Quarantine

1. All students will be required to complete a symptoms review and temperature check at the start of each day as they enter the dining hall at breakfast time.
2. All staff will be required to complete daily symptom reviews and follow all procedures outlined in the detailed staff protocols mentioned previously (see *SJNA Staff Protocols* section above).
3. If a student shows signs of possible illness they will be removed from the general population and be evaluated by the SJNA Infirmary staff. Quarantine areas will be designated in the infirmary and in the residence halls.
4. Parents of students who exhibit symptoms of illness will be contacted.
5. COVID-19 testing will be available for students on-site through the SJNA Infirmary.
6. Day students who exhibit symptoms of illness and undergo testing will be asked to leave campus as soon as possible and to remain home to await test results. All efforts will be made to ensure continuity of instruction and learning during these situations. Some of these situations may involve a degree of online instruction depending on the length of time away from in-person teaching.
7. Boarding students who exhibit symptoms of illness and undergo testing will be isolated in a designated section of the residence halls to await test results. Provisions will be made to continue instruction and learning during these situations.
8. A detailed plan to handle any positive COVID-19 cases on campus has been created by our health care team with the oversight of the doctor in charge of infirmary operations.

Each case will be handled in accordance with this plan with clear and prompt communication with the family. Provisions are in place to provide appropriate medical care to any student testing positive and to either safely remove or quarantine them from the general population until such time as they can safely return.

Campus Visitors

It is important to maintain control of who comes on campus to minimize possible exposure to COVID-19 within our community. For this reason, the following policies will be in place.

1. No visitors will be allowed on campus without previously making an appointment with a specific staff member. We ask all parents to clearly communicate with an adult point of contact regarding any visit to campus.
2. Visitors to campus will be minimized by making use of electronic communications whenever possible (Google Meets, Zoom conferences, phone calls, emails, etc.).
3. Visitors arriving to campus will be required to complete a symptoms self-report, a temperature check, and wear face covering.
4. No visitors are allowed in the residence halls and will be directed to appropriate safe meeting areas for their appointment.
5. Any outside service contractors needing to work in the residence halls, classrooms, or other common areas will be screened for symptoms, required to wear face covering, instructed to maintain physical distance, and minimize contact with Academy staff and students.

Off-Campus Travel and Day Students

Controlling travel on and off campus is critical to maintain a safe and healthy environment for our students and staff. For this reason, the following policies will be implemented.

1. Any day student who feels ill or experiences any symptoms of illness is asked to stay home and notify the Academy. We will address each occurrence in accordance with the prevailing health policies which may include an expectation to receive a COVID-19 test and to remain off campus for a period of time dictated by the most up to date recommendations from the CDC and Waukesha County Health Department.
2. To begin the school year, all off campus travel with students will be limited to only that which is absolutely necessary. No field trips or community service events will be conducted until such time as reasonable safety can be established. This policy will adapt to changing environmental factors and the prevailing COVID-19 status in the area. All decisions will err on the side of caution and risk will be reduced as much as possible.

Athletics

As a pillar of our Academies, athletics and physical wellness remain a high priority. We must do this as safely as possible in the current environment. For this reason, we will be following all WIAA guidelines for our athletic teams. We have adjusted fall season start times and are implementing all WIAA guidelines for practices and contests. These guidelines are being adjusted weekly by the WIAA and are subject to change in response to the ever evolving COVID-19 situation. Our athletic director is an active participant in all WIAA meetings and communications and is adjusting our actions and policies to align with all WIAA regulations. For more information on the current state of WIAA policies, please visit their website here: <https://www.wiaawi.org/>.

In areas where physical activity is being conducted on campus outside of competitive athletic teams, we are striving to conduct this in the safest way possible through the following policies.

1. Close physical proximity will be limited to absolute necessity and direct physical contact will be eliminated in all possible cases.
2. Cloth face coverings will be worn by all staff and students outdoors when a physical distance of at least 6 feet cannot be maintained.
3. The number and frequency of military formations will be reduced and wearing cloth face coverings during formation will be mandatory.

Flexibility and Adaptation

It is important for our plans to be flexible and able to adapt to changing circumstances. For this reason, the above policies are subject to modification based on thorough consideration of all existing information and professional guidance. Some aspects of these policies may either be relaxed or intensified in response to changing conditions. Any significant changes will be communicated to our community as efficiently as possible under the prevailing circumstances.