



**MOUNT NOTRE DAME**  
*Empowering Young Women*

## Return to School Plan 2020 – 2021 School Year

MND is committed to providing a quality Catholic education in a safe and nurturing environment. In order to safely welcome students and staff to our campus, we have taken the necessary actions to minimize health and infection risks from the COVID-19 pandemic. We put in place the protocols and procedures recommended by local, state and national governance for good hygiene, cleaning, sanitation and safety that will help mitigate those risks.

In creating our school plan, which takes into account best practices, we have used information from the resources below and have consulted with local, state and national resources as well as school leaders in the Cincinnati region. We are mindful of the nature of this pandemic, where circumstances may change, and we will continue to evaluate and review procedures.

[American Academy of Pediatrics](#)

[Archdiocese of Cincinnati Return to School Guidelines](#)

[CDC Considerations for Schools](#)

[COVID-19: Recommendations for Schools Reopening \(SickKids\)](#)

[Hamilton County Health Department](#)

[Ohio Reset and Restart Education Planning Guide](#)

The following information serves as both our restart plan as well as an addendum to the Mount Notre Dame Handbook, which will be published soon. Student and family support of these policies is key to the success in maintaining the safest environment possible and it is the right thing to do! A spirit of love for each other and flexibility will be so important as we navigate these coming months. Thank you for choosing Mount Notre Dame, for placing your trust in us and for your partnership in living out our mission.

General questions can be directed to Karen Day, Principal at [kday@mndhs.org](mailto:kday@mndhs.org).

## CALENDAR

Mount Notre Dame plans to maintain our previously provided school calendar for the 2020 - 2021 school year. The Semester 1 At-A-Glance Calendar is available: [CLICK HERE](#)

## SCENARIOS

The MND Administration has developed three scenarios which create and maintain community, stabilize curriculum and instruction, promote Catholic Identity, and offer technology support. The scenarios provide a consistent school environment for our families, staff and students and is sustainable if attendance is impacted by COVID – 19. The scenarios also ensure teacher-led instruction and student participation. Ohio. **Currently, we are planning to start the first semester in Scenario 1.** Students will be expected to be engaged in their learning and activities every day. We will make decisions about our schedule for second semester as we monitor the situation in the fall.

**Scenario 1: All students present in the school building at the same time.** Students would be present for classes four days per week with one day per week (*typically* Wednesday) serving as a Non – Traditional Instruction (NTI) day. The NTI day is a required school day and will encompass our Professional Learning Community (PLC) time which was formally a late arrival day. It will also include Distance Learning for classes, additional MND events and experiences, as well as academic support. Depending on the plan for the NTI day and our school calendar, some or many students may still be on campus for activities or support.

**Scenario 2: Students present in the school building at half capacity.** Students would be on campus for classes two consecutive days per week (*typically* Monday/Tuesday or Thursday/Friday) and would participate in class the other two days from home via the Tablet PC. One day per week (*typically* Wednesday) will serve as a Non – Traditional Instruction (NTI) day as described in Scenario 1.

**Scenario 3: Students learn remotely through Distance Learning.** Students would participate in synchronous (specific class time frame) as well as asynchronous (flexible time frame) instruction, MND events and experiences and academic support.

As outlined, each scenario does have one day per week as a Non-Traditional Instruction (NTI) day. Besides allowing our calendar to be predictable and consistent regardless of the scenario, this decision has been made to allow for:

- a deep cleaning of the building during the week
- built-in time for faculty Professional Development
- in-person academic support for students (unless the Governor closes schools)
- creative exploration of alternative learning activities
- educational learning opportunities on topics such as mental health, goal setting, racial equality, women's health, social justice, etc.
- creative scheduling of events and activities that currently may not be possible in person due to social distancing requirements
- flexibility as we work with those who may have specialized circumstances due to their health situations
- the *inconvenience* of COVID-19 to become the best possible learning opportunity – allowing students, faculty and families to explore learning schedules and modalities that would otherwise be impossible in a pre-scheduled traditional year

MND will be monitoring the internal and external community data and seeking advice from local and state governance to determine if we need to move to a different scenario.

# ATTENDANCE PROTOCOLS FOR COVID-19

While staff and students at MND will be practicing all safety measures, it is possible that a member of our community will be diagnosed with COVID-19. It is the responsibility of the family to inform Mount Notre Dame's Attendance Clerk, Mrs. Nora Posge, 513.821.3044 x 118 if a student has tested positive for COVID-19 or has been quarantined due to exposure to COVID-19.

## When the school is informed of a student/staff member confirmed COVID-19 case:

- MND will work with the Health Department and will follow recommended guidelines for communication.
- MND will implement recommendations from the Health Department regarding quarantine or other actions following a confirmed case.
- Currently, a 14-day quarantine will be required of any student/staff member who tests positive with COVID-19 and anyone who is determined to have direct (primary) exposure to COVID-19 per the CDC guidelines:
  - You were within 6 feet for at least 15 minutes with someone who has COVID-19
  - You provided care at home to someone who is sick with COVID-19
  - You had direct physical contact with a person with COVID-19
  - You shared eating or drinking utensils with a person with COVID-19
  - You were exposed directly to respiratory droplets via a sneeze or cough from a person with COVID-19

## Returning to school after COVID-19:

In order to return to MND after a quarantine, a medical release will be required and an appointment to return will need to be scheduled. Please contact Attendance Clerk, Mrs. Nora Posge, 513.821.3044 x 118 to schedule the return to school. Upon arrival, MND may require a temperature check.

# ATTENDANCE PROTOCOLS FOR UNKNOWN ILLNESS

## Absence from School:

The responsibility for maintaining a healthy community falls on all of us. Please stay home from school if you are ill. All absences from school MUST be reported on the MND Attendance Line (513.821.3044 x 118) as soon as possible. The family should report the student name, date of absence and reason.

## Student health issues that are NOT diagnosed as COVID-19:

Per usual, a student should not attend school if they have a fever. The Center for Disease Control defines a fever as a temperature of 100.4 or greater.

A student exhibiting any of the following symptoms should not attend school. Families may want to consult a physician.

<ul style="list-style-type: none"><li>• Cough</li><li>• Shortness of breath</li><li>• Abnormal fatigue</li><li>• Body aches</li></ul>	<ul style="list-style-type: none"><li>• Headache</li><li>• Loss of Taste/Smell</li><li>• Sore throat</li><li>• Congestion/Runny Nose</li></ul>	<ul style="list-style-type: none"><li>• Nausea/Vomiting</li><li>• Diarrhea</li></ul>
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A family may want to use the [CDC: Self Check Your Symptoms Link](#)

### **Illness during School:**

A student who develops a fever, becomes ill or is not feeling well during the school day should report directly to the Main Office where she will be isolated, her temperature will be taken, and the family will be notified that she will be required to leave school as soon as possible and within one hour.

### **Return to school after other absence:**

The student should not return to school until she has been fever-free and symptom free, without medication, for a minimum of 24 hours. The family should receive advice from their medical professionals and MND will provide further guidance on a case-by-case basis. Return to school protocols from the MND Handbook should be followed.

## **DIGITAL DISTANCE LEARNING ACCOMODATION**

MND values the physical presence of all students and attendance at school is expected unless there is a special circumstance or illness. Students who are not able to attend school for an approved reason may qualify to continue their education remotely. The family should begin this conversation with Mr. Ben Hunt, Assistant Principal for Academic Development ([bhunt@mndhs.org](mailto:bhunt@mndhs.org)).

## **MASKS/FACE COVERINGS**

**All Staff, Students and Visitors to MND will wear a mask/face covering.**

Masks/face coverings are meant to protect the wearer and others. Wearing a mask/face covering is one way we can show our love for each other in this community. Students, staff and visitors must properly wear the mask/face covering before entering the building and wear it throughout the entire day. During active eating/drinking, the mask/face covering can be removed.

Families are expected to provide a school – appropriate mask/face covering for their student(s). An appropriate mask/face covering will either have elastic bands or fabric ties to be worn around the ears/head or will be a gaiter/buff style that is worn around the neck. **Any mask/face covering must cover the mouth and nose.** It should be plain or have appropriate logos/designs/messaging. As a gift, MND will be providing each student with one, Columbia blue, gaiter-style mask as an option. The provided mask, while light weight, has passed the candle test.

The CDC has offered the following mask/face covering tips:

- Wash or sanitize your hands before and after putting on and taking off your mask.
- Place your mask over your mouth and nose.
- Tie it behind your head or use ear loops and make sure it's snug.
- Don't touch your mask while wearing it.
- If you accidentally touch your mask, wash or sanitize your hands.
- If your mask becomes wet or dirty, switch to a clean one. Put the used mask in a sealable bag until you can wash it.
- Remove the mask by untying it or lifting off the ear loops without touching the front of the mask or your face.
- Wash your hands immediately after removing your mask.
- Regularly wash your mask with soap and water by hand or in the washing machine. It's fine to launder it with other clothes.

### Mask/Face Covering Fatigue:

Some students may experience fatigue from wearing their mask continuously. If a student needs relief from the mask, she may speak with an adult. The adult will provide the proper protocol and location.

## HYGIENE AND RESPIRATORY ETIQUETTE

- MND will have hand sanitizer stations throughout the building, including sanitizer in the classrooms.
- Students should have a purse-sized bottle of hand sanitizer with them at school.
- Frequent hand-sanitizing should take place, especially after moving locations and before eating.
- Used tissues should be disposed of immediately in the trash can.

## HEALTH AND WELLNESS

The health and wellness of our students is very important. As such, it is encouraged that students take breaks from watching, reading, or listening to news stories about COVID-19, including social media, to avoid feelings of being overwhelmed or distressed. Healthy activities of exercise, sleep, relaxation and nutrition are key to both physical and mental well-being.

- MND's Health and Wellness Digital Resources can be accessed [CLICK HERE](#)
- For immediate need, contact the National Distress Hotline: 1-800-985-5990 or text TalkWithUs to 66746

## DAILY ROUTINE FOR STUDENTS ON A/B DAYS

### Daily Routine Before Arriving to School:

- Each student must perform a health self-check every morning before coming to school. This evaluation should include a temperature check as well as evaluation of other COVID-19 related symptoms per CDC guidelines (see above). It is advised to keep a log of temperatures for possible tracing needs.
- Items that are carried from home to the school should be disinfected daily. This includes wiping the Tablet PC and emptying backpacks and lunch bags daily. Only necessary items should be transported to school.

### Arrival at School:

- **Make sure you are wearing your mask/face covering properly before entering the building.**
- MND's doors are accessible for entry beginning at 6:15 AM. MND encourages arrival starting at 7:15 AM. Students who must arrive between 6:15 AM and 7:15 AM will be required to sit in the foyer in a socially distanced seat. **Students may not sit on the floor. Social distancing is expected.**
- Beginning at 7:15 AM, all students are to proceed to their first block classroom, sanitize their hands and be seated.
- Students who are participating in scheduled morning activities should report directly to the appropriate location and sanitize their hands.

## **Daily Schedule:**

- MND's regular daily schedule has been slightly modified for the COVID – 19 environment and preserves the start and end times of our school day. **See Daily Schedule at end of document.**
- This schedule minimizes travel and contact in the building while preserving arrival and dismissal times. The school day begins at 7:45 AM in the first block class. MND has eliminated the homeroom/flex period. Afternoon prayer, announcements and dismissal begins at 2:35 PM in the last block class.
- Five minutes has been added to each full block period. The academic instruction time in a full block will end with a tone to indicate a 5-minute Sanitization Period in which the teacher and students will disinfect common areas in the room such as desks and chairs.
- Following the 5-minute disinfection period, the typical MND class-change bell will ring signifying the change of classes. Students have 5-minutes to move to their next classroom.

## **Hallway Travel in the Building:**

Mount Notre Dame will utilize driving-style traffic patterns in order to minimize direct contact between students/staff members while moving throughout the school.

- Travel single file and to the right at all times
- Keep the traffic flow moving
- Practice social distancing
- Wear a mask/face covering at all times

## **In the Classroom:**

- Classroom seating is arranged to maximize social distancing based on occupancy.
- When entering a classroom, students should sanitize their hands.
- Students/staff members will not share school supplies unless necessary. If necessary, sanitation of supplies/resources will take place.
- Students should carry a reusable water bottle with them throughout the day. Drinking fountain "mouth" spouts will not be accessible. The water bottle refill spout will be available. Only water is permitted during the school day.

## **Schedule Changes:**

- Due to the COVID-19 environment, schedule change requests may be more difficult to accommodate. This is because class size must be watched and the balancing for Scenario 2 must also be upheld. MND will do our best to work towards a suitable solution that upholds the COVID-19 protocols.

## **Merit Time:**

- Unfortunately, during the COVID-19 environment, students will be unable to use the foyer during the school day. Students will check into the cafeteria and may check out to go to the Learning Commons or to see other faculty and staff members as needed after attendance check.

## **Cell Phones:**

- MND has modified our policies for the COVID-19 environment. Students must keep their cell phones in a silent mode and must store them in their backpack.
- Cell phones MAY NOT be carried in the skirt/skort pocket during this COVID-19 environment.
- During the school day, cell phones may only be used in the cafeteria during merit time or lunch. Students in proctored study hall will not be able to use their cell phone.
- Violations to this modified cell phone policy will be handled per the MND Cell Phone Policy in the handbook.

### Cafeteria/Lunch:

- MND's Cafeteria Food Service, AMD Food Service, will comply with Health Department standards.
- Cafeteria seating is arranged to maximize social distancing. MND will be putting a tent up over our patio to extend cafeteria seating options.
- Students will bring their backpacks into the cafeteria with them and place them underneath their lunch table.
- Students/Staff members are not required to wear a mask/face covering when actively eating. The mask/face covering must be worn when moving about the cafeteria, when finished eating and when in conversation.
- The COVID-19 environment requires limited movement. Students may not move chairs from one table to another in the cafeteria.
- Students are to remain seated during lunch unless buying food, throwing away trash, using a microwave or otherwise given permission by the staff member in the cafeteria.
- When moving about for an approved activity, social distancing should be practiced.
- Students will be dismissed in sections. Students should wait patiently for their turn to leave.

### Dismissal:

- At the end of the last block/activity and after prayer and announcements, students will be dismissed as follows:
  - Bus riders
  - Seniors
  - Juniors
  - Sophomores
  - Freshmen
- Students are expected to leave at the proper time and to practice social distancing.
- Masks must be worn.
- Families who will be picking up a student after school are encouraged to wait until 3:00 PM or after to arrive on the MND lot. This will minimize traffic congestion and wait time. (A traffic map and directions will be provided separately.)
- Students are encouraged to use outdoor spaces when possible while waiting for rides.

### After School:

- Unless a student is involved in an after-school activity or has transportation needs, we encourage departure immediately after school.
- Students who are involved in after-school activities that begin immediately after dismissal should proceed directly to the activity location.
- All activities will adhere to the protocols that are specific to their environment. (Athletics, Dance, Theatre, Clubs, etc.)
- Students who need to wait after school for rides or activities that begin later may wait outside the school building (weather permitting) or must wait in the cafeteria.
- Cafeteria seating is arranged to maximize social distancing and students must be seated in a chair, not on the floor or tabletop.
- The COVID-19 environment requires limited movement. Students may not move chairs from one table to another in the cafeteria.
- A mask/face covering must be worn.
- A proctor will be on duty until 4:00 PM. Students who must remain after 4:00 PM are expected to follow the above protocols.

# GUIDELINES FOR NTI DAYS AND DIGITAL DISTANCE LEARNING

## Participation in class via Digital Distance Learning:

Students with an approved reason for remote participation or if MND is utilizing Scenario 2 or Scenario 3 must log into class per the class schedule.

## Non-Traditional Instruction (NTI) Days:

NTI days are school days and have expected attendance. A specific outline of NTI days will be provided in a separate document. The schedule will explain student participation from home and on-campus.

## Digital Distance Learning Environment

Mount Notre Dame seeks to teach students how to be strong learners, including when in a digital environment. As such, any student who is participating in Digital Distance Learning, including on NTI days, will have attendance and dress code recorded. A more detailed set of guidelines will be provided. Please note the following ways students can keep on their "A" game for success.

- Adherence to dress code – an MND polo or spirit top must be worn.
- Attention to grooming and posture – present your "best digital self."
- Appropriateness of space: desk, table, counter, appropriate background – no participation lying in bed.
- Attentiveness and participation – minimize outside noises and distractions including pets.
- Adjustment of the camera to view your entire face. Special requests due to medical reasons can be addressed to Mr. Ben Hunt.

## CAMPUS MINISTRY

- MND's Campus Ministry team will continue to provide the full scope of activities – Liturgy & Prayer, Community Service, Retreats, and Multicultural Ministry – with modifications as needed. The Ministry Team will collaborate with student participants and leaders of these activities and will also be available to provide spiritual care.
- The Ministry Center will continue to be open to students, with physical distancing and other appropriate guidelines in place. These guidelines will be posted at the entrance to the Center.
- The Chapel will also have physical distancing guidelines posted at the entrance, with available seating clearly marked. In addition, the Chapel will serve as a place for students to take a "mask break" when needed, provided distancing is observed. The Chapel will be sanitized regularly throughout the day.
- The daily Scripture Service with Communion will take place every morning (Monday – Friday) starting the second week of school at 7:30 AM on regular days or 8:45 AM on late-arrival days. Instructions for safe participation in the service will also be posted at the entrance to the Chapel.
- All-School Masses and Prayer Services will take place in the Gym, with limited students present, and the remainder of our community praying along via live stream. MND has referenced the *Guidelines for the Resumption of Public Worship* established by the Archdiocese of Cincinnati: <http://www.catholiccincinnati.org/wp-content/uploads/2020/07/Guidelines-for-the-Resumption-of-Public-Worship.pdf>

## GATHERINGS, VISITORS and ACADEMIC FIELD TRIPS

- Group gatherings and meetings, such as working on group projects, club meetings, etc., will be evaluated for the best mode of delivery.
- When meeting in person, social distancing and limiting group size will be practiced.
- During the school day MND will limit any nonessential visitors, volunteers, and activities involving external groups or organizations.
- MND is creatively scheduling events and activities to minimize contact between students.
- Athletic participation and events will be held according to OHSAA, local, state and federal guidance.

## MND FACILITY

### Air Circulation:

- MND's classrooms have individual units for air conditioning. These units have an electronic air cleaner and are on a routine maintenance schedule for cleaning and replacement.
- Ceiling fans, if installed in a space, will not be utilized in order to prevent over-circulating air while students are present.
- MND's whole-building exhaust fan system will be run in the evenings to exchange the inside air with fresh outside air.
- Classroom doors will be left open for increased air circulation and to minimize surface contamination. Doors will be left in locked position for safety preparedness.

### Cleaning and Disinfection:

- Cleaning and disinfection of frequently touched surfaces, such as desks/tabletops, railings and doorknobs, will be performed regularly throughout the day.
- Students/Staff members will have the added responsibility of helping with cleaning and disinfection of used spaces and resources.
- Restrooms will be cleaned after each transition period of the school day and the number of students using a restroom at a time will be limited.
- Cafeteria will be cleaned between each use (merit time, study hall and lunch).
- Hand soap and hand sanitizer stations, which are located throughout the building, will be replenished as needed.

### Furniture:

- In addition to the classroom desk spacing and arrangement, furniture on our campus will be appropriately spaced and/or labelled for social distancing.
- MND is investing in additional building protection such as plexiglass or similar materials as an additional safety measure.
- Furniture should not be moved without approval.

### Signage:

The MND campus will have signage related to the COVID-19 environment. Thank you for adhering to this guidance.

**Remember, we are all in this together!** Maintain maximum physical distance and wear your mask whenever on campus or at school sponsored events. By doing so, we are protecting each other so that we can all enjoy a full school year on campus!



# 2020 – 2021 COVID – 19

## Regular Bell Schedule

<b>Lunch Blocks</b>	<b>Warning Bell</b>	7:43
	<b>PRAYER, PLEDGE and ANNOUNCEMENTS at 7:45 AM</b>	
	<b>Block 1-2</b>	7:45 – 9:15 (90 minutes)
	Block 1	7:45 – 8:30
	Block 2	8:35 – 9:15
	<b>Sanitization Period</b>	9:15 – 9:20 (5 minutes)
	<b>FIVE MINUTES TRAVEL TIME</b>	
	<b>Block 3-4</b>	9:25 – 10:50 (85 minutes)
	Block 3	9:25 – 10:05
	Block 4	10:10 – 10:50
	<b>Sanitization Period</b>	10:50 – 10:55 (5 minutes)
	<b>FIVE MINUTES TRAVEL TIME</b>	
	<b>Block 5-6 with 1<sup>st</sup> Lunch</b>	
	1 <sup>st</sup> Lunch	11:00 – 11:30 (30 minutes)
	Block 5-6	11:35 – 1:00 (85 minutes)
	<b>Sanitization Period</b>	1:00 – 1:05 (5 minutes)
	<b>Block 5-6 with 2<sup>nd</sup> Lunch</b>	
	Block 5	11:00 – 11:45 (45 minutes)
	2 <sup>nd</sup> Lunch	11:45 – 12:15 (30 minutes)
	Block 6	12:20 – 1:00 (40 minutes)
	<b>Sanitization Period</b>	1:00 – 1:05 (5 minutes)
	<b>Block 5-6 with 3<sup>rd</sup> Lunch</b>	
	Block 5-6	11:00 – 12:25 (85 minutes)
	<b>Sanitization Period</b>	12:25 – 12:30 (5 minutes)
	3 <sup>rd</sup> Lunch	12:35 – 1:05 (30 minutes)
	<b>FIVE MINUTES TRAVEL TIME</b>	
	<b>Block 7-8</b>	1:10 – 2:35 (85 minutes)
	Block 7	1:10 – 1:45
	Block 8	1:50 – 2:35
	<b>Sanitization Period</b>	2:35 – Dismissal
	<b>STAY IN LAST BLOCK</b>	
	<b>Announcements and Staggered Dismissal</b>	
	<ul style="list-style-type: none"> <li>• Bus Riders</li> <li>• Seniors</li> <li>• Juniors</li> <li>• Sophomores</li> <li>• Freshmen</li> </ul>	

\*Courses that meet as a half-block will sanitize at the end of the half-block.