

MERCY 
SAFELY LEADING THE WAY

MERCY'S GUIDE FOR BACK-TO-SCHOOL

A Comprehensive Plan to Safely Return
for the 2020-2021 School Year



OUR LADY OF MERCY
SCHOOL FOR YOUNG WOMEN

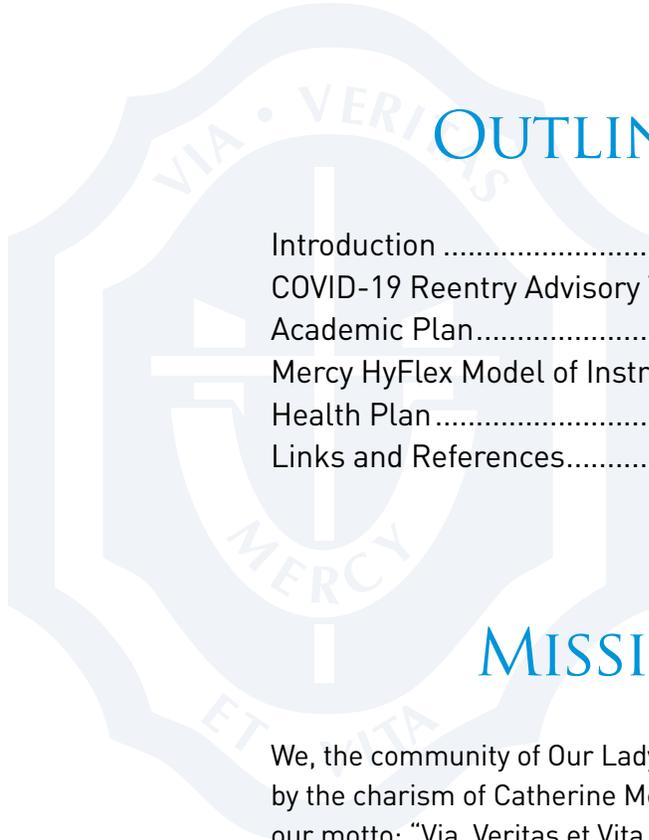
Grades 6-12

The logo of Mercy School is a shield-shaped emblem. At the top, it reads "VIA • VERITAS". In the center is a large white cross. Below the cross, the word "MERCY" is written in a curved banner. At the bottom of the shield, it says "ET".

BREAKING NEWS REGARDING MERCY'S BACK-TO-SCHOOL PLAN!

At noon on Friday, July 31, 2020, Mercy's Board of Trustees unanimously approved a plan to explore leasing space with larger classrooms and greater square footage for our middle school for the 2020-2021 academic school year. This decision was made in direct response to the challenges faced by our school due to COVID-19 and the social distancing mandates in place throughout the state. This potential new space will not be on the Mercy campus; rather, it will be nearby so parent transportation and busing should not be greatly affected.

When this new building space is acquired, we anticipate shifting all of the 6th, 7th, and 8th grade students to the new location with larger classrooms, which will allow them to safely attend in-person instruction five days per week. While the academic plan described in this document may not be relevant to middle school families when we acquire new space, be advised that all safety protocols listed will be in effect for both spaces. Confirmation of the new space and additional details will be shared with families before August 7.



OUTLINE OF CONTENTS

Introduction	4
COVID-19 Reentry Advisory Task Force.....	5
Academic Plan.....	7
Mercy HyFlex Model of Instruction	9
Health Plan.....	13
Links and References.....	23

MISSION STATEMENT

We, the community of Our Lady of Mercy School for Young Women, are animated by the charism of Catherine McAuley, foundress of the Sisters of Mercy and by our motto: “Via, Veritas et Vita.” (I am the Way, the Truth and the Life). The school, opened in 1928, remains a sponsored ministry of the Sisters of Mercy.

We are a sixth through twelfth grade all women’s college preparatory school. We are guided by the values of our Catholic identity while respecting and welcoming students of diverse backgrounds.

We empower young women to unleash their potential through a vigorous pursuit of knowledge, service to others, a global perspective, and leadership opportunities. This pursuit is guided by a commitment to the virtues of hospitality, compassion, integrity, and respect for the inherent dignity of all.

Our Lady of Mercy School for Young Women encourages students to be pioneers of change. Our mission is to provide an enriching balance of learning, serving, and loving that creates a community of care and sisterhood.

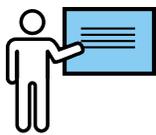
***The procedures and protocols within this document
are subject to alteration as circumstances and
official guidance change.***

INTRODUCTION

Welcome to (a different) 2020-2021 Academic School Year!

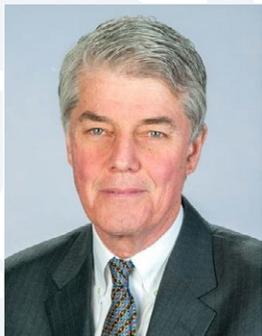
Since March, Our Lady of Mercy School for Young Women has led the way in responding to the coronavirus public health crisis while maintaining high academic standards. As one of the first schools to close in anticipation of the New York State mandate, Mercy was fully prepared to launch our heralded Synchronous Online Learning Program. While not the typical method of experiencing Mercy's world-class education, the Online Learning Program nonetheless was championed by parents as "being on the forefront of keeping the students safe" while "giving parents and their daughters comfort during a difficult time." Our students rose to the challenge and excelled at online learning... seeking help and assistance when necessary, and finishing the school year far ahead of students in so many other educational institutions.

With the safety of our students, faculty, and staff as the foundation of our plans for returning to school amid this stubborn COVID-19 virus, Mercy's Reentry Advisory Task Force has worked tirelessly to establish programs, procedures, and protocols that will allow us to continue safely leading the way for our students and families. The Circle of Mercy is strong, and with the unwavering support of our entire community, Our Lady of Mercy School for Young Women will forever remain a welcoming home for our girls that will help transform each and every one of them into the leaders they are destined to become.



COVID-19 REENTRY ADVISORY TASK FORCE

In May, Our Lady of Mercy School for Young Women announced its COVID-19 Reentry Advisory Task Force. Chairing the Task Force is



James "Jim" Maxwell, M.D., Clinical Assistant Professor in the Department of Neurosurgery at the University of Rochester Medical Center, and Chief of Neurosurgery at Rochester General Hospital. As a father of two Mercy graduates, and himself a graduate of McQuaid Jesuit, Georgetown University, and Columbia University, Dr. Maxwell has been leading a team of health, academic, financial, and facilities committees.

Task Force members have been guided by federal, state, and county regulations while researching best practices from around the country, modeling a variety of scenarios related to the reopening of the school, and advising Mercy leadership on proper procedures and protocols for preparing for the 2020-2021 academic year. The Task Force acted as the school's primary interpreter of the legislative directives and mandates for student, faculty, and staff safety.

Task Force Members

Pam Fennell Baker, J.D. '74 P'12 - President/CEO at Mercy

Kris Borrelli, NP - School Nurse at Mercy

Dave Carro - Vice President for External Affairs at Mercy

Tish Ciaccio '79 - Vice President of Advancement at Mercy

Terri Cubiotti - Chief Operating Officer at Mason Marketing; Vice Chair, Board of Trustees at Mercy

Colleen Davis, M.D., MPH P'12 '15 '18 - Chief of the Pediatric Emergency Department at University of Rochester Golisano Children's Hospital; member, Board of Trustees at Mercy

Sherylanne Diodato, Ph.D. '93 - Dean of the Middle School at Mercy

Teri Edom - Director of Human Resources at Mercy

Heather Hanson Goodbody '87 - Senior VP Wealth Management, Private Wealth Advisor, The Goodbody Group at Merrill Lynch; Chair, Board of Trustees at Mercy

Sue Hespem - Administrative Support

Tim Jones P'16 '17 - Executive Vice President & Chief Lending Officer at Genesee Regional Bank; Treasure, Board of Trustees at Mercy

Peggy Kenrick - Vice President of Finance at Mercy

Marty Kilbridge, Ed.D. - Principal at Mercy

Rich Laudisi - Vice President at LeChase Construction (retired)

Sue Moore - Vice President of Finance at Xerox (retired)

Pat Prinzing RSM - Sister of Mercy

Mike Saputo - Director of Information Technology at Mercy

Jim Schnell, CPA/ABV, CVA - CPA at Mengel Metzger Barr & Co. LLP

Dave Topa, M.D. - Pittsford Pediatric Associates; Clinical Assistant Professor, Department of Pediatrics at the University of Rochester Medical Center

Mike Waters - Vice President at Xerox (retired); consultant at Mercy

Anthony Yandek - Athletic Director at Mercy and the school's Coronavirus Coordination Officer

Mickey Young - Facility Director for Sisters of Mercy

TASK FORCE COMMITTEES

Committee Chairs and Members

HEALTH AND SAFETY COMMITTEE

Chair: Colleen Davis, M.D., MPH P'12 '15 '18 - Chief of the Pediatric Emergency Department at University of Rochester Golisano Children's Hospital; member, Board of Trustees at Mercy
Members: Kris Borrelli, NP; Teri Edom; and Dave Topa, M.D.

FINANCE COMMITTEE

Chair: Sue Moore - Vice President of Finance at Xerox (retired)
Members: Pam Fennell Baker, J.D. '74 P'12; Terri Cubiotti; Heather Goodbody '87; Tim Jones P'16 '17; Peggy Kenrick; Pat Prinzing RSM; and Jim Schnell, CPA/ABV, CVA

FACILITIES COMMITTEE

Chair: Rich Laudisi - Vice President of LeChase Construction (retired)
Members: Anthony Yandek and Mickey Young

ACADEMICS COMMITTEE

Chair: Marty Kilbridge, Ed.D. - Principal at Mercy

INSTRUCTIONAL PROGRAM SUBCOMMITTEE

Chair: Marty Kilbridge, Ed.D.

Members: Alisa Belanger (teacher), Jennifer Cellura (teacher/parent), Sherylanne Diodato Ph.D. '93 (Dean of Middle School), Donna Horn (Dean of Academics), Dawn Humphrey (teacher), Lucia Lanahan '21 (student), Amy Marron (teacher/parent), Michael Saputo (Director of Technology), Deanna Spagnola (parent/public school administrator), Kimberly Vita (teacher/parent), and Lora Zumchak '87 (Library Media Specialist).

CULTURE AND CLIMATE SUBCOMMITTEE

Chair: Dana Whipple (Dean of Student Life)

Members: Lilly Ansley-Purpura '21 (student), Sister Pat Beairsto (Campus Minister), Emily Casey (teacher/Senior Class Rep.), Rose Cooper (Director of Enrollment Management), Sherylanne Diodato Ph.D. '93 (Dean of the Middle School), Sarah DeMulder (teacher), Elena Gizzi (teacher/parent), Melinda Good (teacher), Shawna Melton (teacher/Student Council/Junior Class Rep.), Gia Raggi '26 (student), Therese Randazzese '89 (Mercy Service Coordinator), Sebrina Trout (teacher/Sophomore Class Rep.), and Anthony Yandek (Athletic Director/Coronavirus Coordination Officer).

SOCIAL EMOTIONAL WELLNESS SUBCOMMITTEE

Co-Chairs: Sherylanne Diodato, Ph.D. '93 (Dean of the Middle School) and Emily Cady (Director of Wellness)

Members: Sarah DeMulder (teacher), Joan McAteer RSM '66 (teacher), Tim Nawojski (teacher), Kimberly Rouleau (teacher), Mary VanHouten (teacher), and Kimberly Vita (teacher/parent).

ACADEMIC PLAN

Our Lady of Mercy School for Young Women prides itself on our 92-year history of providing outstanding education for young women. The school's tradition of excellence is matched by our ability to adapt to changing times. In the face of the coronavirus pandemic, Mercy smoothly pivoted to remote, synchronous learning in March 2020. Our online instructional program is unmatched and we are ready to continue with this program should circumstances — or New York State mandates — lead us to close the building once again. We are taking the formidable strengths of our successful online program and blending them with much-desired in-person instruction which will serve as the bedrock of the ***Mercy HyFlex Learning Plan*** when we reopen for the 2020-2021 school year.



Mercy HyFlex Learning Plan

Purpose

Guidance regarding social distancing measures in the face of the coronavirus pandemic forced us to consider how we can offer in-person instruction in our historic, intimate classrooms. While we look forward to a return to full in-person learning and are confident that our fully online learning program is an exceptional default approach should we be forced to close school, we needed to craft a hybrid model that would allow us to safely meet our students and colleagues in-person under strict social distancing guidelines.

Principles

Mercy's path to returning to school in September is guided by two principles: the continuity of our academic mission and protecting the health and safety of our community of students, faculty, and staff.

Process

The Instructional Program subcommittee of the COVID-19 Reentry Advisory Task Force considered various hybrid models for scheduling that would meet our priorities. We conducted a Decision Making Analysis (closely based on John S. Hammond. *Smart Choices: A Practical Guide to Making Better Decisions*). We defined the problem and the stakeholders; we identified and prioritized the objectives we expected each alternative to meet based largely on a June survey sent to students, parents, and teachers and our own experience and research; we decided on alternative hybrid models; we laid out how each of these broad models would look like at Mercy; and we evaluated each model in terms of how it would meet our objectives. One final step was to survey stakeholders once again to distinguish between two variations of a single model.

ACADEMIC PLAN (CONTINUED)

Objectives

We evaluated the models based on their ability to meet the following criteria:

- Allows for smooth transition to fully online and in-person schedules
- In-person instruction maximized (ratio of minutes in-person to online)
- Total instructional/seat time is maximized so that the curriculum is not compromised
- Manageable for faculty in terms of prep/planning time
- Daily schedule is clear and easy to follow
- Provides support for students and teachers unable to come to campus
- Manageable for faculty in terms of instruction
- Master scheduling is manageable
- We have the technological infrastructure to support
- Establishes classroom culture from outset
- Provides opportunities for culture-building for the entire school
- Fits with local districts' plans/schedules, especially in regards to transportation
- Permits regular deep cleaning
- Permits six feet of social distancing

We realized we could not rely on the school districts to have a consistent model, nor publish models before we had to move forward with our process, so we ultimately abandoned the objective related to the districts.

Models We Considered

In considering hybrid models, we relied on the broad categories described in the EdWeek article, *Six Ways to Bring Students and Staff Back to School*. The article identified six hybrid alternatives: Phased Reopening, Multi-Track System, Staggered Schedules, Bubble Strategy, Cyclical Lockdown Strategy, and Year-Round Schedule. We eliminated some almost immediately as either not sustainable or inappropriate for our complex schedule. For example, the Phased Approach might be helpful at the beginning of the school year, but it is not a model for long-term scheduling. The Bubble Strategy, which calls on students to remain in place while teachers rotate, may be appropriate for an elementary school, but is not for a middle and high school. As we followed our decision making process, we sketched out how variations on each model might look for Mercy, taking into consideration our objectives, and were able to further narrow our focus on models we could implement.

MERCY HYFLEX LEARNING PLAN

We selected a **multi-track model** with two student cohorts attending in-person two days in a row and learning online two days in a row. Half our students will be attending in-person instruction, while the other half will be participating online with video conferencing technology or pursuing class work in a mode designed by the teacher based on her or his pedagogical style.

The plan, as shown below, follows a regular eight-day cycle over a two-week period, then reverses the cycle for another two-week period. Two cohorts will alternate in-person attendance, with one cohort (Faith) attending Mondays and Tuesdays, the second (Hope) attending Thursdays and Fridays. Both cohorts will be attending class according to the daily schedule, whether their desk is at school or at home. There are several advantages to this model: families can rely on set days of attendance for all their children, students receive equal amounts of in-person and online instruction in all their classes, teachers know they are seeing the same students for each two-day period, and students continue to benefit from our synchronous learning model when at home.

Attendance Schedule for In-Person Learning

WEEKS 1 and 2 — Regular Cycle										
Day	MON	TUES	WED	THURS	FRI	MON	TUES	WED	THURS	FRI
Cohort	FAITH	FAITH		HOPE	HOPE	FAITH	FAITH		HOPE	HOPE
Cycle	A	B		C	D	E	F		G	H

WEEKS 3 and 4 — Reverse Cycle										
Day	MON	TUES	WED	THURS	FRI	MON	TUES	WED	THURS	FRI
Cohort	FAITH	FAITH		HOPE	HOPE	FAITH	FAITH		HOPE	HOPE
Cycle	H	G		F	E	D	C		B	A

MERCY HYFLEX LEARNING PLAN (CONTINUED)

Further Academic Plans

The School Week

Early in our discussions we decided on a four-day weekly schedule based on our successful spring online experience, with a non-instructional day scheduled for most Wednesdays. This schedule offers a number of advantages:

- Offers the consistency of completing our eight-day cycle in a two-week period
- Reverse cycle every two weeks permits every student to experience every class in-person
- Families can rely on a regular pattern of attendance with sisters in same cohorts
- Allows for weekly deep cleaning and culture-building on Wednesdays
- Online learning will continue to be largely synchronous, in keeping with our exceptional spring program
- Allows for a reduction in screen time for both students and faculty, and provides the additional time needed for the increased demands online teaching and learning present
- Allows for a smooth transition to total online learning if necessary

The School Year



- First Day: September 8
- Extended Thanksgiving Break
- Last Day: June 16

Because of the loss of instructional time due to allocating Wednesdays to developing Mercy culture, and with the goal of keeping our cycle days aligned closely with the days of the week, we have made a few adjustments to the school calendar.

School begins on September 8 for all students with New Student Orientation on September 2. We have canceled the scheduled professional development day on October 9 and the Columbus Day holiday on October 12. **We are extending the Thanksgiving break for the entire week of November 23-27.** We are extending the school year for 6-11 grade four days to June 16. Seniors will finish their school year on May Day. We are also canceling midterm exams.

MERCY HYFLEX LEARNING PLAN (CONTINUED)

The School Day Schedule

We determined early on that in order to meet our first objective of transitioning easily between fully online, hybrid, and fully in-person learning, we would need to follow our current daily schedule as closely as possible. Our online learning approach in the spring, which did not deviate from our daily schedule, gave us confidence this would be the right approach. We have, however, made a minor adjustment to make class start times easier to remember and provide a few more minutes of instructional time per day. All classes begin on the hour, except for two which correspond with lunch and meet on the half hour. Homeroom will begin at 7:45 a.m., first period will begin at 8 a.m., and the last class ends at 2:55 p.m.

TIME	A DAY WITH AD	B DAY WITH AD	C DAY WITH AD	D DAY WITH AD	E DAY WITH AD	F DAY WITH AD	G DAY WITH AD	H DAY WITH AD
7:45-7:55	HOMEROOM							
8-8:55	2	5	4	3	2	5	4	3
9-9:55	3	2	5	4	3	2	5	4
10-10:25	AD							
10:30-11:25	4	3	2	5	4	3	2	5
10:30-10:55	LI							
11-11:55	SPLIT 4	SPLIT 3	SPLIT 2	SPLIT 5	SPLIT 4	SPLIT 3	SPLIT 2	SPLIT 5
11:30-11:55	L2							
11:30-12:25	6L	9L	8L	7L	6L	9L	8L	7L
12-12:55	6	9	8	7	6	9	8	7
12:30-12:55	L3							
1-1:55	7	6	9	8	7	6	9	8
2-2:55	8	7	6	9	8	7	6	9

MERCY HYFLEX LEARNING PLAN (CONTINUED)

Students with IEPs and Other Needs

Maintaining equity among all our students constantly remains in the forefront of our planning. Students with IEPs, ESL, or other extenuating circumstances may be admitted to campus daily except Wednesdays. When their cohort is at home experiencing online instruction, these students would be located in designated areas participating in online instruction.

Teachers and Students Who Remain at Home

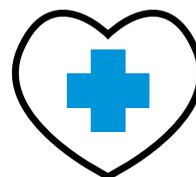
We are prepared to have students and teachers work from home in the event they are quarantined or they have reason to be concerned for their health if they attend school in person. In these events, remote learning and instruction will continue much as it did this past spring. Students who remain at home full time will log into their classes for remote instruction. Non-quarantined students whose cohort is in-person but whose teacher remains at home will report to their classroom where, under the supervision of a paraprofessional, the teacher will provide remote instruction to students in both cohorts. Health protocols are presented in the section on health and safety.

This model closely aligns with our stated objectives and meets the academic, logistical, and safety needs of students, families, and staff.

HEALTH PLAN

Keeping the Mercy Community Safe

Our Lady of Mercy School for Young Women is committed to fulfilling our mission to nurture the faith and intellect of our young women and to do so in a safe and welcoming environment. The present COVID-19 health emergency has forced us to alter our standard practices in order to continue to offer an exceptional education. This section of our plan outlines the procedures and protocols we are implementing to keep our community safe. They have been developed based on federal, state, and local guidance and medical and epidemiological advice from members of our COVID-19 Reentry Advisory Task Force. Further details will be presented in a series of documents and videos we are preparing for the start of school. The procedures and protocols below are subject to alteration as circumstances and official guidance change.



COVID-19 Response Team

Mercy has established a COVID-19 Response Team, which is comprised of local health experts, business professionals, and members of the school administration. This team will meet regularly and when necessary to evaluate the status of our plan and the state of the coronavirus pandemic as it impacts our community.

Chair: James Maxwell, M.D.

Assistant Chair: Anthony Yandek

Pam Fennell Baker, J.D. '74 P'12

Kris Borrelli, NP

Colleen Davis, M.D., MPH

Sherylanne Diodato, Ph.D. '93

Teri Edom

Donna Horn

Marty Kilbridge, Ed.D.

Rich Laudisi

Sue Moore

Mike Waters

Dana Whipple

Coronavirus Coordination Officer

The COVID-19 Response Team includes a Coronavirus Coordination Officer, who is responsible for the overall coordination and enforcement of Mercy's Coronavirus policies and procedures. The Coronavirus Coordination Officer also serves as a point of contact for students, faculty, and staff for information relating to Mercy's Coronavirus plans and procedures. Mercy Athletic Director Anthony Yandek (ayandek@mercyhs.com, 585-288-7120 x331) serves as the school's Coronavirus Coordination Officer.



HEALTH PLAN (CONTINUED)

DAILY PRACTICES

Social Distancing

Keeping space between individuals is one of the best tools we have to avoid being exposed to the coronavirus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if they have no symptoms. While social distancing protects everyone, we are particularly mindful of the greater impact the virus has on the elderly and other susceptible groups. All members of the community, regardless of whether they have symptoms, are expected to adhere to the following social distancing guidelines both on and off campus:



- Stay at least six feet (6) from other people at all times.
- Social distancing of twelve (12) feet in all directions must be maintained between individuals while participating in activities requiring the projection of voice (e.g. singing, drama), playing wind instruments, or aerobic activity.
- Do not gather in groups.
- Stay out of crowded places and avoid mass gatherings when possible.
- In accordance with current guidelines, usage of common spaces including offices, restrooms, common work areas, etc. may be limited (we will display signage indicating if the space is closed or open). If open, additional information about maximum occupancy will be specified based on current guidelines.
- Students will be encouraged to engage virtually with fellow students, teachers, counselors, and faculty members by using technology platforms such as Google Meet.

We know this is not easy and that much has changed in a short period of time, but social distancing practices are critical to slowing the spread of the coronavirus and our collective actions will enable us to meet this challenge.

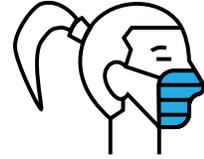
Protective Barriers

Partitions or barriers have been installed as needed in workspaces that include face-to-face interaction, such as the reception desks, Counseling offices, information desk, etc. Mobile plexiglass barriers are located in each classroom to allow the teacher to remove her mask during instruction.

HEALTH PLAN (CONTINUED)

Face Coverings

Face coverings will be required throughout the day while in Mercy buildings, during drop off/pick up, and anytime social distancing cannot be maintained. Mask breaks will be scheduled. All members of the community must have a face covering in their possession even when outdoors, since it is possible that individuals may come within six feet of another person.



Wearing a face covering helps to protect others by containing respiratory droplets when one coughs, sneezes, or speaks. Since individuals can be contagious before the onset of symptoms, one may be contagious and not know it. If one covers her nose and mouth, it can limit the spread of the coronavirus. Another good reason to use face coverings is to discourage the wearer from touching her face. Touching one's face after touching something contaminated with the coronavirus increases one's chances of getting sick with COVID-19. Here are best practices for using a face covering:

Putting on the face covering:

- Wash hands or use hand sanitizer prior to handling the face covering.
- Ensure the face-covering fits over the nose and under the chin.
- Situate the face-covering properly with nose wire snug against the nose (when applicable).
- Tie straps behind the head and neck or loop around the ears.
- Throughout the process, avoid touching the front of the face covering.

Taking off the face covering:

- Do not touch your eyes, nose, or mouth when removing the face covering.
- When taking off the face covering, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands immediately after removing.

Care, storage, and laundering:

- Mercy will provide students, faculty, and staff with a face covering at no cost. Students must use the provided face covering when on school grounds. Students who are medically unable to wear the face covering provided by the school must seek approval from the school administration to wear an acceptable, alternative face covering.
- Additional daily-use face coverings will be available at the gallery and visitor entrances if anyone arrives on campus without a face covering.
- Cloth face coverings may not be used more than one day at a time and must be washed after use. Cloth face coverings should be properly laundered with regular clothing detergent. Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured), or visibly contaminated.
- Do not share masks.

HEALTH PLAN (CONTINUED)

- Disposable face coverings must not be used for more than one day and should be placed in the trash after use or if soiled, damaged (e.g., stretched ear loops, torn or punctured material), or visibly contaminated.

Face coverings must be worn at all times except during lunch and scheduled breaks. All individuals on school grounds must be prepared to put on a face covering if another person unexpectedly cannot socially distance.

Handwashing and Hygiene

Faculty, staff, and students will practice hand hygiene upon arrival to campus, between all program activities, after using the restroom, before eating, and before departing the campus.



- Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
- Proper washing and disinfecting involves covering all surfaces of one's hands and rubbing them together until they feel dry.
- Avoid touching your eyes, nose, and mouth, and wash your hands before and after touching your face.
- When you cough or sneeze always cover your mouth and nose with the inside of your elbow or a tissue if available. Throw used tissues in the trash.

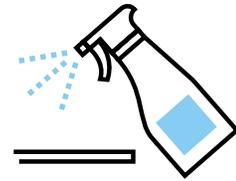
Mercy has installed nearly 160 hand sanitizing stations throughout the campus facility to better serve the needs of the school community, but students are encouraged to bring their own hand sanitizer that contains at least 60% alcohol for ready access.

Mercy will encourage good employee hygiene by providing the following: Hand sanitizer for all staff members to keep at their desk, as well as disinfecting wipes in all classrooms, break rooms, bathrooms, and meeting rooms.

HEALTH PLAN (CONTINUED)

Disinfection

Mercy will follow guidance from federal and state governments and agencies regarding cleaning and disinfecting facilities. While housekeeping crews will continue to clean common spaces based on CDC guidelines, we all will play a role in taking additional care to wipe down commonly used surfaces. Follow instructions about disinfection in common use and high touch areas. Also, clean and disinfect frequently touched objects and surfaces. Do not share items such as food, drinks, writing or eating utensils, masks, or similar items. Students and teachers will be expected to clean and disinfect tables, desks and workstations prior to each use.



Mercy's facilities will be cleaned and disinfected daily as appropriate by the housekeeping staff. Common areas or high-use areas such as bathrooms will be cleaned throughout the day as will be high-touch areas such as door pulls.

The high school and middle school will also undergo a deep cleaning process on a weekly basis.

Visitor Policy

Mercy will be closed to visitors during the current health crisis. We will not be accepting lunches, forgotten schoolwork, or other personal deliveries for students at the office. A protocol has been developed in the event extenuating circumstances require a visitor to enter Mercy.



The protocol provides for:

- A) approval of the Coronavirus Coordination Officer, the President or Principal for the visitor's access to Mercy
- B) a required health screening of the visitor
- C) a record of where the visitor went in the building and the date and time of the visit
- D) a requirement that the visitor wear a mask at all times while in the building

HEALTH PLAN (CONTINUED)

Symptom Monitoring Requirements

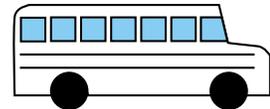
Students, faculty, and staff who enter campus must conduct symptom monitoring every day prior to coming to school. Members of the community must be free of ANY symptoms potentially related to COVID-19 to be eligible to report to class or participate in any other activity on campus. At this time, these symptoms include one or more of the following:

- Temperature of 100 °F (37.8 °C) or higher
- Cough
- Hard time breathing
- Sore throat (not due to allergies)
- Body aches
- Loss of taste or smell

In addition, students, faculty, and staff will be prohibited from entering the campus facility if they have recently tested positive for COVID-19, recently come in contact with someone who has tested positive for COVID-19, are awaiting test results for COVID-19, or have recently traveled to a restricted state/area. If you have any symptoms, always wear a face mask to avoid possible virus transmission to others and contact your health care provider immediately. After calling your health care provider, you must also contact Mercy's Coronavirus Coordination Officer (ayandek@mercyhs.com) to provide notification of your symptoms.

Transportation

Bus transportation is the purview of your school district of residence. If you do not receive information regarding your district's transportation policies, contact the district's transportation office.



- Students are expected to wear masks at all times on buses.
- Hand-sanitizing stations will be available as students unload from buses (mandatory usage).
- Students will maintain social distancing while lining up to enter and exit buses.
- Student drop-off will occur so that students will unload from cars and buses in a way that allows for social distancing.

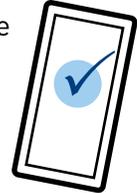
Carpooling is strongly discouraged as it violates social distancing rules. However, "social bubbles" are sometimes established by two or three families that agree to socialize only among themselves. Masks must be worn if students carpool. Our desire is to prevent an outbreak which will harm our community's health and possibly close the school.

School-sponsored field trips are on hold until further notice.

HEALTH PLAN (CONTINUED)

Screening and Entering the Building

Students, faculty, and staff will be required to sanitize their hands at a sanitation station upon entering the building. Students, faculty, and staff will also be required to complete a health screening survey before entering the campus each day. Mercy has contracted with IV4 to supply a web-based health screening tool that students will complete prior to arrival. Proof of a passed screening will be required for admittance to the building. If a student, faculty, or staff member does not have proof of a passed screening, they will be required to complete a screening on campus before being allowed into the building.



All students will enter the building through the McAuley Gallery entrance off Clover Street. Information regarding new traffic patterns for morning drop off will be shared before school resumes. Social distancing measures must be followed while entering the building.

Before and After School, Advisement, and Study Hall

Social distancing is difficult to maintain when people gather in common spaces; therefore there will be no gatherings of students outside of classrooms and lunch periods (during which social distancing will be reinforced by supervising teachers).

In order to ensure that there are no gatherings of students, the following restrictions will be implemented:

- There will be no congregating in the cafeteria, gallery, or hallways.
- Before school students will report immediately to homeroom.
- Student movement will be restricted during advisement.
- Students will remain in their assigned study halls.
- Students will be picked up at 3 p.m.

Signage

Signage is posted throughout the campus facility to assist with maintaining social distancing as well as traffic flow within highly occupied areas. Signage is also posted establishing rules for maximum occupancy, as well as to remind students, faculty, and staff to wear masks at all times and to maintain appropriate hygiene measures. Signs will also be utilized to identify hand sanitizing stations throughout campus.



Water Bottles, Hydration Stations, and Drinking Fountains

Students will be expected to carry their own personal water bottles during the school day. Students may not share water bottles or other personal items. Touchless hydration stations located throughout the building are designed for water bottles. Drinking fountains throughout the high school and middle school buildings have been disabled.

HEALTH PLAN (CONTINUED)

Library Media Center

The Library Media Center will be closed to visitors. Students and staff will place holds on books and will retrieve them at the door of the library.



Cafeteria

The cafeteria will be reconfigured to allow individual space for students to sit while maintaining six feet of social distancing.

- Individual desks will replace large, group tables.
- During warm weather, students will be permitted to eat outside.
- Masks may only be removed when students sit to eat. When students finish eating, they are to replace their masks, whether they have left their seat or not.
- Individual portions will be served to students
- All condiments and straws will be in single use disposable containers and silverware will be pre-packaged or pre-rolled in napkins
- Six feet social distancing between students will be maintained in cafeteria lines as well as students in eating areas.
- Food service staff will wear gloves and masks at all times, and gloves will be replaced as needed.
- Eating surfaces/desks will be cleaned and disinfected after each student's use.
- Hand washing or sanitizing should be done by each student immediately prior to and after eating.
- Students should not share food, beverages, utensils, or eating spaces.
- Microwaves in the cafeteria will not be available for student use.

Locker Use

The Mercy Administration is currently finalizing a locker usage policy for the start of the school year.

Extracurricular Activities and Clubs

The start of extracurricular activities will be delayed until after the school year starts. All extracurricular activities will be individually considered on an ongoing basis with respect to social distancing, personal protective equipment, hygiene, cleaning, and other safety and protective measures.



HEALTH PLAN (CONTINUED)

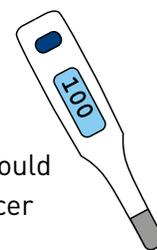
Interscholastic Athletics

The start of interscholastic athletics is officially governed by the New York State Public High School Athletic Association. Mercy is currently waiting for more guidance from Section V regarding the start of the interscholastic athletics for the fall season. All school sponsored athletic training and events have been postponed until further guidance is received. For updates from the school Athletic Department visit <https://ourladyofmercyhs.rschooteams.com>.

ILLNESS

Stay at Home When Sick

It is important to stay physically distant from others when sick to reduce the transmission of disease. If you are sick, stay home to reduce exposure and transmission of the illness to other individuals in the community. Students should notify their health care provider and the school Coronavirus Coordination Officer (ayandek@mercyhs.com) if they are experiencing symptoms.



Nurse's Office

Mercy is currently waiting for further guidance from the Penfield Central School District for new and updated policies regarding the school nurse's office.

Failed Health Screening

A student, teacher, or faculty member who receives a failed screening is required to stay home. If a teacher fails a screening or experiences symptoms of COVID-19 while on campus they are to notify the Coronavirus Coordination Officer (ayandek@mercyhs.com) immediately and then leave the school premises. If a student experiences a failed screening or experiences symptoms of COVID-19 while on campus she will go to a supervised isolation area until a responsible adult can come to campus to pick her up to take her home. Any siblings, and any student who arrived on campus by the same car will also go to a supervised isolation area until a responsible adult can come to campus to pick her up and take her home. Any failed screening that occurs on campus must be reported to the Coronavirus Coordination Officer immediately.

Infection Control Plan

Mercy has developed an infection control plan strictly based on the New York State Department of Health's guidance (NYSDOH). The control plan will be monitored and enforced by the school's Coronavirus Coordination Officer who will work closely with the Monroe County Health Department and the NYSDOH. On the following page is a summary of the plan, which has been reported to the NYSDOH.

Infection Control Plan Summary

Positive Tests

Any Mercy faculty or staff member or student who has a positive COVID-19 laboratory result is referred to as a Personnel or Student Confirmed Case. The plan includes immediate actions to isolate the individual, notifying health authorities, close off areas of potential contamination for disinfection, communicate with the community on a de-identified basis, assist in contact tracing, and monitor the individual's health progression. Confidentiality will be maintained as required by federal and state law and regulations.

At a minimum, Personnel or Student Confirmed Cases will be required to self-quarantine for at least 10 days after illness onset and at least three days after recovery. At the conclusion of this period, the Confirmed Case will obtain a COVID-19 test that shows a negative result or, if no test is feasible, a doctor's note releasing the Confirmed Case to return to school or work. The Coronavirus Coordination Officer or a designee will work with the Monroe County Health Department to assess the requirements for determining when a faculty or staff member can return to Mercy.

Symptomatic and Close Contact

The plans also include detailed protocols for:

- Students, faculty, and staff who are experiencing symptoms of COVID-19 but have not tested positive.
- Students, faculty, and staff who are asymptomatic but have had close contact with someone who tested positive for COVID-19.

Monitoring Infection Levels

The Coronavirus Coordination Officer will monitor the number and location of Personnel or Student Confirmed Cases and will be responsible for reporting on the statistics to the COVID-19 Response Team. The COVID-19 Response Team will determine if infection is increasing on campus beyond an acceptable level and will take any appropriate action, including isolating student cohorts or closing school. In all cases, we are subject to guidance, regulations, and orders issued by government authorities.

***The procedures and protocols within this document
are subject to alteration as circumstances and
official guidance change.***

LINKS AND REFERENCES

Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency. https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K_to_Grade_12_Schools_MasterGuidance.pdf

New York State Reopening Guidance for Religious and Independent Schools
<http://www.p12.nysed.gov/nonpub/documents/reopening-guidance-religious-and-independent-schools.pdf>

Interim Guidance for Food Services During the COVID-19 Health Emergency
https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Indoor_and_Outdoor_Food_Services_Detailed_Guidelines.pdf

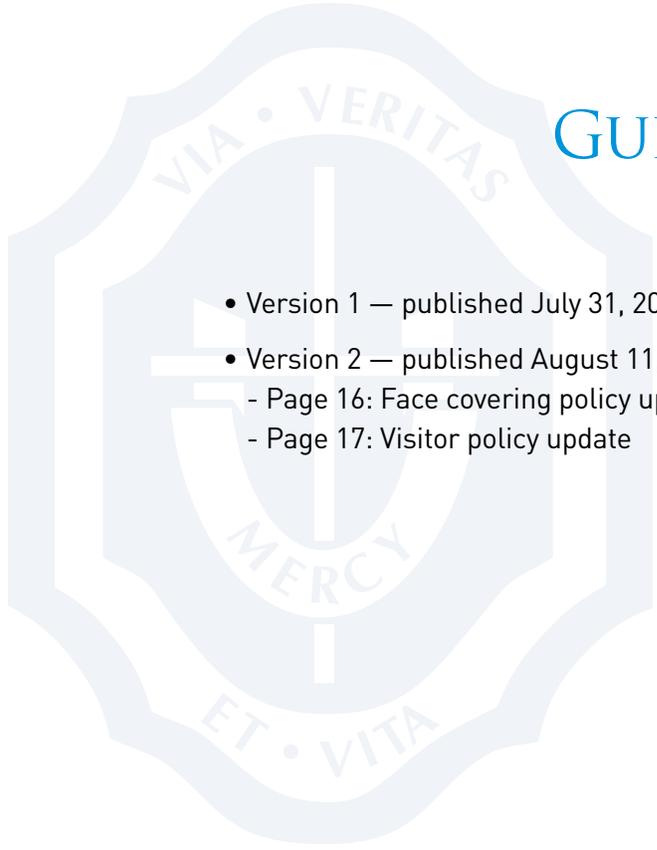
Interim Guidance for Public Transportation Activities During the COVID-19 Public Health Emergency. <https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/PublicTransportationMasterGuidance.pdf>

Interim Guidance for Quarantine Restrictions on Travelers Arriving in New York State Following Out of State Travel. https://coronavirus.health.ny.gov/system/files/documents/2020/06/interimguidance_traveladvisory.pdf

New York State Department of Health Novel Coronavirus (COVID-19) website
<https://coronavirus.health.ny.gov/home>

Centers for Disease Control and Prevention Coronavirus (COVID-19) website
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Occupational Safety and Health Administration COVID-19 website
<https://www.osha.gov/SLTC/covid-19>



GUIDE UPDATES

- Version 1 — published July 31, 2020
- Version 2 — published August 11, 2020
 - Page 16: Face covering policy update
 - Page 17: Visitor policy update