

PREP FORWARD

2020-21 Residential Life Reopening Plan – Appendix I



Welcome to Saint John's Prep – Ryan Brandon, Director of Residential Life

Welcome to Saint John's Prep residence hall, Saint Michael Hall. My name is Ryan Brandon. I serve as the Director of Residential Life.

We are excited to have you join us in our newly renovated space. We want SMH to be your child's home away from home. Under that mindset, our staff lives in the residence hall to provide 24/7 security and coverage. As the director, I also live in SMH with my family.

Every home has its guidelines and ways of handling things. Saint Michael Hall is no different. Following this welcome is a brief overview of our rules, important dates, and information about our Residence Hall to give you and your child a sense of our space. Any time we have people living in a community, there is a possibility for conflict. The Resident Directors and I will strive to create clear lines of communication for all issues and concerns.

We hope that you and your child find Saint Michael Hall to be a welcoming community, where academics and fun are balanced with precise study times and a mix of programming efforts. In these uncertain times, we know sending your kids to another country is difficult. We strive to mitigate risk for our students, keeping them as healthy and safe as possible. It is our goal that even though we come from all over the world, we can learn from one another to create a robust Benedictine community.

Ryan Brandon

Director of Residential Life



This document represents a joint effort from Anne Hershberger, Brandon Anderson and Ryan Brandon.

STAFF CONTACT INFORMATION

School's Main Office

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Admission Office

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APPENDIX I

RESIDENTIAL LIFE REOPENING PLAN

Saint John's Prep Residence Life will communicate with all resident students before their arrival to inform them of the expectations to take responsibility for their health and safety, to do their part to contribute to a healthy community living environment, and to follow university health and safety protocols. Saint John's Prep has and will continue to take measures to mitigate disease and will provide education to support student responsibility for health and safety.

We are working closely with the Minnesota Department of Health to provide the core elements of a residential living and learning environment within the parameters of public health recommendations. Measures being put into place include, but are not limited to:

- Residence Life has changed all rooms to single occupancy for the entire year. Our students should feel comfortable in isolation and quarantine as needed.
- We will make hand sanitizers and self-cleaning products widely available throughout Saint Michael Hall. We have created a schedule of regular cleaning of common areas and shared bathrooms conducted by our professional cleaning services provider, Envirotech.
- We will educate all resident students on mitigation measures and expectations that everyone wears a mask or other cloth face-covering in community settings outside of their villages. These measures will also include information about the steps students must take if they become ill.
- Resident move-in will take place according to a defined process intended to minimize crowds.
- Resident move-in begins much earlier, August 8, this year, to allow for that extra arrival time. There is no additional charge

PARENT SUPPORT

We understand that parents or guardians will have questions. We welcome the opportunity for open dialogue. Residential Life will send out regular communication to our parents/guardians throughout the year to offer sessions to video chat over Zoom or WeChat. The best way to reach our staff is through email at sjpdormstaff@csbsju.edu or through our on-duty phone at +1 (320) 828-2230.

BEFORE RETURNING TO CAMPUS GUIDANCE

We encourage all students to consider taking special precautions in the 14 days before their return to campus this fall. Students diagnosed with COVID-19 before leaving their homes should not return to school until they meet the expectations outlined by the Minnesota Department of Health.¹

¹ <https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf>

Students exposed to a known case of COVID-19 should self-quarantine at home for 14 days before moving into Saint Michael Hall. Students should be in close communication with the Director of Residence Life if they fit either of these scenarios or to discuss any questions about their safe return to campus.

TRAVEL TO SAINT MICHAEL HALL

Whether traveling to Saint Michael Hall from overseas or locally, we ask that students wear a mask or face covering at the airport while flying, and from the airport to campus. To reduce the risk of staff exposure, arriving students must use either a taxi service or [Groome/Executive Express](#) to travel from the Minneapolis-St. Paul airport to campus.

ARRIVAL ON CAMPUS

Saint Michael Hall will open for residents beginning on Saturday, August 8, to allow for 5 to 7 days of quarantine in the United States before the beginning of classes. This amount of time is an overabundance of caution and is beyond the current recommendations by the CDC². Boarding fees for the 2020-2021 school year cover this extra time. Fall classes will begin on Wednesday, August 26, for all students.

Upon arrival at Saint Michael Hall, all students must wear a mask everywhere except in their room. All rooms were converted to single rooms to allow for a more comfortable spacing of our students. Masks/face coverings must be worn to the bathroom, community kitchen, laundry room, and lounge areas.

After five to seven days in the United States and no symptoms, students will then not have to wear a mask inside their village or in the community area. Students who arrive after the initial wave will follow the same rules outlined above and must quarantine until they have no symptoms for 5 to 7 days.

Masks are required in the Community Kitchen area. This space is also the only area where male and female students can interact with the student villages. No opposite-gender visits between the boy's village and the girl's village will be permitted.

New Student Orientation activities will begin on Saturday, August 22. Arriving students should complete a travel form to coordinate pickup from the airport.

VISITOR AND GUEST POLICY for Families in Saint Michael Hall

- *Except for children under age 2, visitors and guests must wear face masks, cloth face coverings, or another form of facial personal protective equipment. All visitors and guests will be temperature screened when they enter the building and asked to complete a symptom screener.*
 - *Please call the on-duty phone at (320) 828-2230.*
- *We will limit the total number of guests in the building during the day to no more than three families or 15 people at a time. All visitors and guests must check-out with a staff member.*
- *Families will stay within their student's rooms as much as possible to limit contact with other students*
- *We will use the following guidelines for guests and visitors in the event of campus closure:*

² <https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>

- ***The building closed due to a significant COVID-19 outbreak: NO visitors.***
- ***The building closed because of Governor or other executive order: NO visitors unless written approval from the Head of School or Leadership Team.***
- ***Transition Time from Open to Closed: NO visitors unless written approval from the Head of School or Leadership Team.***

DAILY HEALTH SCREENING

To enter the Saint John's Prep school building, each student must complete a daily health screening, including a temperature check. In addition to checking on school days, boarding students will have health checks on non-school days. All tests are with a non-contact thermometer by Residence Life staff in full Personal Protection Equipment (PPE).

Students will need to build extra time into their morning schedule for this daily health screening. Students cannot leave the building without their completed check.

SAINT MICHAEL HALL COMMON SPACES

Shared spaces in Saint Michael Hall will have furniture re-positioned and pieces removed to allow for proper social distancing. Students are asked to maintain the locations of the furniture. All the lounges, computer labs, and study areas will be cleaned/disinfected once each weekday by professional cleaning staff from Envirotech. Disinfecting wipes, or other cleaning supplies, will be provided for students to wipe down surfaces after each use.

Ventilation air filters are on regular inspection, cleaning, and replacement cycle which will continue throughout the 2020-2021 school year

INDIVIDUAL STUDENT ROOMS

Students will be responsible for cleaning and disinfecting their own rooms and for removing their trash/recycling. Residence Life staff will inspect all student rooms twice per week, on Tuesdays and Fridays, to ensure we create and maintain a safe and healthy living environment for everyone.

The school will provide students with guidance and recommendations on methods of cleaning and disinfection and frequency. We will assist students who are interested in extra cleaning to identify and purchase supplies from local stores. Students may also ship cleaning items from their homes. We will provide access to cleaning equipment and supplies like a vacuum, broom, etc.

SAINT MICHAEL HALL GYM, RESIDENTIAL WORKOUT AREA, AND COMMUNITY KITCHEN

The Saint Michael Gym will follow Stay Safe MN guidelines regarding any indoor activity. The kitchen space will be cleaned/disinfected once each weekday by professional cleaning staff from Envirotech. The Residential Workout Area will only one student at a time and will have disinfecting wipes or other cleaning supplies available for students to wipe down surfaces after each use. The workout space will be open only to Boarding Students for the 2020-2021 school year.

The new Community Kitchen provides study space, hang-out space, and cooking space. To ensure the Community Kitchen remains available and safe for everyone, we will require that all students and staff who use it wear masks. The area also will serve as the primary location for visiting between the male and female boarding students.

MANAGING SIGNS AND SYMPTOMS OF COVID-19

Any student exhibiting signs or symptoms of COVID-19 will be removed from the academic building immediately and escorted by staff to their room in Saint Michael Hall. We will follow the Minnesota Department of Health COVID-19 Exclusion Guidelines regarding isolation for illness.³ Boarding students who test positive for COVID-19 must isolate from other students and stay away from school for at least ten days from the onset of symptoms AND until they are fever-free for at least three days without medication AND experience improvement of any other signs. Students will remain in quarantine until they are symptom-free.

QUARANTINE/ISOLATION

According to the CDC, quarantine is to keep someone who might have been exposed to COVID-19 away from others. Isolation is to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people.

If a student falls into either of these categories, we will move immediately to placing them in their rooms. While in quarantine/isolation:

- Students cannot go anywhere except to the bathroom
- If a student is in isolation or quarantine after school begins (August 26), all the student's schooling/classes will convert to eLearning
- For food, the students have a few options
 - The Ref utilizes one meal punch for a "sick tray." Staff will walk over and collect the food for the student at the cost of the student's meal plan
 - Students can purchase additional meals and have a student bring them their food
 - A Microwave and Water Pot will be available only to those students that are in isolation/quarantine. The devices are brought to the door and cleaned by the staff after each use
 - Delivery – students are welcome to order food. Staff will accept the delivery and place outside the student's door for contactless drop-off.
 - Online grocery ordering is possible. Our staff can pickup groceries on a regular schedule, or can shop for a few items at time as possible.

PROGRAMMING AND TYPICAL SCHEDULE

Resident Directors strive to create many opportunities for our students to connect outside the classroom with their fellow boarding students. In general, our students have the following schedule:

³ <https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf>

- Monday through Friday
 - Wakeup call at 7 am
 - Daily health screening with staff
 - Breakfast in the refectory
 - School from 8 am to 3:15 pm
 - After school activities from 3:30 to 5:30 pm (sports, Knowledge bowl, theatre, etc.)
 - Dinner
 - Study Mod at 8 pm until 10 pm – Required study time for all students
 - Bed/Lights out
- Weekend
 - Morning Check-In
 - Daily health screening with staff
 - Optional breakfast
 - Lunch
 - Evening Check-In
 - Programming, shopping, activities

The staff works hard to offer a mix of programming from small scale board games night around the wood-burning fire to large scale trips to Duluth, Mall of America, or Granite Peak skiing. With the pandemic, some of our programming/events will need modification to practice safe social distancing practices.

Our staff is always aware of your child's location when they use our safety and security app, Boardingware. You can learn more about Boardingware here: [LINK](#). The program always allows students to submit their location instead of pulling from GPS. Parents are invited to use the software to connect with their children, knowing where they are throughout their time at Saint John's Prep.

TRAVEL PLANNING

Saint John's Preparatory School has several long weekends and holiday breaks in the course of the school year. The residence halls close during some of these times. It is our school policy that students attend all classes during scheduled class days. Therefore, it is the responsibility of the students and families to arrange all flights according to the school year calendar.

- the beginning of the school year
- the mid-year Christmas break
- the end of the school year

Saint John's Prep will work with students and families to provide places to go during the Thanksgiving break, Spring Break, and Easter Break (Host Families). We rely on local Prep families to volunteer as a Host Family, and we cannot guarantee a Host Family will be available. All travel plans during break must be confirmed by the parent or designated legal guardian through the Boardingware software.

To make certain that students are present at the school to attend scheduled classes and to ensure the best airfares, families should arrange flights far in advance of the scheduled breaks. We recommend scheduling flights for the beginning of the school year and Christmas break at the same time.

With the current COVID-19 situation, we are keeping Saint Michael Hall open for Christmas/Winter Break for an additional cost per week.

[2020-2021 SCHOOL VACATION AND IMPORTANT DATES](#)

Fall Semester 2020:

New resident students arrival begins:	August 8, 2020
Returning students arrival begins:	August 1, 2020
First Day of Fall Semester Classes:	Wednesday, August 26, 2020
Last Day of Fall Semester Classes:	Thursday, December 17, 2020

Spring Semester 2021:

Residence Halls Open to All Students:	Monday, January 4, 2021 at 10:00AM
First Day of Spring Semester Classes:	Wednesday, January 6, 2021
Last Day of Spring Semester Classes:	Thursday, May 27, 2021
Commencement:	Friday, May 28, 2021
Residence Halls Closed:	Friday, May 28, 2021 at 5:00 p.m.

Reason for Break	Residence Hall Closing Dates	No School	Residence Halls Closing/Open Times	Date Classes Resume
October Break (Mid-Semester)	Residence Halls Open	October 15-16, 2020	Residence Halls Open	
Thanksgiving Break Limited Host Family Stays Available	Residence Halls Open	November 25-27, 2020	Residence Halls Open	November 30, 2020
Christmas Break Residence Halls open.	December 18, 2020 Residence Halls Closed at 10:00 am	December 16, 2020- January 4, 2021	January 4, 2021 Residence Halls Open at 10:00 am	January 6, 2021

Spring Break Limited Host Family Stays Available	Residence Halls Open	March 1-March 5 th , 2021	Residence Halls Open	
Easter Break Limited Host Family Stays Available	Residence Halls Open	April 1-5, 2021	Residence Halls Open	April 6, 2021