



2020-21

RETURNING SAFELY TO CAMPUS

A Road Map to Return to On-Campus Learning in the Fall

A LETTER TO OUR COMMUNITY



Dear Holy Family parents and students,

As we close the chapter on a spring and summer of online learning, we would like to share our profound gratitude to all of you. The manner in which the Holy Family community responded to the unanticipated and unprecedented COVID-19 disruption is nothing short of extraordinary. We wish to thank parents, students, faculty, and staff for your strength, patience, fortitude, and resilience. Time and again over these past six months, you remind us of the generous spirit and gracious goodwill that defines this remarkable "family."

Today, we are pleased to share with you our road map for the coming 2020-21 academic year. Assuming that health and safety restrictions do not prohibitively tighten, as shared this past June, we plan to return to on-campus learning in the fall. Our Catholic Lasallian mission to teach minds, touch hearts, and transform lives compels us to seek pathways that lead us to be together on campus. To this end, our planning has focused on maximizing and leveraging every resource as well as our collective creative and innovative spirits to ensure the integrity, consistency, and breadth of the Holy Family experience.

Our highest priority in returning to campus is the health, safety, and well-being of our students, faculty, and staff. Our return to campus must come with the resolute commitment from all of us—students, parents, and employees—to be responsible to each other to ensure the safety of all. We will ask every member of the Holy Family community to practice research-based hygiene and adhere to our behavioral and health policies and protocols, especially self-screening and remaining at home when ill. While we understand that we cannot eliminate all risk to our community, we must all agree to practice newly adopted policies and protocols with the aim of reducing the risk of virus transmission and support our capacity to remain on campus. Be assured, we will be continually monitoring, evaluating, and adjusting as necessary.

This road map does not cover every detail or attempt to account for all contingencies. It simply cannot. We hope it provides you with some clarity about how we envision instruction and campus life in the fall. We know you will have questions, and want to iterate our availability and desire to respond to your questions or concerns. As we move forward, **we will continue to share any revisions and new information.**

As we transition into the 2020-21 school year, we remain mindful of the critical role human relationships play in the life and development of our students. More than anything, in-person, human relationships are at the heart of every student's learning experience. Those connections provide the foundation for inspiring and authentic learning. Undoubtedly, the coming year will present us with continued challenges, but also opportunities and blessings. **May we remain patient and kind, and never forget each of us is experiencing this time with our unique perspectives, responsibilities, and situations. We are confident in our community's ability to respond with continued patience, compassion, and genuine concern as we care for each other.**

Our community, in the holy presence of God, is precisely what breathes life into Holy Family. Words cannot adequately express enough the amount of joy and enthusiasm with which we await your arrival back to campus. In the meantime, may you remain healthy, may you be blessed, and may you share in the same excitement to be back together.

Live Jesus in our hearts - Forever!

Go FIRE!

Michael Brennan, President

John Dols, Principal

PLANNING FOR OUR RETURN TO CAMPUS

Holy Family's 2020-21 planning efforts began in the late spring as we moved our online learning into summer school online learning, slowly and carefully reopening the campus for summer activities. Throughout the summer months, our focus remained on "HOW CAN WE?", instead of why we can't return to campus. To that end, two teams—an educational programming design team and a facility and behavioral compliance team—comprised of administrators, teachers, and experienced legal and industry professionals used every resource available to be innovative, intentional, and measured in our planning to return to campus this fall.

Our decisions are based on research and informed by medical experts. As administrators, we regularly review information specific to schools from the CDC, Minnesota Department of Health, the University of Minnesota's Center for Disease Research and Policy, and the Archdiocese of Saint Paul and Minneapolis, as well as knowledge gained by schools across the world.

Both teams were charged with maintaining and improving program integrity and fidelity, while creating a safe and healthy environment for the 2020-21 school year in a manner consistent with Holy Family's vision, mission, and values, and at a level that meets reasonable parent and faculty expectations, regardless of the particular mode of delivery. We are able to return to on-campus learning through investments in technology, installation of safety enhancements in high-touch and use spaces, and professional development of faculty, as well as creative use of scheduling, spacing, and staffing.

GUIDING ASSUMPTIONS

- The health and safety of all community members is of paramount importance, including physical health and the emotional well-being of our students, as well as our employees.
- Given the Holy Family vision, mission, and values, and its philosophical commitment to a relational model of learning, we should find ways to be together for on-campus learning whenever possible.
- We will follow public health and safety guidelines.
- We will utilize the Minnesota Department of Health and the CDC coronavirus guidelines as our main reference points for our ongoing assessment of risk.
- We will define procedures and protocols to open and operate safely across as many program areas as possible.
- With the understanding that public health and safety guidelines related to school operations will likely shift multiple times during the duration of COVID-19 pandemic, we will need to plan for the possibility of having to pivot quickly from one set of operating norms to another.



Our plan is
for a return to
on-campus
learning
this fall.

PLANNING, PREPARTION AND INVESTMENT PRIORITIES FOR AN ON-CAMPUS RETURN



FACULTY PROFESSIONAL DEVELOPMENT

Holy Family will focus on training and professional development opportunities that will allow faculty to continue to pursue excellence whether they are teaching in person, in a hybrid model, or entirely online learning dynamic. All faculty will participate in ongoing curriculum training to better support in person and distance-learning. **All Fridays are early release days for students to allow continued professional development for faculty and staff.**



TECHNOLOGY

SourceWell Technology is supporting instructional technology solutions for all learning scenarios including onsite technology upgrades to facilitate and improve the experience for on-campus and remote learners. Faculty will be able to teach students present in the classroom while providing synchronous and asynchronous learning for students learning from home. Students are required to own appropriate devices to eliminate student-to-student shared electronics as well as providing equity in transition to online learning if needed. (Please refer to your back-to-school mailer for information regarding our new technology requirement.)



SPACING AND EXPOSURE MITIGATION

Classrooms will be standardized to best utilize the space—desks facing forward and using the full extent of the classroom. Classroom locations will be adjusted to group students by grade as much as possible. The hallways will be configured for movement in one direction when possible, utilizing the width of our hallways to maintain social-distancing when students and/or staff need to move to a different academic wing. Students' locker use will be limited. Outdoor eating areas will be created for lunch periods (as weather allows). Transparent plexiglass dividers will be installed in common areas like the Information Center, Main Office, Counseling Offices, and all teacher desks. All individuals in the building, including visitors, must wear face coverings in accordance to Governor Walz's [Executive Order 20-81](#). We are, however, seeking further clarification on the order's directives to schools and will share that soon.



HEALTH PROTOCOLS AND PPE PROCUREMENT

Following CDC, Archdiocesan, and State guidelines, the core of our safety strategy is a strong partnership with parents to ensure that health screenings take place before coming to school and as students arrive. Students should remain home when ill, maintaining physical distance, practicing good hygiene, and having procedures in place for handling any illness that develops at school. Additionally, over the summer months the following investments and enhancements were made: PPE procurement, hiring of additional faculty members to allow for classroom spacing of students, touchless faucets and paper towel dispensers, 30 additional hand sanitizers stations, increased fresh air flow to the highest recommended level, and Merv 13 filters installation in all roof top units. Holy Family is providing one face mask per student and masks and shields to faculty.

SUPPORT A HEALTHY CAMPUS

What we can do as a community with a shared commitment

HEALTH AND SAFETY

Creating and maintaining a healthy campus environment is essential and will require our community's support and participation. We understand that a healthy campus includes the mental and emotional well-being of our students and employees. We will practice patience as we help our students adjust. We ask for your cooperation and commitment to these guidelines, as together, we maintain the safest possible experience for students, faculty, and staff. Weekly CANVAS sessions, lower than average counselor-to-student ratios, and our caring faculty and staff allow us to support our students proactively.

Our Commitment



TEMPERATURE SCREENINGS

Screening kiosks supervised by school staff will be used at each entrance. Spacing of six feet or more will be required of those waiting for screening.



HAND WASHING

Conveniently located and regularly maintained hand washing and sanitizing stations will include posted reminders.



RESPIRATORY HYGIENE & ETIQUETTE

Educate and encourage staff and students on correct cough etiquette; employ mask usage as directed in [Executive Order 20-81](#).



FREQUENT SANITIZING

Frequent cleaning and using COVID-19 sanitization best practices will be employed.



COMPLIANCE OFFICER

A designated staff member will ensure all individuals are following the rules and protocols.

Your Commitment



SYMPTOMS SCREENINGS

Symptoms screenings should occur each morning before heading to campus. Anyone with symptoms should stay home.

(See page 8 for further guidance.)



PERSONS WITH SYMPTOMS

Any person with COVID-19 related symptoms or who test positive for the virus will be required to follow quarantine procedures.



RESPIRATORY HYGIENE & ETIQUETTE

Review and employ good respiratory hygiene and etiquette. Bring a washed face mask to school each day and wear as designated.



PRAY WITHOUT CEASING

Rejoice always, pray without ceasing, give thanks in all circumstances.
1 Thessalonians 5:16-18



CHECK-IN AND SUPPORT

Check-in with your child and friends to make sure they are managing the transition to new protocols well. Let us know if we can help.

2020-21 RETURN-TO-CAMPUS SCENARIOS

OPTIONS FOR LEARNING

Holy Family plans to return to full-time on-campus learning this fall. Alternate plans include offering two additional high-quality learning scenarios: on-campus hybrid and full-time online learning. We believe all of these to be strong, viable options for implementation as required during the coming school year. Our planning was informed by critical areas of importance—health and safety, and Holy Family program integrity, including academics, arts, clubs, and athletics.

CURRENT PLAN



PLAN A: ON-CAMPUS LEARNING

- In-person on-campus learning with enhanced health and safety precautions
- On-campus learning Monday-Friday, early release on Fridays
- New health protocols, procedures, and physical distancing space design
- Daily self-screen by employees and students before heading to campus and again on arrival
- To start the year, large assemblies will be modified (Convocation, lunch, etc.)
- Online learning available for students with risk factors, health concerns, illness, manifest COVID-19 symptoms, quarantine requirements, live with immune compromised family members

ALTERNATE PLANS



PLAN B: ON-CAMPUS HYBRID LEARNING

- In-person on-campus learning blended, when necessary, with online synchronous and asynchronous coursework at home
- Days on campus follow on-campus learning protocols and guidelines
- Additional requirements as applicable



PLAN C: ONLINE LEARNING FROM HOME

- Students remain home with full-time online learning as in Spring 2020 with additional synchronous learning interactions
- Online tools available for students who are ill, manifest COVID-19 symptoms, are in quarantine, or live with immune compromised family members

NOTE: Synchronous learning refers to a learning event in which a group of participants is engaged in learning at the same time. Asynchronous learning refers to the opposite. The instructor, the learner, and other students are not engaged in the learning process at the same time.

Full-time online learning from home will be offered as long as needed. The school recognizes that due to pre-existing health conditions or COVID-19 infections and exposure, some students may face extended absences from our campus during the 2020-21 school year. If this option is necessary for your student, please contact Assistant Principal for Academic Affairs, Melissa Livermore, at livermorem@hfchs.org.

RE-OPENING AT A GLANCE



ARRIVAL

Students enter the building through the front, A-wing, or bus lobby doors. Screening will occur before entering.



MASKS

Masks required in accordance to the executive order in effect beginning July 25. (Please see note on page 11.)



MOVEMENT

Time in the hallway will be limited to passing times with directional marking posted throughout the building.



BLOCK SCHEDULES

Reducing the number of hallway interactions occurs by reducing the number of passing times with a block schedule.



MASS

Daily Mass will be offered to Holy Family students and staff with appropriate Mass protocols.



LUNCH

Cafeteria seating will be expanded to include tented outdoor eating areas. Initially, lunch options will be limited.



VISITORS

Necessary visitors (e.g. parents, vendors, etc.) will be allowed by appointment only. (Screenings and masks required.)



SPORTS AND ACTIVITIES

Sporting events will follow the guidance of the MSHSL and MDH. Non-athletic activities will occur with appropriate protocols.

SCHOOL COMMUNICATIONS

Please continue to monitor all school communications for updates and additional information as the school year approaches. Please add communications@hfchs.org to your safe sender list in your email account on file with our school. Check our 2020-21 Plan webpages (currently under construction) for updates and resources.

The school calendar is only presented electronically to update as the school year progresses, if needed. You can locate the calendar at HFCHS.ORG > [QUICKLINKS](#) > [CALENDAR](#).

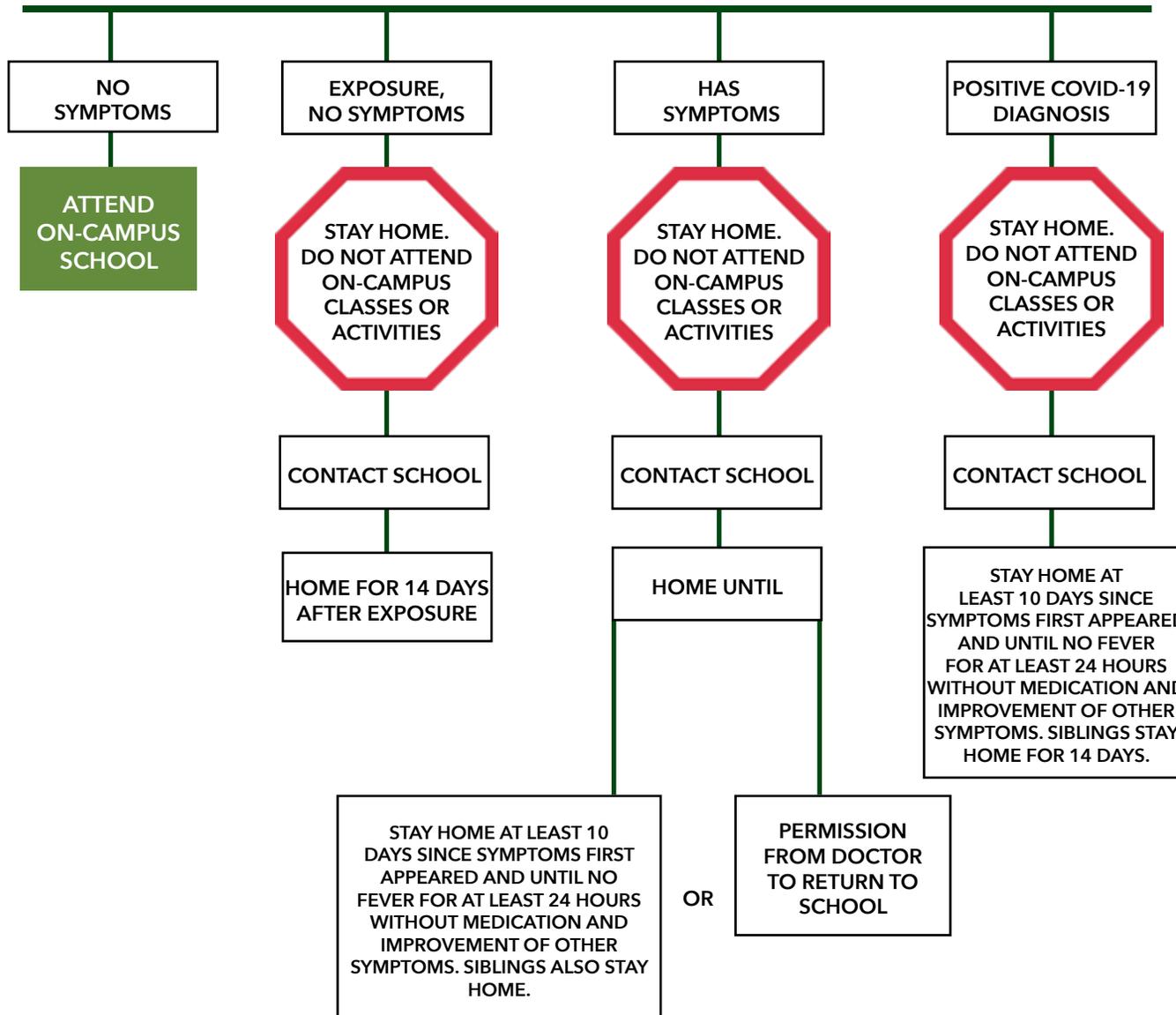
STAY HEALTHY

You can help protect your family from COVID-19 by practicing and promoting everyday healthy habits.

- Avoid close contact with people who are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
- Practice social-distancing and wear a mask.
- Eat well and get enough rest.
- Exercise regularly.
- Do not share food, utensils, or beverages.
- Do not share cosmetics including chapstick.
- Find time to relax and reduce stress.
- Take pride in keeping everyone safe.

COVID HEALTH SCREEN FLOW CHART

MAKING THE RIGHT DECISION EACH DAY STARTS WITH THIS DECISION TREE.



COVID-19 HEALTH DEFINITIONS

EXPOSURE:

If you have been within 6 feet of an infected person for at least 15 minutes starting from 48 hours before the person began feeling sick until the time the patient was isolated.

SYMPTOMS:

One of the following:

1. Fever (+100.4) or chills
2. A new cough
3. Shortness of breath

OR

2+ of the following:

1. Gastrointestinal symptoms of nausea, vomiting, or diarrhea
2. A new sore throat
3. New muscle aches
4. New loss of smell/taste
5. Congestion/runny nose

If you answer "yes" to any of these screening questions, we advise you to stay home, isolate, and contact your health care provider.

Report the absence by contacting the school office at (952) 443-4659 or via email at schooloffice@hfchs.org.

Please refer to the decision tree to the left.

2020-21 RETURN-TO-CAMPUS OPENING SCHEDULES

OPENING THE SCHOOL YEAR WITH A NEW SCHEDULE

For the early weeks and months of our return to campus, we will alter our daily schedules and attendance practices slightly. We will move to a block schedule with a slightly earlier release time on Fridays for our faculty and staff to attend professional development training. Block schedule designs limit the amount of movement in the hallways throughout the day, thereby reducing exposures.

STUDY HALLS AT THE START AND END OF DAY

Students with a first-period study hall will not be required to come to school until their first class of the day. There will be supervised study halls available for those who need to be dropped off, take a bus, or arrive with a sibling. Students with a study hall at the end of the day will be allowed to leave after their last class is over. Students will **not** be able to leave during a study hall (other than final period study halls) or lunch. We do not have an open campus.

Orientation days for all students replace this year's Schedule Pick-up Day. During the first week of school, we will learn and adjust to our new protocols and procedures and complete technology training necessary for each class. Tasks normally completed on Schedule Pick Up Day such as taking ID pictures, purchasing required supplies, and picking up parking passes, class schedules, and activity passes will occur on the orientation days.

WEEK 1 SCHEDULE - ALL STUDENTS WILL EXPERIENCE A 2020-21 ORIENTATION BEFORE A FULL RETURN TO CAMPUS ON SEPTEMBER 3.

Monday, August 31 - Orientation/first day of school for 9th-grade students

Tuesday, September 1 - Orientation day for 10th-grade students only in the school building

Wednesday, September 2 - Orientation day for 11th and 12th-grade students in the school building

Thursday, September 3 - All students in the school building

Friday, September 4 - No School

Watch for more orientation information in August. Students participating in full-time online classes will receive additional information regarding participation in these days. Healthy, non-COVID exposed students (as explained on page 8) may attend after-school practices on August 31-September 2. Only students participating in orientation should be in the building between 8:00 a.m.-2:45 p.m.

BLOCK SCHEDULES

Beginning on September 3, all students will attend school utilizing a block schedule. The finalized block schedule with a more detailed explanation will be released before orientation. The school day will still start at 8:00 a.m. and end at 2:45 p.m. on Monday-Thursday, and 2:09 p.m. on all Fridays. Your mySchool account will help you stay on track with the daily schedule, and all students will receive an explanation at orientation.

TRANSPORTATION SCHEDULES

Transportation schedules are not yet finalized. We will share schedules and protocols with families as soon as they are available.

REQUIRED PROTOCOLS FROM THE ARCHDIOCESE

Educating young people in the light of Christ is foundational to the mission of the Catholic Church. While the Church has carried out this work of education in the midst of social, health, and political crises, the current global COVID-19 pandemic has prompted unprecedented reflection on education and the central role of the physical school community in promoting the academic, spiritual, and emotional growth of the child. In preparing for the start of the 2020-21 school year, our local Church and the wider educational community throughout the state and the country will be required to make morally responsible decisions for how we educate the future citizens and leaders of our society during a pandemic, with special consideration for those children who are the most vulnerable among us. With the information that is currently available, we affirm that the most prudent decision for Catholic schools is to plan for the safe reopening of its school buildings at the start of the 2020-21 school year.

ARCHDIOCESE OF SAINT PAUL AND MINNEAPOLIS KEY AREAS OF PREPAREDNESS

1. PROHIBITING BEHAVIORS THAT SPREAD

Students, employees, and visitors showing no sign of illness will be present in the school building.

2. MAINTAINING HEALTHY FACILITIES

Routine cleaning and disinfecting of classroom surfaces, restrooms, lunchrooms, meeting rooms, and drop-off and pickup locations.

3. MAINTAINING HEALTHY OPERATIONS

Families, students and employees, have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19 through regular health checks.

4. COMMUNICATING, TRAINING, AND EDUCATING

Parents, staff, teachers, and all others in the school community have been educated on health and safety procedures for shared involvement and responsibility.

RETURN-TO-CAMPUS PLANNING COMMITTEES

President Michael Brennan, Principal John Dols, Assistant Principal for Academic Affairs Melissa Livermore, and Assistant Principal of Student Life Matt Thuli offer their deepest appreciation for the hard and important work completed by our return-to-campus planning teams. We are also forever indebted to our committed faculty and staff who will join them in carrying out the protocols developed, shared by our planning teams, and accepted by the Board of Directors.

EDUCATIONAL PROGRAMMING DESIGN

Michael Brennan, President
John Dols, Principal
Melissa Livermore, Assistant Principal
Matt Thuli, Assistant Principal
Nick Tibesar, Activities Director
Father Gjengdahl, Faculty
Annie Kandiko, Faculty
Carlee Kocon, Faculty
Ian Parzyck, Faculty
Brad Perrin-Smith, Faculty

FACILITY AND BEHAVIORAL COMPLIANCE

Michael Brennan, President
John Dols, Principal
Melissa Livermore, Assistant Principal
Matt Thuli, Assistant Principal
Robin Krier, Alumni Parent/Regional Operations Manager, ESi*
Mic Puklich/Alumni Parent/Attorney, Neaton & Puklich P.L.L.P.*
Todd Stohlmeyer, Current Parent/Vice President, Cargill*
Jim Tisel, Faculty
Tim Triplett, Assistant Activities Director
Blaine Wegner, Maintenance

The teams also consulted with SourceWell Technology, SevenHills Cleveland Benefit Partners Human Resources, and Cargill Environmental Health and Safety.

Our 2020-21 plans were designed with the most current information and research available to us. As has been the case since COVID-19 first appeared, situations, knowledge, and guidelines can change. If they do, we will address those situations appropriately and make changes as needed. We will also frequently evaluate how processes and protocols are working for our students and faculty. Thank you for your support and cooperation.

NOTE ON MASKS: On July 22, Governor Tim Walz signed an Executive Order requiring face covering in private and public indoor spaces. Holy Family Catholic High School is working to better understand the specific application of the Executive Order for our school. Please watch for additional communication clarifying mask-wearing requirements while on campus.

* indicates HFCHS Board Member

HOLY FAMILY CATHOLIC HIGH SCHOOL PRAYER

Father, You so loved us that
You sent Your only Son into the world
amidst the love of the Holy Family to show us the way to You.
Lord God, we ask Your blessing and grace upon each of us
who make up Holy Family Catholic High School.
May we burn with the fire of Your love
and so imitate the love of the Holy Family
in our school,
in our own families,
and among all those we meet
to show them the way to You. Amen.

2020-21

Welcome back!

We are excited to start the school year under the same roof. Thank you for your help in keeping our community safe by following the guidelines and protocols outlined in this book.