

## **BISHOP MCMANUS ACADEMY**

### **Updated Reopening Guidelines 2020-2021**

Dear BMA Families,

As we rapidly approach the new school year, we would like to inform you that BMA is continuing to stay on top of updates given by Louisiana Dept. of Education and the LA Dept. of Health guidelines and all mandates in place by Governor Edwards and Mayor Cantrell to make sure we provide the best learning opportunity possible. We want to ensure you that our priority is the safety and health of our students, staff, and parents during this continuing pandemic.

**You will find our UPDATED Reopening Fall 2020 Guidelines attached. Please carefully read the details about what to expect for the first day of school.**

#### **First Day of School**

BMA has decided to push our start date back to Monday, August 24 to ensure safety protocols are in place and employees are trained and prepared for the learning model in place at that time. The school day begins at 7:55 am and dismisses at 3:15 pm. Temperatures will be taken in the car line upon arrival. Please allow additional time for the arrival process. In-person students will remain in their classrooms for breakfast, lunch, and classes.

#### **Curriculum Pickup for Distance Learning Students Only**

Curriculum will be available for pick up during the week of August 17-21 for students who selected Distance Learning for the first quarter. Please contact the office at 504.246.5121 to schedule your appointment to pick up your child's curriculum from the school office.

#### **School Uniforms - Required**

Students will be expected to wear their full school uniforms on all days school is in session regardless of the school setting. If they are having class virtually, they will be expected to be in their school uniform. Uniforms must be purchased at Schiro's School Time located at 5008 West Esplanade Ave., Metairie, LA 70006; P. (504) 885-2993. Schiro's recommends ordering school uniforms at least TWO WEEKS before school begins. You may also shop from home at [www.schiros.com](http://www.schiros.com) and get free shipping on orders over \$100!

#### **School Supplies**

Please see the website for supply lists by grade. All school supplies are required and are to be supplied by the parents by the first day of school. Students will not be allowed to share supplies this year.

Request for additional supplies will be sent to parents as supplies are needed. You may find the school supply list attached to this email or on the school website: [www.bishopmcmmanus.com](http://www.bishopmcmmanus.com).

#### **Face Coverings**

Face masks will be considered part of our uniform this school year. Students in grades 3rd – 9th will be required to wear a face mask before entering any building or gate. Please obtain a washable/reusable cloth face covering for your child. Face mask/covering should not have pictures with symbols of death, skulls, violence, symbols of a sexual nature, peace signs, or symbols of non-Christian religions or witchcraft, and NO neck buffs. Face masks must cover both the mouth and nose and fit closely to the face. Students in grades PK through 2nd grade will not be required to wear a mask, however, it is strongly recommended that they do, especially if they are already used to wearing one.

#### **Illness/COVID-19**

Regardless of the school setting the student may be in, parents must contact the school office to report a student who is ill, tests positive for COVID-19 or has been in close contact with someone who tests positive

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for COVID.

**Breakfast and Lunch**

Breakfast and lunch will be available starting Monday, August 24. Breakfast begins at 7:30am and will be served in the classroom. Students who bring lunch from home must bring food that is ready to eat. Please note that microwaves will NOT be available for students during this time. **Parents are not allowed to deliver food to their students at any point during the school day.** If a student does not have lunch, they will be expected to eat school lunch.

**Food Allergies:** Any child with food allergies is REQUIRED to submit the LDOE Diet Prescription for Meals at School (attached) completed and signed by your child's pediatrician. Please contact the school office to check the status of your child's LDOE Diet Prescription for Meals at School.

**Before and After Care Program**

Before Care will begin at 7:00 am and After Care will end at 5:00 pm (fees apply). To adhere to maximum group sizes and physical distance protocols in our Before and After Care Program, students MUST be pre-registered to participate.

**Mandatory Parent Zoom Meetings**

BMA will conduct a MANDATORY Parent Zoom meeting with all families to discuss the reopening plan and answer any questions you may have. The zoom login information will be emailed to you at a later date.

We know the 2020-2021 school year will be like none other. There will be challenges to face throughout the year. There will also be many victories as we overcome these challenges. Given the fluctuating nature of this pandemic, we anticipate adjustments to be made to our plan as we get new information along the way. But we know that when we work together as a team, we can be flexible, and productive in meeting the needs of our students. They need more us now than before.

Sincerely,

Jonathan Sorapuru  
Administrator, Bishop McManus Academy

*NOTE: BMA will continue to consult with the City of New Orleans reopening plans and LDOE guidelines to determine if changes need to be made to our reopening guidelines.*




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**PHASE-BY-PHASE REOPENING GUIDELINES**

**Operating Restrictions**

	<b>Phase 1</b>	<b>Phase 2</b>	<b>Phase 3</b>
<b>Maximum Group Size (including adults)</b>	10	25	50
<b>Student Grouping Options</b>	Distance learning only.  No in-person classes will be held, and no visitors allowed in facilities.	In-person learning.  PK2 – 5 <sup>th</sup> grade homeroom students will remain as static groups with their assigned teacher.  6 <sup>th</sup> – 9 <sup>th</sup> grade homeroom students will remain as static groups with teachers rotating by subject.	In-person learning.  PK2 – 5 <sup>th</sup> grade homeroom students will remain as static groups with their assigned teacher.  6 <sup>th</sup> – 9 <sup>th</sup> grade homeroom students will remain as static groups with teachers rotating by subject.

**Return to School Model**

<b>Phase 1</b>	<b>Phase 2</b>	<b>Phase 3</b>
<b>PK2 - 9th</b>	<b>PK2 – 9th</b>	<b>PK2 – 9th</b>
  <b>DISTANCE LEARNING ONLY.</b>	  <b>DISTANCE LEARNING OR IN-PERSON LEARNING</b>  Students in these grades will return to school full time (5 days a week) for either distance learning or in-person learning.  Distance learning will be available to accommodate the at-risk population, special circumstances or if parents do not feel comfortable sending their child to school during this phase.	  <b>IN-PERSON LEARNING</b> for all students.  Distance learning will remain in place on an as-needed basis.

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## OPERATIONS HEALTH AND SAFETY POLICIES FOR REOPENING

BMA has adopted the following Health and Safety Policies to reduce the risks associated with COVID--19 for in-person learning and keeping students and staff healthy. These policies are subject to change as needed. Be assured that we continue to observe best practices and implement procedures necessary for the health and safety of our students, staff during this pandemic.

**Conducting Group Gatherings:** According to the CDC, a gathering refers to a planned or spontaneous event, indoors or outdoors, with a small number of people participating or a large number of people in attendance such as a community event or gathering or sporting event.

	<b>Phase 1</b>	<b>Phase 2</b>	<b>Phase 3</b>
<b>Maximum Group Size</b>	10, including adults	25, including adults	50, including adults
<b>Assembly Spaces</b>	No use of facilities	No use of any assembly areas on campus for groups larger than 25 individuals.  These spaces may be used within the guidelines of 25 individuals maximum capacity.	Use of indoor areas such as the cafeteria and gymnasium will be limited to the maximum of 50 individuals, will observe social distancing regulations, wear face masks/coverings, and assembly areas will be cleaned between each group's use.  Students and teachers will wash hands before and after events.
<b>Outdoor Standards</b>	Static groups will remain separated for all outdoor activities.		

**Entering and Exiting School Buildings:** To limit contact as students and staff enter and exit the school facility, the following policies will be implemented during each phase.

<b>Follow in All Phases</b>	
<b>Entry and exit points</b>	Maintain maximum group sizes and physical distance recommendations to the maximum extent possible.
<b>Drop-off and Pick-up</b>	<ul style="list-style-type: none"> <li>• Establish entry and exit points that enable the flow of students to move in a single direction.</li> <li>• Do not allow visitors in the building except under extenuation circumstances; adults entering the building must always sanitize hands prior to entering and wear face coverings.</li> <li>• Establish hand sanitizing stations at the entrance to the facility so students, staff, and visitors can clean their hands before they enter.</li> </ul>
<b>School Visitors</b>	BMA is currently limiting visitors, including parents, who are not essential to the academic needs of our students. Adults entering the building must always sanitize hands prior to entering and wear face coverings.

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**Practicing Prevention:** In accordance with the CDC’s strategies to encourage behaviors that reduce the spread of COVID-19, the following policies will be implemented.

<b>Follow in All Phases</b>	
<b>High-touch surfaces</b>	High-touch surfaces will be cleaned before and after each group’s use.
<b>Personal hygiene</b>	<ul style="list-style-type: none"> <li>• Students and teachers will have scheduled handwashing times and have hand sanitizer readily available for students and staff use.</li> <li>• The handwashing at minimum will be done at arrival, before and after eating, before and after using outdoor play equipment, and upon exiting.</li> </ul>
<b>Intensified daily cleaning efforts</b>	BMA will identify and establish detailed cleaning and disinfecting procedures for all high traffic areas and surfaces.
<b>Face covering</b>	<ul style="list-style-type: none"> <li>• All staff and students (grades 3-9) are required to wear a face mask/covering while in school. Exceptions to this policy will only be for individuals with identified medical conditions.</li> <li>• Face mask/covering should not have pictures with symbols of death, skulls, violence, symbols of a sexual nature, peace signs, or symbols of non-Christian religions or witchcraft.</li> </ul>
<b>Symptom monitoring</b>	Temperature of staff and students will be taken upon arrival. Staff and students will be checked for temperatures at or above 100.4F and for COVID-19 symptoms.
<b>Signage</b>	BMA will display COVID-19 information signs in various locations throughout the school that promote everyday protective measures and describe how to stop the spread of germs.

**Student Transitions and Pull Out:** To limit contact as students around the school facility, the following policies will be implemented during each phase.

<b>Follow in All Phases</b>	
<b>Provider pull out</b>	Speech therapists and outside counselors will be allowed to meet with students individually. All providers will be required to use face coverings, observe all BMA COVID-19 protocols and clean shared surfaces and equipment after each student.
<b>Controlling flow</b>	BMA entries and exit points will be clearly identified with one-way traffic in all hallways. Any class dismissal will be staggered to decrease the number of students in the hallway at one time.

**Child Nutrition:** BMA will offer healthy school meals to our students.

	<b>Phase 1</b>	<b>Phase 2</b>	<b>Phase 3</b>
<b>Eating at school</b>	No students at school.	School-supplied meals will be consumed in classrooms for in-person learning students only.	<p>If the cafeteria facility reopens, mealtimes will follow the maximum group size and ensure six feet of distance between students to the maximum extent possible.</p> <p>For in-person learning students only.</p>

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**Extracurricular Activities:** BMA will offer after school activities while complying with health and safety policies.

	<b>Phase 1</b>	<b>Phase 2</b>	<b>Phase 3</b>
<b>Aftercare</b>	NA	<ul style="list-style-type: none"> <li>• Must adhere to maximum group sizes and physical distance protocols. For younger students that are unable to maintain physical distance, static groups will be maintained.</li> <li>• Students MUST be pre-registered for this program to participate.</li> </ul>	
<b>Field Trips</b>	NA	Field trips will be discontinued until further advised.	
<b>Athletics</b>	Refrain from contact and high-risk sports.	Athletic activities will resume in accordance with recommendations from Louisiana High School Athletic Association and the Metro Middle School League guidance for opening athletics and activities.	Athletic activities will resume in accordance with recommendations from Louisiana High School Athletic Association and the Metro Middle School League guidance for opening athletics and activities.  Limit on event spectators of 50 persons or less.  All attendees should wear a face covering.

**WHEN A CHILD, STAFF MEMBER, OR VISITOR BECOMES SICK**

As stated in the LDOE Guidance for Reopening, "given the levels of COVID-19 currently in our communities, schools should plan for and expect that some students will get COVID-19 during the school year. As part of their planning to reopen, schools should expect that there will be students or staff who contract COVID-19 and that those students may expose other students/staff in the school setting."

BMA will implement the following guidelines when a student, staff member or visitor becomes sick:

- Temperature of every individual entering BMA will be checked upon arrival. Any individual having a temperature of 100.4F or higher or exhibiting COVID-19 symptoms will be sent home.
- If a student becomes ill during the day, he/she will be sent to our designated isolated health room until the parent is contacted and student is picked up.
- Staff members who become ill during the day will be sent home.
- If a student/staff member contracts COVID-19, the office staff will communicate that information to appropriate health officials, faculty, students, and parents.
- Conduct a routine and "deep" cleaning.
- Ensure continuity of education for students/staff who are quarantined or isolated.
- Notify parents of any school closures (3-5 days) if the school environment is determined to be a source of ongoing COVID-19 spread. Please note that the decision to close school is a

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case-by-case process. That decision will ultimately be made by school administration, with guidance and expertise from our Regional Medical Director.

- If a class must quarantine, that class may continue their academics through virtual learning. The class will zoom into each subject according to their daily class schedule.

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