

# oneSMH

THE 2020-2021 SCHOOL YEAR



**THE PATH TO REOPENING**

# WHAT IS ONE|SMH?

The experiences offered on Starcrest Drive are central to a Saint Mary's Hall education. While learning always happens best in community, this proves particularly true at SMH, where students and faculty share a mutual trust that enhances growth and character.

It is therefore essential that we forge a safe, adaptable environment so students can return to campus as this historic pandemic evolves. **ONE|SMH: The 2020-2021 School Year** is a three-phased approach our Reopening Task Force has developed to help learning and connections thrive in any condition. Though daily routines will look different over the coming year, SMH is committed to maintaining culture and community while prioritizing the safety of our students, staff, and families.

This guide will outline the procedures and safety measures being implemented through ONE|SMH. We began virtual classes on August 17, and will conduct the Hybrid Phase Cohort Piloting September 9-18. We aim to welcome all students back for in-person learning Monday, September 14 in fixed cohorts. Plans in place today may change as our city deals with a fluid, shifting public health situation. Rest assured, we are committed to ensuring a safe and healthy return to campus. Please visit our website at [www.smhall.org/one-smh](http://www.smhall.org/one-smh) for ongoing updates.

**CAMPUS REOPENING TASK FORCE MEMBERS, ALONG WITH ALL FACULTY AND STAFF, ARE CONFIDENT THAT WHATEVER REALITIES OUR COMMUNITY FACES, WE WILL RESPOND, AS A COMMUNITY, WITH AGILITY AND CLARITY.**

## KEEPING IN TOUCH



### EMAIL UPDATES

Check your email for updates from the Campus Reopening Task Force.



### ONE|SMH WEB PAGE

Visit [www.smhall.org/one-smh](http://www.smhall.org/one-smh) for the most up-to-date information and answers to frequently asked questions.



### TOWN HALLS AND OTHER EVENTS

SMH will host a series of town hall meetings to allow families to engage, ask questions, and strengthen our planning during this academic year. Information and registration details will be shared via email. Dates for these and other important events can be found on our website at [www.smhall.org/one-smh](http://www.smhall.org/one-smh).

# A COMMUNITY OF CARE

Embedded in the SMH experience are Core Values that help define what we value as a community, and “Responsibility” specifically stands out in our current global climate. Every student and member of the faculty and staff have a responsibility to care for each other, and to ensure we live in a safe and healthy environment.

Together, we as a community can mitigate the spread of COVID-19. The health and hygiene standards and protocols in place for ONE|SMH acknowledge the undeniable interplay between personal responsibility and the common good. At SMH, we rely on all members of our community to accept responsibility for keeping each other safe.

## A Family Pledge of Safety

During this time of transition, school safety requires safety in other environments. SMH asks that all families pledge to follow the guidelines ONE|SMH sets forth, whether in school, at home, or elsewhere. Upholding SMH’s Core Values of Responsibility and Respect means maintaining healthy practices as well as adhering to all federal, state, and local health orders, wherever you are, to ensure our community’s collective safety. Just as the Honor Code guides our conduct in and out of the classroom, our Pledge to My Community asks students to take responsibility for the entire SMH family.

## Monitoring and Tracking Illness

Identifying illness within our community will be a significant factor in SMH’s ability to remain open. Therefore, we are implementing daily screenings for every individual coming to campus. Every day students, faculty, and staff will answer a series of health questions via an online form. Anyone who does not pass the screening will not be allowed to enter campus until they meet the Return to Campus Criteria listed on the following page.

## Student Wellness

Nurturing students’ mental health and wellness is as important to their overall success as academic achievement. Both the coronavirus pandemic and a recent public focus on long-standing racial injustice have undoubtedly affected student well-being. Consequently, we will assess and support students socially, spiritually, physically, mentally, and emotionally throughout the school year, whether learning is taking place on or off campus.

We plan to survey our Middle and Upper School students intermittently to better understand their emotional needs and will use that data to inform our wellness efforts. Lower School Counselor Susan Moore-Sickmann will have weekly guidance classes to support student well-being and will be available for individual consultations with students or parents. Middle and Upper School Counselors Leslie Palmer and Liz Clark will be available to students by appointment and will continue to lead advising efforts. Director of Wellness Sandra Lopez-Morales, Ph.D., will lead our Diversity, Equity, and Inclusion Task Force, and will continue working with a team to examine the school’s climate and implement change to address equity and inclusion on campus. She will also continue to spearhead wellness offerings for our school community, and will be available for consultation by appointment.



## WE ARE ALL IN THIS TOGETHER!

# HEALTH AND SAFETY MEASURES

As we prepare for a return to campus, please remember that our first line of defense is you! **If there is any sign of an illness**, do not send your child to campus. The health and safety of our community is our primary objective. Although there is not a guarantee of preventing the spread, we believe that the health and safety protocols outlined below will greatly help in the mitigation of COVID-19.

## Health Screenings\*

In order to keep our campus safe, all students, faculty, and staff must complete a daily health screening through an online form. Screening for COVID-19 risk factors will require significant family accountability.

To be given access to campus, all individuals must have a temperature below 100.0° F. We ask parents to keep a close eye on their children and to keep them home if they are not feeling well. Please do not come to campus if the answer is “yes” to any of these questions, which **must be answered daily** through the online form:

- **Close Contact** – Within the last 14 days, have you had close contact with someone who is currently sick with, suspected of, or confirmed of having COVID-19?  
*Close contact is defined as less than 6 ft. separation for more than 15 minutes of uninterrupted or sustained contact within the same day, with or without a mask.*
- **24-Hour Temperature** – Within the last 24 hours, have you had a temperature at or above 100.0° F?
- **Cough** – Within the last 24 hours, have you experienced a new (not normal for you) uncontrollable cough that causes difficulty breathing?
- **Other Symptoms** – Within the last 24 hours, have you experienced any of the following symptoms: sore throat, vomiting, diarrhea, recent sudden loss of taste or smell, or an atypical (not normal for you) severe headache?

*\* Disclaimer: This self-screening does not provide a medical diagnosis and is not intended to diagnose, cure, mitigate, treat, or prevent disease or other conditions and is not intended to provide a determination or assessment of your state of health. If you are experiencing a serious health emergency, you should call 911. The list of symptoms above are not inclusive to an illness or infectious state of health. If you have concerns regarding your student's health, please have them STAY HOME and consult a physician.*

## Personal Protective Equipment (PPE) - Masks

The primary mode of COVID-19 transmission is through respiratory droplets. Mounting evidence on masks' ability to contain these droplets and limit the spread of COVID-19 has informed our decision to require cloth face coverings on campus at all times for all students, faculty, and staff while they are indoors or cannot maintain a 6 ft. distance outside. Please see below for some general guidelines on masks.

### MASK GUIDELINES

- Students should bring more than one mask with them, and each mask should be clearly labeled with their name.
- Masks should completely cover the nose and mouth and fit snugly (but comfortably) against the side of the face.
- A new or clean mask must be worn each day. Additional disposable masks and face shields will be available in the classroom as well as hand sanitizer and sanitizing wipes.
- Hands should always be sanitized before and after donning a mask.

### Masks not permitted:

- Studies have shown that neck sleeves/gaiters, bandanas, or scarves are less effective than other types of face masks and should not be worn.
- Face coverings should not have an exhalation valve; although the valve allows you to exhale, it expels droplets.
- Face coverings made of mesh material; mesh does not adequately cover the mouth and nose.

## COVID-19 Response/Exposure Protocol

We will follow CDC guidelines for any students, faculty, or staff who test positive for COVID-19. We also have an SMH COVID-19 Response/Exposure Protocol in place. These guidelines include, but are not limited to, notifying the health department of a positive case, informing anyone in our community with potential exposure while maintaining confidentiality, and ensuring the Return to Campus Criteria are met before the infected individual returns to campus.

Should there be a case of a student, faculty, or staff member who tests positive for COVID-19, Saint Mary's Hall will follow CDC guidelines, notify our local health department, and work with the SMH Campus Contact Tracing Team. Once notified, the team will begin the contact tracing process and notify those who may have been in **close contact**\*\* with the individual(s) while they were on campus. While Metro Health will conduct the extensive aspect of contact tracing outside of our community, our SMH Contact Tracing Team will focus on protecting and preventing the spread on our campus.

*\*\* Close contact is defined as less than 6 ft. separation for more than 15 minutes of uninterrupted or sustained contact within the same day, with or without a mask.*

## RETURN TO CAMPUS CRITERIA

In order to be allowed to return to campus, the following criteria must be met:

- 24 hours fever free without the use of medication
- Significant improvement in symptoms
- 10-day quarantine, starting when symptoms first appeared

In addition, the following guidelines will be observed:

- Anyone who **exhibits symptoms** associated with COVID-19 will not be allowed back on campus until the Return to Campus Criteria are met OR a physician provides a note indicating release to return to school.
- Anyone who is **diagnosed with COVID-19** will not be allowed back on campus until the Return to Campus Criteria are met.
- Anyone who is **exposed** in school or at home will be required to follow a mandatory 14-day quarantine. If symptoms develop during this time, a **mandatory** additional 10-day quarantine will begin with the onset of symptoms or with a positive COVID-19 test.

## Cleaning Measures

- Regular designated times for hand washing
- Classrooms furnished with hand sanitizer and disinfectant spray to wipe surfaces upon class arrival and departure
- Hand sanitizer stations placed in multiple locations to encourage hand hygiene
- Restrooms cleaned and disinfected several times throughout the day using EPA-, OSHA-, and CDC-recommended products
- Limitations placed on number of people in restrooms and other shared spaces at the same time

- Frequently touched surfaces cleaned throughout the day with EPA-approved disinfectants
- Increased sanitation procedures using a Clorox Electrostatic Spray disinfectant/sanitation system in all classrooms and high-traffic areas

## Facilities Safety Measures

We have been working to implement the following modifications:

- Purchased High-Efficiency Particulate Air (HEPA) filters and installed in all air conditioning systems
- Determined outdoor learning areas, such as the Kelleher Family Pavilion, Lewis Field, and campus courtyards, among others
- Installed tents that can be used for additional learning spaces, including the Montessori and Kindergarten courtyards for Lower School students and a large tent for Upper and Middle School students
- Created and posted signage, which has been strategically placed throughout campus outlining safety protocols, hand-sanitizing stations, and traffic control and pathway identification.
- Installed plexiglass shields, and strategically placed in offices throughout campus to protect students, faculty, and staff
- Implemented the Rosner Model for classroom spaces, which allows for a fixed seating model that places students in a room to maximize the space in the safest way possible
- Purchased safety supplies (facemasks, face shields, rubber gloves, etc.) that will be available for student, faculty, and staff use
- Enhanced safety protocols implemented in the Peggy Pitman Mays Dining Hall including extensive training of SAGE Dining Services® personnel for the handling of food prep and distribution

## Faculty & Staff Health & Safety Training

Faculty and staff are one of the first lines of defense in keeping our school safe. Take a look at how we are educating and preparing our employees:

- Online mandatory training videos for all employees in the areas of recognition, prevention, and management of infectious diseases
- Participatory COVID-19 presentations, focusing on SMH safety protocols
- Encouraging employees to provide flexible support to areas outside initially assigned responsibilities, including contributions to intra-team solutions

# W.A.T.C.H. OUT FOR EACH OTHER

When used by everyone in a community, the five strategies of W.A.T.C.H. significantly decrease the risk of viral transmission. **If we all work together to maintain these practices, campus is more likely to stay open, and our children will benefit from being able to continue their in-person SMH educational experience.**

**W.A.T.C.H.** Help the SMH community stay well by practicing these five rules every day.



## WEAR A MASK

Face coverings protect both you and those around you.



## AVOID PHYSICAL CONTACT

Maintain a distance of at least 6 ft. from those you do not live with.



## TEMPERATURE CHECKS

Check your temperature every morning.



## CLEAN HANDS

Wash your hands with soap often and use hand sanitizer regularly.



## HOME WITH SYMPTOMS

If you feel ill, stay home. Take care of yourself and those around you.

# THREE LEARNING PHASES

School closures due to COVID-19 have impacted almost every student worldwide, and many schools, including Saint Mary's Hall, made a successful transition to full distance learning last spring. Although in the coming year we aim to maximize in-person learning opportunities to the fullest extent possible, we decided it was safest to begin school on August 17 with all-virtual classes, with the goal of progressing to a hybrid approach the week of September 8.

**AS RECOMMENDATIONS FROM STATE, REGIONAL, AND LOCAL HEALTH AGENCIES EVOLVE GOING FORWARD, WE ARE PREPARED TO SHIFT BETWEEN THREE LEARNING MODELS:**

## **ONE|SMH Virtual (Red Phase)**

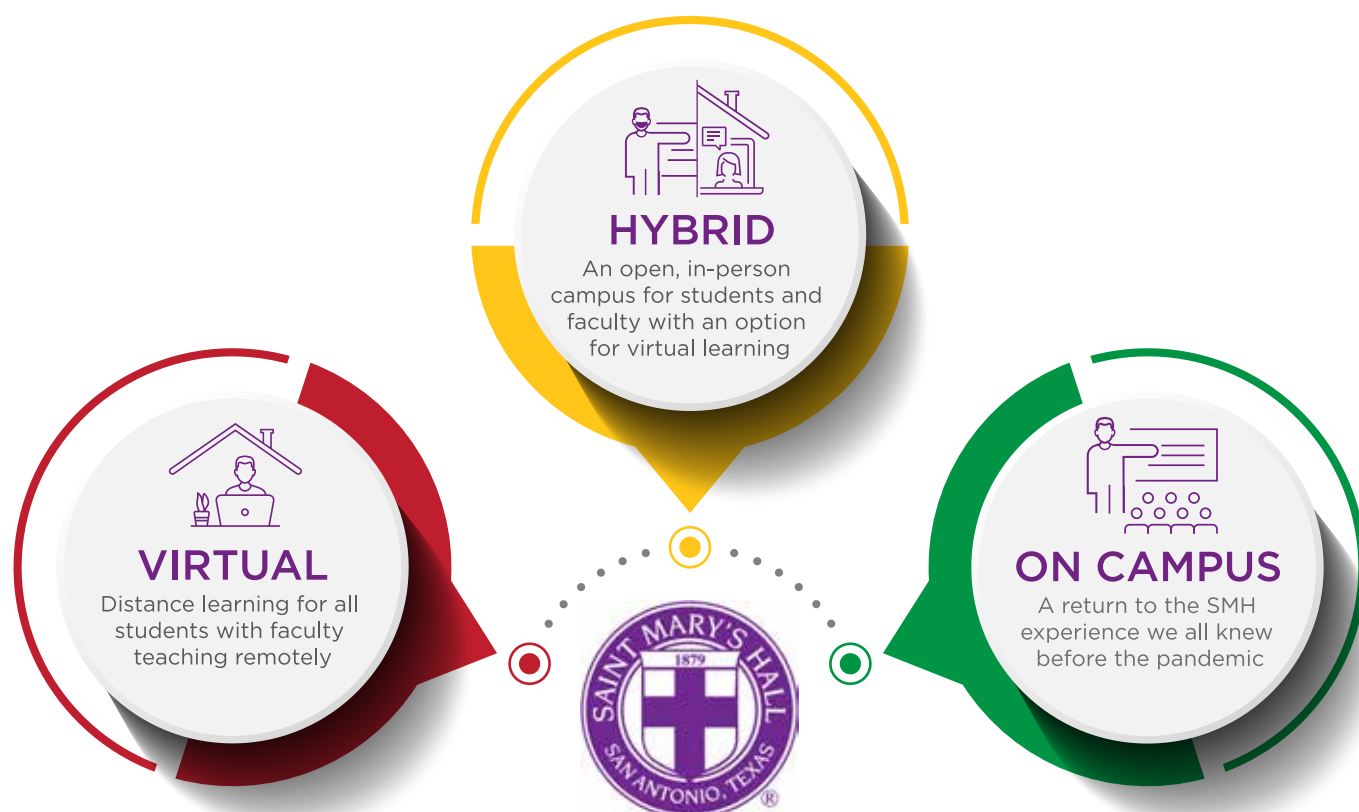
Distance learning for all students with faculty teaching remotely from home

## **ONE|SMH Hybrid (Yellow Phase)**

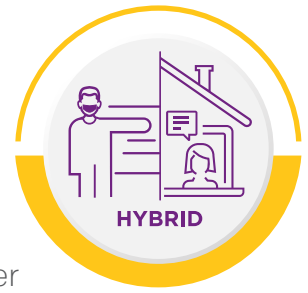
An open campus for students and faculty with an option for virtual learning

## **ONE|SMH On Campus (Green Phase)**

The full in-person SMH experience we all knew prior to the pandemic



# ONE|SMH HYBRID



The ONE|SMH Hybrid (Yellow) Phase will begin with Cohort Pilot Testing for Lower School students September 10, which allows for on-campus classes plus an option for continued learning from home. Middle and Upper School students will resume their Virtual Phase schedule on Wednesday, September 9. When we can return to campus, we have developed schedules that allow for physical distancing, reduced density in classrooms and during lunch, and extra transition time between periods.

SMH faculty have studied the best approaches to hybrid teaching and learning: in-person instruction; synchronous instruction, for those who cannot be on campus but can engage the academic schedule remotely in real-time; and asynchronous instruction, for those who will need to engage learning remotely but will not be able to access the live classes synchronously.



## Lunch

We are working closely with SAGE Dining Services®, our dining services provider, on safe food preparation, distribution, and service.

**MIDDLE AND UPPER SCHOOL** students will eat lunch in cohorts in the Dining Hall using physical distancing guidelines. Each serving line will feature a hot lunch already plated, with vegetarian and gluten-free options available. In addition, salads, desserts, and bottles of water, milk, and juice will be available at each line.

**LOWER SCHOOL** students will be served boxed lunches, which will include hot food, in the classroom.



## Carpool

### LOWER SCHOOL

- **Montessori & Kindergarten:** Daily drop off will be from 7:40am – 8:10am. Vehicles will enter and exit through the Twisted Oaks entrance. Dismissal will be conducted at 11:45am for Half-Day students and 2:30pm for Full-Day students in the Twisted Oaks carpool area.
- **Forms 1–5:** Daily drop off will be from 7:40am – 8:10am. Vehicles will enter and exit through the Main entrance. Dismissal will be conducted at 3:10pm in the Lower School carpool area.

Parents must remain in their vehicles; however, Montessori parents may step out if absolutely necessary to assist their child with a car seat. Parents will be unable to accompany their students to class. All students should have their face masks on prior to exiting the vehicle. For the health and safety of our families and employees, staff will not be permitted to reach inside the vehicle to assist students. Students will go directly to their classrooms via designated paths. The walk-up gate will be locked and inaccessible.



## Extended Care

### LOWER SCHOOL

Once we return to campus full time, Extended Care will be offered daily from 3:15pm – 5:30pm.

# ONE|SMH HYBRID: A TYPICAL DAY

Exact schedules will vary based on your child's specific Form level and course load.

## UPPER SCHOOL

8am	Office Hours (Zoom Only)
8:45am	Class
10:15am	Passing Period
10:30am	Class
12pm	Passing Period
12:15pm	Lunch/Study Hall*
1:45pm	Passing Period
2pm	Class (ends at 3:30pm)
3:45pm	Athletics/After-School Arts

## MIDDLE SCHOOL

8:20am	Home Room
8:45am	Class
10:15am	Passing Period
10:30am	Class
11:15am	Lunch/Study Hall**
12:15pm	Passing Period
12:25pm	Class
1:10pm	Passing Period
1:25pm	Class
2:55pm	Office Hours (Zoom Only)/ Athletics/After-School Arts

\* Upper School students will be divided into three cohorts for a 30-minute lunch period.

\*\* Middle School students will be divided into two cohorts for a 30-minute lunch period.

MIDDLE AND UPPER SCHOOL STUDENTS WILL ONLY HAVE TWO CLASS MEETINGS ON WEDNESDAYS TO ALLOW TIME FOR ACTIVITIES SUCH AS CLUBS, COUNCILS, AND ADVISORY.

## LOWER SCHOOL

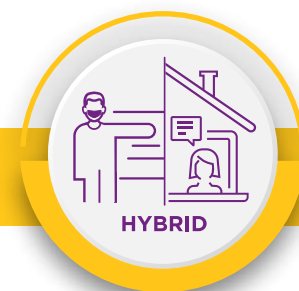
8:15am	Morning Meeting
8:35am	Class
9:35am	Recess
10am	Fine Arts/PE/Spanish
11:10am	Lunch (in classrooms)
11:40am	Class
12:40pm	Recess
1:10pm	Class
2:10pm	Fine Arts/PE/Spanish
2:40pm	Home Room
3:10pm	Dismissal

LOWER SCHOOL STUDENTS WILL BEGIN EACH DAY WITH A MORNING MEETING TO CREATE OPPORTUNITIES FOR FACULTY TO UNDERSTAND THEIR SOCIAL-EMOTIONAL NEEDS AND TO FOSTER COMMUNITY BUILDING AND A DEEPER CLASSROOM CONNECTION. TEACHERS FOR FORMS 3, 4, AND 5, AS WELL AS ALL FINE ARTS/PE/WORLD LANGUAGE TEACHERS, WILL ROTATE BETWEEN CLASSROOMS RATHER THAN STUDENTS CHANGING ROOMS.

# FINE ARTS AND ATHLETICS

Participating in the arts and athletics is an integral part of the SMH experience. We are committed to continuing programs that provide creative and physical outlets and are preparing a variety of co-curricular activities both for students on campus and for those engaged in virtual learning. We are re-imagining what activities look like for SMH students and will provide more details in the coming weeks.

## ONE|SMH Hybrid



### FINE ARTS

In the Hybrid Phase, the arts will continue to be a part of the Lower, Middle, and Upper School curriculum. Fine arts classes, productions, and exhibitions will include safety measures such as:

- physically distanced classrooms and studios
- personalized supply kits
- disinfecting shared equipment
- moving select classes to nontraditional venues
- adjusting schedules as needed
- streaming all performances
- hosting digital exhibitions

For detailed information on the safety measures and schedules for Dance, Media Arts, Theater, Speech, & Debate, and Visual Arts visit, [www.smhall.org/one-smh](http://www.smhall.org/one-smh).

### ATHLETICS

As we return to campus, we will begin athletics workouts as allowed by Texas Association of Private and Parochial Schools (TAPPS) and Metro Health School Risk Level guidelines. The Athletic Department will continue to monitor local and state guidelines, as well as meet with other area athletic directors to stay up to date with the latest information regarding the safe return of athletics.

Head coaches will work in conjunction with our Athletic Training Department to ensure we are appropriately managing the progression of workouts and practices for the safety of our student-athletes. We will remain flexible and agile and look forward to the opportunity for athletics teams to safely return to interscholastic competition.

Physical education coaches are excited and ready to welcome students back to campus. We will use outdoor spaces for PE activities as the weather allows. Limited equipment, if any, will be used; equipment will not be shared and will be cleaned and disinfected prior to its next use. The coaches will continue to share information with students to improve their overall health and wellness beyond just physical activity.

# CONNECTING OUR COMMUNITY

Knowing one another extends beyond the classroom and even our campus. At Saint Mary's Hall, every student is known and matters. During the first few weeks of school, we pledge to you that we will engage with every student on a personal level, fulfilling our commitment of KNOW AND BE KNOWN.

We are committed to one of the most vital portions of the SMH experience—strengthening our community building efforts in our ONE|SMH Hybrid (Yellow) Phase. Events, including Baron Bazaar, Blue Tie, Convocation, field trips, and so much more, are essential parts of the academic year. We are planning specific moments to help connect students to their faculty, our campus, and each other.

**TREASURED ACTIVITIES SUCH AS LOWER SCHOOL MORNING MOMENTS, AND MIDDLE/UPPER SCHOOL CHAPEL, ASSEMBLY, ADVISORY, CLUB/COUNCIL MEETINGS WILL CONTINUE TO BE A PART OF STUDENTS' SCHEDULES.**



## Technology

Technology support will be provided on an as-needed basis to assist with educational app-related questions and device malfunctions. If you do not have the necessary technology at home for your student, please contact your division head or the Technology Department ([support@smhall.org](mailto:support@smhall.org)) to talk about your specific needs and concerns.

# ONE|SMH CAMPUS REOPENING TASK FORCE

Comprising School leadership, faculty, staff, trustees, parents, and community partners, SMH's Campus Reopening Task Force has been working diligently to develop a re-entry strategy that allows for flexibility and transparency and prioritizes the health and safety of our community. The task force is divided into four smaller Continuity Committees:

**1** Programmatic Continuity

**3** Financial, Operational, and Facilities Continuity

**2** Health, Wellness, and Safety Continuity

**4** Community and Events Continuity

Please rest assured that our efforts to achieve a safe return to campus do not stop with the distribution of this Path to Reopening Guide; we continue to have daily discussions about all of these very important issues.

**oneSMH**  
THE 2020-2021 SCHOOL YEAR

[WWW.SMHall.ORG/ONE-SMH](http://WWW.SMHall.ORG/ONE-SMH)



## Task Force Members

Len Miller, *Head of School\**  
Curtis Vaughan, *Board Chair*  
Khristi Bates, *Head of Lower School*  
Vicky Bates, *Chief Financial Officer*  
Melissa Baumholtz, R.N., *School Nurse*  
Murali Beeram, M.D., *SMH Trustee, Parent*  
Bethany Bohall, *Director of Fine Arts*  
Barry Chamberlin, *Athletic Director*

Melissa Garcia, M.D., *Parent*  
Mike Harriman, *Chief Technology Officer*  
Julie Hellmund, *Head of Admission and Enrollment Management*  
Sandra Lopez-Morales, Ph.D., *Director of Wellness*  
Amita Patnaik, M.D., *Parent*  
Ricardo Reyna, *Board Vice-Chair, Parent*

Cherise Rohr-Allegrini, Ph.D.\*\*  
Brent Spicer, *Head of Upper School*  
Dom Smith, *Director of Facilities*  
Ben Tubb, M.D., *SMH Trustee, Parent*  
Sarah Visagie, *Head of Middle School*  
Jim Bob Womack, *Assistant Head of School for Advancement*

\*Head of School Len Miller serves on the San Antonio COVID-19 Schools Task Force, a city-assigned task force to help decide how school districts should educate students this fall in response to the pandemic.

\*\*Dr. Rohr-Allegrini is an infectious disease epidemiologist and consultant, and is the CEO of the San Antonio AIDS Foundation. Most recently she was the San Antonio Program Director for The Immunization Partnership. Dr. Rohr-Allegrini led the H1N1 pandemic response for DSHS Region 8, where she worked as the Pandemic Flu Coordinator and with the San Antonio Metro Health District in Public Health Emergency Preparedness. She has earned her Master of Public Health in Infectious Disease Epidemiology from Yale University, and her Ph.D. from the University of Notre Dame.