

Back on the
Hill

A Plan to Reopen
St. Lawrence Seminary
School Year 2020-2021

Updated August 19, 2020



A Message from the Rector

*"For I know well the plans I have in mind for you, says the Lord,
plans for your welfare and not for woe,
so as to give you a future of hope."*

- Jeremiah 29:11

Dear friends of St. Lawrence Seminary,

I am pleased to present our plan to reopen St. Lawrence Seminary in the school year 2020-2021. It is the fruit of dedicated, thoughtful and prayerful engagement by the members of our task force.

This plan hearkens to our core value of creating a safe community for everyone. It is that spirit which guides our steps, as well as the recognition that we have a unique environment and resources at our disposal here at St. Lawrence Seminary to manage our students' return, to conduct in-person classroom instruction, and to implement other activities on campus safely.

This plan carefully considers the guidelines and recommendations on mitigating the risk of COVID-19 by the federal, state, and county health agencies. We will remain vigilant on the latest updates and will adjust our plan accordingly. Be assured of our commitment to communicate with you any changes to our existing plan, and above all, to continue to make St. Lawrence Seminary a safe community for everyone. I ask for your patience, cooperation, and prayers as we move forward.

May the Lord bless our endeavors and keep us all safe in his loving care.

Fr. Zoy Garibay, OFM Cap.

Our Commitment



Health & Safety

We will continue to strive to create a safe environment for students and staff and attend to the students' health and well-being.



Academic Excellence

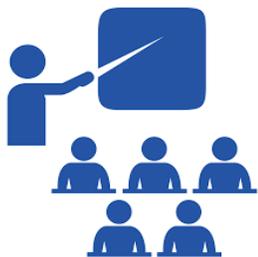
We will endeavor to provide quality instruction that maximizes student learning whether via an in-person, hybrid, or remote model.



Timely Communication

Be assured that we will update you on the latest developments from federal, state, and county health agencies, as well as changes to the existing plan.

Return to Campus Safely



In-Person Instruction with Accommodations

- **This is the scenario we are planning for to open the school year 2020-2021**

Additional Scenarios if Needed:



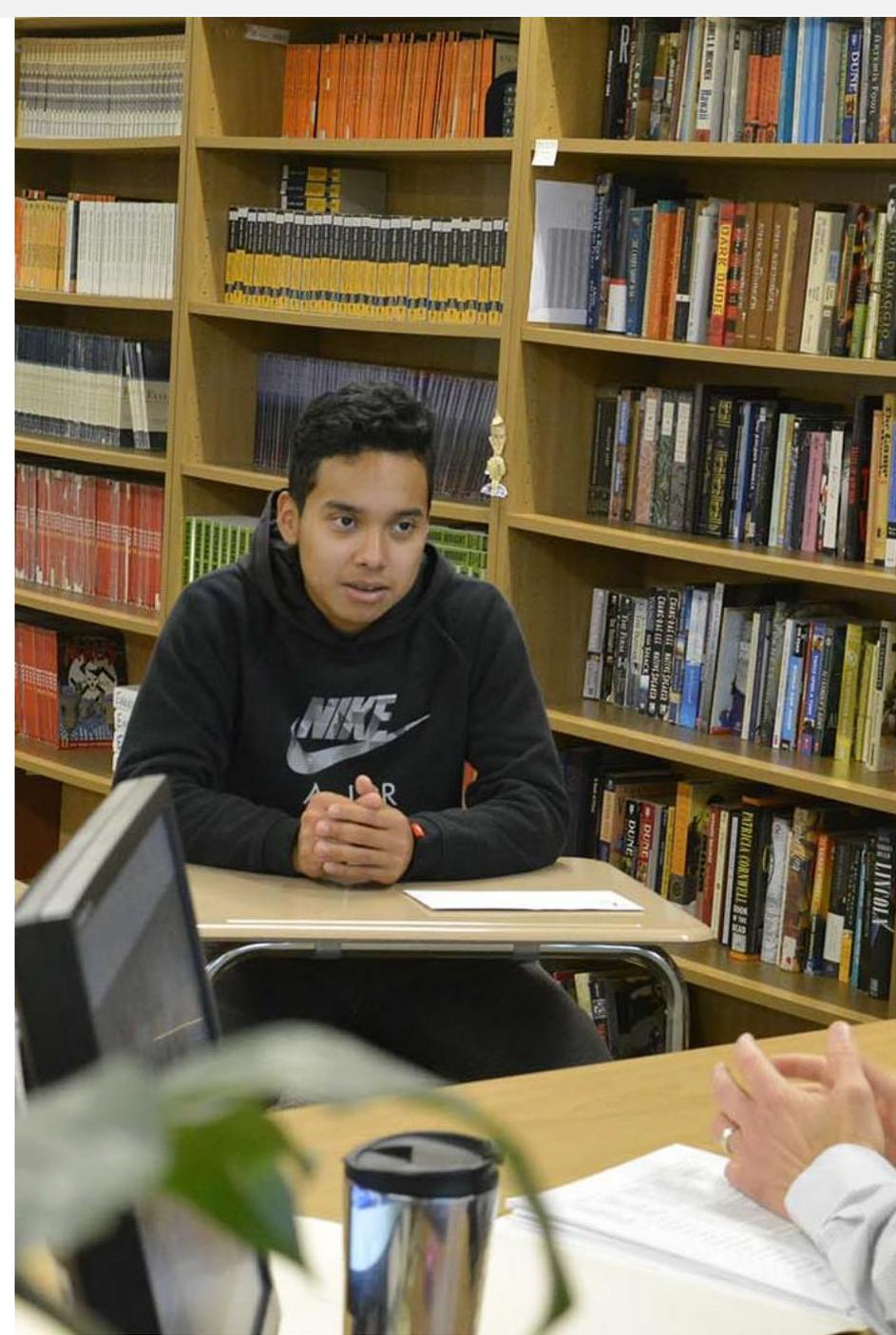
Hybrid Learning

- For students who are at home, in isolation or quarantine, until they return to campus.



Remote Learning

- In the event of a state-issued safe-at-home order.
- For students who are unable to return to campus due to visa or travel-related issues.





Cleaning & Disinfecting

"Reducing the risk of exposure to COVID-19 by cleaning and disinfection is an important part of reopening public spaces. Everyone has a role in making sure our communities are as safe as possible to reopen and remain open."

- Centers for Disease Control and Prevention

- Training on best practices for cleaning in time of COVID-19 was provided to Environmental Services staff.
- Cleaning supplies that meet the EPA standards for use against COVID-19 were procured.
- Cleaning and disinfecting of high traffic, high-touch, and common areas will be done on an increased basis.
- Student desks will be cleaned after each class period.
- Cleaning tools and hand-sanitizers will be provided in classrooms and offices.
- Hand sanitation will be required upon entering the classroom and refectory.



Social Distancing & Face Masks

"Social distancing should be practiced in combination with other everyday preventive actions to reduce the spread of COVID-19, including wearing cloth face coverings, avoiding touching your face with unwashed hands, and frequently washing your hands with soap and water for at least 20 seconds."

- Centers for Disease Control and Prevention

- Social distancing will be practiced on campus.
- Signage and floor decals will be placed in high traffic areas.
- Physical layouts and seating arrangements in classrooms, chapel, refectory, auditorium, gym, and other common areas will be modified.
- Dormitories already allow for social distancing, so no changes are necessary.
- Staff will be required to wear face masks or cloth face coverings.
- Students will be required to wear a face mask or a cloth face covering for at least the first 14 days. (This requirement may be eased or extended as the situation dictates.)



Health Screening

"Schools should have a policy regarding symptom screening and what to do if a student or school staff member becomes sick with COVID-19 symptoms. Temperature checks and symptom screening are a frequent part of many reopening processes."

- American Academy of Pediatrics

- Daily health screening will be conducted on students for the first 14 days.
- Daily self-screening of staff has been implemented since July 14, 2020.
- Students with no symptoms will be cleared for the day's activities.
- Students with symptoms will be referred to the School Nurse for further assessment.
- Response protocol was developed to deal with exposure to COVID-19.
- A quarantine station on campus has been designated.
- Collaborating with the Fond du Lac County Health Department is a vital part of our plan.



Food Services

"Returning to a 'new normal' means putting the health and safety of employees and consumers at the heart of everything we do. In a post-COVID world, we have adapted services and fine-tuned procedures to provide (customers) with much needed support as (they) restart (their) business."

- SODEXO (SLS Food Service Provider)

- Refectory will be open for dining with modified seating arrangement and food service.
- Meals will be made to order across a barrier and served in single-use containers with disposable cutlery kits.
- Salads, fruits, and other side items will be pre-portioned in a grab-and-go style.
- Beverages will be provided in single-serve containers.
- Cleaning and sanitizing of contact surfaces will be done after each seating.



Academics

"Schools are fundamental to child and adolescent development and well-being and provide our children and adolescents with academic instruction, social and emotional skills, safety, reliable nutrition, physical/speech and mental health therapy, and opportunities for physical activity, among other benefits."

- American Academy of Pediatrics

- Classes will be conducted using the normal class schedule.
- Hybrid learning will be provided to students who are at home, in isolation or quarantine, until their return to campus.
- Remote learning will be provided to students who are unable to return to campus due to visa or travel-related issues.
- Teachers who cannot report to campus but are able to teach will conduct classes virtually. Students will be in the classroom and supervised.
- Microsoft Office 365 will be used for in-person instruction, hybrid and remote learning. Lessons will be recorded and uploaded. Notes will be placed in a file.
- An early warning system will be developed to identify students exhibiting academic and/or behavioral concerns.





Prayer and Masses

"Masses (in Phase 1 & 2) are allowed with attendance limited to 25 percent of occupancy, following the Archbishop's Mass Directives, and only if cleaning and sanitizing protocols can be followed."

- Archdiocese of Milwaukee Catholic Comeback Plan

- Morning and evening prayer will be done by class in study halls.
- Seating arrangements in the chapel will be reconfigured. Floor decals and markers will be placed.
- Mass schedule will be modified. Classes will be assigned Mass days.
- Holy Communion will be administered under one species (sacred host) in the hand.
- Hymnals will be removed. Singing will be limited. There will be no singing by the choir for now.
- Masses will not be open to the public until further notice.



Sports & Extra-Curricular Activities

"Prioritizing the health and safety of all students and staff must remain the focus of each WIAA member school. The WIAA views (its) guidance as a living document subject to updates based on new information and changing conditions relative to COVID-19."

- Wisconsin Interscholastic Athletic Association

- Athletic sessions will follow updates and guidelines from the Wisconsin Interscholastic Athletic Association (WIAA).
- Extracurricular activities may be modified to follow best practices and to offer students opportunities to care for their wellbeing.

Entrance Protocol 1 of 2

BEFORE REGISTRATION DAY

- Registration will be spread out over three days to prevent dense population on campus. Seniors and juniors are scheduled to arrive on August 13. Those with surnames A-L will report from 8:00-11:00 am. Those with surnames M-Z will report from 12:30-3:30 pm.
- Sophomores and freshmen are scheduled to arrive on August 14 and 15. Freshmen with surnames A-L will report from 8:00-11:00 am, and sophomores with surnames A-M will report from 12:30-3:30 pm on August 14. Freshmen with surnames M-Z will report from 8:00 -11:00 am, and sophomores with surnames N-Z will report from 12:30-3:30 pm on August 15.
- No more than two parents or adult chaperons will be allowed to accompany a returning or new student on campus on registration day. Other members of the family should not come.
- Students and their accompanying adult(s) will be asked to bring a face mask or cloth face covering and wear it on campus.
- Students will be advised not to report to campus if they or a member of their household is sick. Special arrangements will be made for them to register at a later date. Follow-up communication will be made to determine if they are safe to report to campus.



Entrance Protocol 2 of 2

ON REGISTRATION DAY

- Singular entrance and exit points have been designated.
- Vehicles entering campus will be directed to a health screening station.
- At the health screening station, a temperature and symptoms check will be conducted. Travelers will be asked not to leave the vehicle as a staff member conducts the health screening (Appendix A). A cool down station will be made available if needed.
- Those who have no fever or symptoms will be cleared to proceed to registration. A sticker will be placed on the visible part of the student and accompanying adult's upper clothing to indicate clearance.
- Those showing one or more symptoms will be directed to a quarantine station for further assessment. Special arrangements will be made for the student to register at a later date. Follow-up communication will be made to determine if the student is safe to return to campus.





Exposure Response Protocol

Updated August 19, 2020

This protocol follows the recommendations provided by the Fond du Lac County Health Department.

Step 1 QUARANTINE & ASSESS

- Student suspected or known to be a close contact* or exhibiting one or more symptoms will be sent to the School Nurse for assessment
- Student will be sent to quarantine station.

**Persons are considered close contact if they were within 6 feet of someone who is tested positive for COVID-19 and spent 15 or more cumulative minutes with that person.*

Step 2 REFER & TEST

- School Nurse will contact the Fond du Lac County Health Department for further assessment and guidance.
- If testing is recommended, School Nurse will arrange for student to be brought to the testing site.
- Upon return to campus, student will be kept in quarantine while awaiting test result.
- School Nurse will notify the parents concerning the situation.
- If laboratory result is negative and student is symptom-free for 24 hours, School Nurse may clear the student to return to normal activities on campus.

Step 3 ISOLATE & TREAT

- If laboratory results show a positive case for COVID-19, student will be isolated for 10 days and until symptom-free for 24 hours. Parents will be notified. Doctor's orders for treatment will be followed accordingly.
- School Nurse and Administration will collaborate with the Fond du Lac County Health Department for further guidance.
- Fond du Lac County Health Department will clear the student before returning to normal activities on campus.

Daily Health Screening Protocol (Students)

- Dorm supervisors will conduct a temperature and symptoms check on students after rising in the morning before leaving the dorm. Supervisors will be given a form to document the health checks and to submit to the School Nurse (Appendix B).
- If cleared, the student may proceed with the day's activities.
- If a student shows one or more symptoms, the student will be directed to the Student Health Office immediately. The School Nurse will perform further assessment on the student and contact the Fond du Lac County Health Department for guidance.
- Once cleared by the Fond du Lac County Health Department, the student may resume activities on campus.
- This process will start on the day of the students' arrival on campus and continue through August 30, 2020.



Daily Health Screening Protocol (Employees)

- Daily employee self-screening has been implemented starting on July 14, 2020. These screenings are not optional and apply to all staff, volunteers, and contractors who arrive on campus.
- Using a form provided by the school (Appendix C), the employee will respond to five questions by checking the box that corresponds to their answer.
- If the employee answered “No” to all five questions, the employee is cleared to enter the campus for work. The completed and signed form will then be submitted to their supervisor.
- If the employee answered “Yes” to any of the five questions, the employee should not report to campus for work. The employee will notify their supervisor and is encouraged to contact their health provider for medical advice.



Our Next Steps

We recognize that the situation as it relates to COVID-19 is in flux and constantly evolves. Our next steps will be to:



Implement the Plan

We will carry out the plan as articulated in this document, ever mindful of the health and safety of students and staff.



Monitor the Situation

We will monitor the situation diligently, and stay updated on latest developments, mandates or recommendations from federal, state, and county agencies.



Follow Directives & Make Adjustments

We will adjust our plan accordingly to reflect the latest federal, state or county mandates and/or recommendations.

For questions or more information
about the plan, please call
(920) 753-7500, ext. 7321

You may also visit our website:
www.stlawrence.edu



Reopening SLS Task Force



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Principal



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Dean of Students



Mrs. Jody Muten
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Mr. Tom Wehner
Facilities & Maintenance



Mrs. Mary Bink
Environmental Services



Mrs. Kelly Potratz
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Mr. Francisco Saucedo
Admissions & Marketing



Mr. Leo Barstov
Food Services (SODEXO)



Appendix A: Initial Health Screening Form

This form will be used to conduct initial health screening of students and accompanying adults on registration day.

INSTRUCTION: Write down the names of the student and accompanying adults. Mark the boxes with a check sign (✓) only if the answer is "YES" to the corresponding question. Otherwise, leave the box blank.

| | Student: | Adult 1: | Adult 2: |
|---|--------------------------|--------------------------|--------------------------|
| Is the body temperature at or over 100.4 F? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| In the last 14 days, have you had any close contact with anyone who has tested positive for COVID-19? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you have a cough (excluding chronic cough due to a condition other than COVID-19)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you have shortness of breath? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you have a sore throat? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the person cleared for registration? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- If the individual shows no fever and answered "NO" to all the above questions, give a sticker to the individual and instruct them to wear it throughout the day. This will indicate that the person has been screened and is cleared for registration.
- If the person's body temperature registered at 100.4 F or higher but answered "NO" to all questions, direct that person to a designated cooling station (Chapel). Instruct them to remain there for 15 min. and to return for rescreening.
- If the person answered "YES" to one or more questions, direct the person to the designated quarantine station for further assessment and notify the School Nurse for guidance.
- Persons who are not cleared should not proceed to registration nor are they allowed to go farther inside the campus.
- Submit this form to the School Nurse at the end of Registration Day.



Appendix B: Daily Screening Form (Students)

This form will be used to conduct daily health screening of students during the first 14 days of their arrival.

INSTRUCTION: Mark the boxes with a check sign (✓) only if the answer is "YES" to the corresponding symptom. Otherwise, leave the box blank.

| Student Name | Temp. \geq 100.4 F | Cough | Shortness of Breath | Sore throat | Student Cleared |
|--------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | <input type="checkbox"/> |
| | <input type="checkbox"/> |
| | <input type="checkbox"/> |
| | <input type="checkbox"/> |
| | <input type="checkbox"/> |
| | <input type="checkbox"/> |
| | <input type="checkbox"/> |
| | <input type="checkbox"/> |
| | <input type="checkbox"/> |
| | <input type="checkbox"/> |
| | <input type="checkbox"/> |

- If the student's body temperature registered at or over 100.4 F, or if the student answered "YES" to one or more questions, direct the student to the Student Health Office immediately for further assessment by the School Nurse.
- Submit this form to the School Nurse at the end of each screening.

Supervisor Conducting the Screening (print your name):

Date:



Appendix C: Daily Screening Form (Employees)

This form will be used to conduct daily health screening of employees prior to entering the campus.

The Province of St Joseph of the Capuchin Order requires employees, contractors, and volunteers to complete this employee self-screening DAILY before entering the ministry site. For purposes of St Lawrence Seminary, ministry site includes the seminary's campus and grounds. Employees and volunteers should complete this form prior to entering seminary campus or buildings. The questions are intended to assist in determining an employee's ability to work on site. If you answered "YES" to any of the questions below, please do not report to work or enter the seminary's buildings or campus. In this case, you need to notify your supervisor immediately. If you answered "NO" to all questions, submit this form your supervisor prior to beginning your scheduled work day. For contractors, submit this form immediately to the contact person you work with in the seminary.

Employee/Volunteer: _____

Company/Contractor: _____

Seminary Contact: _____

Work Location: _____

In the last 14 days, have you had any close contact with anyone with a diagnosis of COVID-19?

Yes

No

Do you have a cough (excluding chronic cough due to a known medical reason other than COVID-19), shortness of breath or difficulty breathing?

Yes

No

Do you have a fever of 100.4 F or higher (as measured by a touchless thermometer, if available)

Yes

No

Do you have a sore throat?

Yes

No

Have you traveled out of state or out of the country in the last 14 days?

Yes

No

Signature: _____

Date: _____