


# CDH HYBRID MODEL



## *School Reopening Guide 2020-2021*

PROTOCOLS TO SUPPORT THE EDUCATION, HEALTH AND  
WELL-BEING OF STUDENTS, FACULTY, STAFF, AND PARENTS



Cretin-Derham Hall



## Cretin-Derham Hall

August 5, 2020

Dear Families and Students of Cretin-Derham Hall,

We are pleased to announce that Cretin-Derham Hall will start the upcoming school year under a 'hybrid' model, allowing in-person learning within a structure modified to prioritize the safety of students and staff. This *School Reopening Guide* is designed to provide parents and students with initial information to start this unique school year. Please read these protocols carefully and review with your student(s). A *Table of Contents* is provided for quick reference. There will be additional communications with further details coming as plans evolve. As a reminder, school reopening information can always be found online at [2020-21 School Year Updates](#).

We appreciate the support and patience of our school community as we determined this structure that we believe will work best at Cretin-Derham Hall. We also acknowledge that this is not a perfect solution, but given the challenges of a pandemic, we are confident that we can reopen campus if we work together to balance the critical educational needs of our students with the unprecedented challenges of COVID-19.

Many people in our community helped draft this plan, with leadership from 30+ teachers who worked over the summer to develop three different scenarios to more than 750 parents who responded to our survey. Our students have offered their ideas and we will incorporate more opportunities for student input when school begins. We have collaborated with other high schools, including our school district and our colleague Catholic schools. All of this was conducted within the guidance of our local, state, and national leaders and the guidelines they have set for safe learning.

The success of this plan rests on the shoulders of each of us. We must be diligent to take care of ourselves and to protect each other by adhering with strict compliance to these critical modifications designed to curb the spread of this virus. The length of time we are in any model will be greatly impacted by the level of community support - at school and at home.

Thank you for your support as we launch this new school year. We are excited to welcome students and faculty/staff back on campus!

Live Jesus in our hearts. Forever!

Mona Passman, Principal  
Frank Miley, President

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## Goals and Guidance

Cretin-Derham Hall is prepared to fulfill our mission to educate young men and women during this pandemic. Our plan prioritizes the health and safety of our students, employees, and families while providing effective modifications to our learning environment necessary to provide an excellent education for our students.

Our goals in developing our plan for the 2020-2021 school year are:

1. Prioritize the health and safety of our school community.
2. Provide in-person learning whenever possible to establish and maintain the relationships necessary for a relevant and effective learning environment.
3. Respond to individual learning or health needs including an option for a distance learning model.
4. Create and maintain a valued sense of community among students, teachers, staff, and families.
5. Enable smooth transitions between learning models utilizing data to inform any changes to the school structure during 2020-2021.

Cretin-Derham Hall's *Guide to School Reopening, 2020-2021* has been developed under the guidance of the Minnesota Department of Health (the MDH), the nation's Center for Disease Control (the CDC), the St. Paul Public School's health experts, and the Archdiocese of St. Paul and Minneapolis. Our plan incorporates the guidelines of the State of Minnesota Safe Learning Plan announced by Governor Tim Walz on July 30, 2020. Importantly, the CDH plan is also the result of months of work by 30+ faculty and staff and was informed by a survey of parents, with an impressive 750 respondents.

CDH remains prepared to adjust our model in response to the fluid and changing community health needs of our students and faculty/staff and their families during the pandemic. The data-driven trigger to transition to a different model will align with the Minnesota Department of Health (MDH) recommendations. We will transition to distance learning when warranted to prevent further outbreaks. We also remain hopeful that, in the near future, our school will be able to return to our regular school environment that welcomes all students and faculty/staff back on campus at the same time.

## COVID Response Team

CDH has established a COVID Response Team. [Katie Carroll](#), the CDH COVID Coordinator, will work closely with the School Nurse, Administration, and Teachers/Staff on the implementation of our plan. She will monitor the community and school-level impact of COVID-19 and will consult with public health to determine an appropriate response when needed.

The School Nurse is responsible for addressing health concerns while on campus and managing a confidential log of incidents. The School Nurse will also be the primary communication link between the school and families regarding guidance for illness management and the return to school following the recovery of an illness.

If the School Nurse is not immediately available, students and employees will contact the COVID Coordinator or the Principal or the Assistant Principal by calling the school office.

**Call the school office to connect with the following members  
of the COVID Response Team:  
651-690-2443**

School Nurse - [Tara Kaup](#)  
Covid Coordinator - [Katie Carroll](#)  
Principal - [Mona Passman](#)  
Assistant Principal - [Amy Bellus](#)

## **CDH Hybrid Model**

We will start the school under a hybrid model. This model allows for in-person learning by limiting the number of people on campus or in classrooms at any one time and provides more space for effective social distancing. As the largest Catholic school in the state, we simply cannot accommodate the entire school community within our campus building and ensure social distancing.

The important benefit of this plan is that students will see their teachers for in-person learning every other day. This will be accomplished by breaking the student body into two groups. Students will be grouped according to their last name - either **A-L** or **M-Z**. The groups will alternate between in-person classroom learning and at-home learning.

Grade level groupings were explored but could not be implemented with proper social distancing within the classroom. Many courses have a predominance of one grade level. By keeping the grade level together, we cannot reduce class sizes enough to provide adequate social distancing. We will explore other opportunities for grade levels to come together.

There are two phases to our hybrid model:

### **1. Establishing the learning environment & creating teacher-student relationships**

The goal of this phase is to establish a relevant and meaningful classroom learning environment by developing the relationships between teachers and students. Teachers advocated for the opportunity to focus their efforts on a classroom instruction model that enables them to see their students in person more frequently.

To accomplish this, our school year will start with a daily schedule of periods 1-7 with students meeting with all their teachers on campus every other day. Students at home will be provided with a meaningful independent learning activity.

For example:

- Monday: A-L Student Group at CDH in class, with the M-Z Student Group working at home.

- Tuesday: M-Z Student Group at CDH in class, with the A-L Student Group working at home.
- The alternating pattern will continue each day so that every student will see each of their teachers in person every other day.

We believe this will be the strongest start to a new year, for both students and teachers. The value of these relationships will create the strongest foundation for learning the rest of the year.

## **2- Implementing Synchronous Learning Strategies**

The goal of this phase is to implement synchronous learning so that students continue to connect virtually with their teacher and their class on the days they are at home. Each classroom will be equipped with a *Swivl*, a video collaboration technology, to make this possible. Live streaming provides many different options for classroom instruction.

Students will continue to learn on campus on alternate days and CDH may transition to block schedules to fully utilize and implement synchronous learning experiences.

## **Critical Campus-Wide COVID-19 Protocols**

To minimize the spread of the virus, the following protocols are effective immediately on campus:

1. Face Masks covering mouth and nose are mandatory inside any school spaces or outdoors when social distancing measures are not possible. No person will be allowed to remain in the building without appropriate face coverings. Masks may be temporarily removed when eating or drinking, when working alone in a classroom or office or in PE class when the level of exertion makes wearing a face covering difficult.

CDH will provide one cloth face mask for students and staff. Individuals may choose to wear their own cloth or disposable face mask as long as it is clean and effectively covers the mouth and nose. No controversial art or wording should be displayed. CDH will have disposable face masks on hand in emergencies.

2. Social Distancing measures include:
  - Classrooms are scheduled at half capacity, with 3-6 ft spacing between desks.
  - Desks have replaced tables where practical, allowing for more personal space in the classroom.
  - Hallway traffic will be reduced with fewer students on campus and increased passing time between classes. Students will also have the option to walk outside to other parts of the building, weather permitting.
  - Lunch locations have been expanded beyond the cafeteria to include outdoor spaces, the Commons, and other larger spaces to prevent overcapacity in any one space. In addition, seating restrictions will be in place to control social distancing.
  - Students will carry needed materials in backpacks and not congregate at locker bays. Lockers will only be assigned upon request.

- Students will be asked to use designated entrances to decrease crowding upon arrival or departure.
3. Respiratory etiquette will be taught and monitored for compliance:
- Teachers will be trained in teaching respiratory etiquette (hand washing and using hand sanitizer often, proper covering of a cough/sneeze).
  - There will be daily reminders to start the school day, as well as in each class period. Signs will also be posted throughout the campus.

## Health Monitoring, Contact Tracing, and Precautions for Safe Return to School

Personal monitoring of health status will be required of every individual on campus. This is a critical element of our plan to protect the health of all those on campus. Note, there are several scenarios in which students or teachers/staff must inform the school, as well as isolate to prevent the spread of the virus.

- Parents will sign a commitment form before the start of the school year agreeing to be responsible for checking temperatures and monitor other possible symptoms at home each day, as well as reporting any new symptoms, test results, or health concerns.
- All students and employees will answer a COVID screening survey each day as they arrive to their first class. Students and staff will be sent home if they indicate symptoms or exposure to someone with COVID or symptoms.

### **There are strict and immediate responses to COVID-19 symptoms, exposure, and/or diagnosis.**

Because the guidelines are fluid and subject to change, CDH will follow the most recent MDH guidelines regarding the Safe Learning Plan. Note, current guidelines differentiate between *exposure vs proximity*.

Exposure is defined as being within six feet of an individual for 15 min or longer. When a confirmed case of COVID-19 occurs on campus and a student or employee has been *exposed*, CDH will follow MDH protocols to notify parents. The identity of the person with COVID-19 will not be shared with the public.

Instances may occur where a student is in a classroom or larger gathering space in *proximity* to a student/employee, but would *not* be notified if it is determined that the infected student was six or more feet away or had contact for less than 15 minutes.

1. Any student or employee **exhibiting [symptoms related to COVID-19](#)** will be required to stay home.
  - Symptoms include: new onset of a cough, shortness of breath, fever over

100.4 -or- at two or more of the following: chills, muscle pain, cough, shortness of breath, sore throat, lack of taste/smell, gastrointestinal symptoms of diarrhea, vomiting, or nausea.

- A person with a new symptom and no diagnosis to explain it must talk with his/her health care provider about getting a COVID-19 test, even if it is the only symptom he/she is experiencing.
2. Any student or employee who is **tested and is waiting for test results** will be required to quarantine and follow [MDH guidelines about when to return to school](#). Individuals will be required to provide a doctor's approval before returning to school.
  3. Any student or employee who **tests positive for COVID-19** will be required to quarantine and follow [MDH guidelines about when to return to school](#). Individuals will be required to provide a doctor's approval before returning to school.
  4. Any student or employee who has **exposure to a confirmed COVID-19 case** will be required to follow MDH guidelines in either scenario:
    - a. **If exposed on campus:** CDH will identify and inform those who have been in close contact with a positive case and inform them of the need to quarantine at home according to [MDH guidelines](#).
    - b. **If exposed outside of CDH:** The family or employee must notify the school of the exposure. The student or employee will need to quarantine at home according to [MDH guidelines](#).

General guidelines currently recommend testing 5-7 days after the exposure.

**When a student must be quarantined or isolated, he/she will switch to full-time distance learning if physically able, until the student is permitted to return to campus. Students participating in distance learning will not be considered absent.**

**If students are ill or unable to participate in classes, even if remotely, parents should report the illness to the attendance office and it will be an excused absence.**

## Buildings and Grounds

There are also campus-wide protocols to ensure the environment within the school is clean and minimizes the spread of viruses.

1. Enhanced cleaning routines include:
  - Students and teachers will clean desks and classroom equipment at the end of every class period with appropriate disinfectant.
  - Frequently touched surfaces, such as door handles and light switches will be cleaned during the day on a more frequent basis based on EPA requirements.
  - Classroom doors will be left open where possible to avoid repeated touching.



- Additional maintenance staff will be hired to assist with additional daily cleaning.
2. Students are encouraged to bring and use their own water bottle and can fill at the bottle filler stations. All bubblers will be turned off.
  3. The CDH heating and air conditioning (HVAC) systems were replaced in 2019 or upgraded this past year, allowing for the highest level of proper ventilation and air circulation.

## **Other Important Considerations**

- The school calendar for the first few weeks of school as well as each student's individual class schedule will be sent the week of Aug. 9.
- In addition to normal school supplies, students should utilize a sturdy backpack and provide their own writing utensils, water bottle, earbuds/earphones (for technology-led instruction), extra facemasks, and hand sanitizer (for when school-supplied hand-sanitizer is not easily available). Lockers will only be provided when requested.
- Field trips and service opportunities are temporarily canceled.
- Curricular programming such as JROTC and Fine Arts (Band, Choir, and Theater) will continue under the hybrid model but will be modified. Details on how these programs will be conducted are forthcoming.
- There will be limited building access before and after school. Students will be assigned to a common location for supervision of socially-distant studying and waiting when the building is open and class is not in session.

## **Option to Opt-Out of In-Person Learning**

CDH will make special provisions for students/families who decide to opt-out of in-person learning for health or family reasons. In this case, the student will engage in distance learning. Families must register for this option prior to the beginning of school, and a survey will be emailed home to complete. Any changes to the choice between the hybrid model or distance learning after the start of the school year will need the approval of the principal and parents.

## **Attendance Policy**

Attendance will continue to be taken no matter where the student is learning (on campus or at home) under the hybrid model. The school should be notified of any absences by calling the Attendance Office at 651-696-3311. The provisions for excused and unexcused absences will be communicated before the beginning of the school year.

To lessen the pressure on students given the nature of this year, there will be no Attendance Awards given this year.

## **Adherence to Covid-19 Procedures and Protocols**

The policies and protocols that will enable CDH to remain successful and safe, will require the participation and buy-in of all members of our school community. Our success is dependent on

our collective adherence to these guidelines. CDH reserves the right to address those Individuals who are unwilling to follow these protocols.

## **Lunch**

Students are encouraged to bring a bag lunch. Taher will continue to provide packaged lunches for purchase. For proper social distancing, the spaces available for eating and socializing will be expanded to include the cafeteria, outdoor spaces, the Commons, to name a few.

## **Campus Ministry: Faith and Worship Opportunities**

Celebrating our faith will continue to be a cornerstone of the CDH education. Campus Ministry is reviewing options for worshipping together. For instance, we may celebrate mass by grade level in a socially-distant space rather than in an all-school assembly.

Retreats are also going to be modified to address the need for safe and healthy environments while keeping these valuable opportunities for our students.

Daily Mass (before the school day begins) will continue to be offered in the Blessed Brother James Miller Chapel by managing the number of students, faculty, and staff in attendance.

## **Social and Emotional Health**

The social and emotional health of our students is paramount. The Counseling Department will be open and available at all times and will be reaching out to all students to remind them of resources that are relevant to their needs. Students will be able to work with their counselors in much the same way as before because these interactions are primarily one-on-one or in small groups.

The college search process will continue to be supported by the College Counselors.

## **Co-Curricular Sports, Activities, Clubs**

CDH is a strong proponent of co-curriculars as a vital part of the educational experience. As we develop this Hybrid Model, the opportunities for students to lead, compete, explore, and grow are important. Clubs and activities are currently under review and details will be forthcoming.

The Minnesota State High School League (MSHSL) announced that fall sports will proceed this year except for football and volleyball which will be moved to the spring season this year. Details on modifications on participation, competitions, and fans in the stands for all other fall sports will be forthcoming.

## **Visitor Policy**

Visitor access will be restricted. All visitors will sign in at the Attendance Office, complete a health screening, and must wear a face mask.

- Classroom speakers will be limited, replaced by video conferencing or live-streaming lectures.

## Information to Come

As noted in earlier sections, several elements of the plan and the protocols are being examined right now so more information is coming. You can expect to receive in the days/weeks ahead:

1. Student Schedule and School Calendar
2. Details on Activities, Clubs, and Athletics including Band Camp
3. Details about 9th Grade and New Student Orientation, New Parent Orientation, First Day of School, etc.
4. Recommended Building Access Doors to Minimize Congestion
5. Procedures surrounding building access before and after school
6. Form to Explore Opting-Out of In-Person Learning
7. Instruction Protocols when teachers are absent
8. Updated and Ongoing Details and Protocols

## Resources

[Minnesota Department of Health \(MDH\)](#)

[Center for Disease Control \(CDC\)](#)

[Minnesota's Safe Learning Plan](#)

[CDH 2020-2021 School Year Updates Resource Page](#)