

**RETURN TO**

# **RICHLAND**



**ST. AUGUSTINE  
PREPARATORY SCHOOL**

**ROAD TO REOPENING 2020-2021**



THE LOUIS AND JOSEPHINE BUONONNO FORUM

ST. AUGUSTINE  
PREP SCHOOL

# ROAD TO REOPENING 2020-2021

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**ST. AUGUSTINE  
PREPARATORY SCHOOL**  
est. 1959

Head of School  
Fr. Robert J. Murray, O.S.A., Ph.D.

**Main Office**  
856-697-2600  
communications@hermits.com

**School Nurse**  
Mrs. Darlene Kingett P'05  
856-697-2600 ext. 000  
mrs.kingett@hermits.com

**Attendance**  
Mrs. Donna Auger  
856-697-2600 ext. 139  
mrs.auger@hermits.com

**Dean of Academics**  
Mr. Stephen Cappuccio '96  
856-697-2600 ext. 112  
academics@hermits.com

**Asst. Dean of Student Leadership  
Director of Campus Safety**  
Mr. Timothy Hale  
856-697-2600 ext. 144  
mr.hale@hermits.com

**Ex. Director of  
Information Technology**  
Mrs. Anna Broomell P'05 '08 '12  
856-697-2600 ext. 141  
mrs.broomell@hermits.com

**Admissions**  
admissions@hermits.com

**Athletics**  
athletics@hermits.com

**Business Office**  
businessoffice@hermits.com

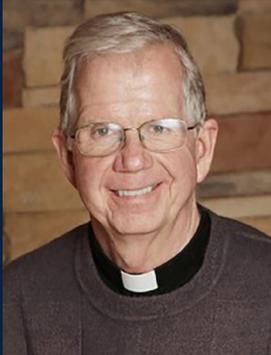
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# LETTER FROM THE HEAD OF SCHOOL



FR. ROBERT J. MURRAY, O.S.A., PH.D.  
HEAD OF SCHOOL, ST. AUGUSTINE PREP



Dear Prep Community,

The past few months have undoubtedly been the most unusual times any of us have ever experienced. The Leadership Team, faculty and staff have worked tirelessly over the summer in the hope that we would be able to have some sense of normalcy for the Fall 2020 semester. Thanks to your support and patience we are getting there. Please know that St. Augustine Prep has no higher priority than the health and safety of our community which is deeply rooted in our Catholic, Augustinian mission. When we open our doors during the week of August 31, 2020, and welcome the Class of 2021, we fully expect our community to remain grounded in our core values and ready to meet and overcome any challenges we face.

Please note that anyone who travels to any of the restricted states will be required to quarantine for 14 days before coming to campus. As you are aware, no plan or set of safety measures in a school can guarantee the elimination of any risk of contracting the virus. However, we have invested significant resources to create a healthy and safe learning environment and one which exceeds the recommendations of the State of New Jersey. In developing our "Phased In-Person Reopening Plan", we have consulted extensively with educational and health specialists who have affirmed the plan's protocols and practices. We are compiling your questions about COVID and the reopening of campus. Please send them to ([COVID@hermits.com](mailto:COVID@hermits.com)) and we will be sure to address in a timely manner.

St. Augustine Prep's theme for the academic year 2020-2021 is "Open Wide Our Hearts". It is based on the United States Conference of Catholic Bishops' document on Racism, an issue particularly relevant in 2020. In selecting this theme, our intention is to reflect, not solely on Racism, but on those walls that we create in our personal lives which create distance between ourselves and another. Racism is one example.

As we prepare to reopen St. Augustine Prep for the academic year 2020-2021, let us take precautions not only for our own health, but for the health and safety of others and especially of the young men entrusted to our care. I believe that by working together each day we can reopen the campus safely.

On behalf of the Augustinians of the Allegrini Community, please be assured that you and your loved ones are in our prayers.

In Augustine,

A handwritten signature in cursive script that reads "Robert J. Murray, O.S.A." The signature is written in dark ink on a dark blue background.

Fr. Robert J. Murray, O.S.A.

# 2020-2021 ACADEMIC YEAR PLANNING PROCESS



Over the past several months, the leadership team of St. Augustine Prep has devoted much time and effort to gathering the latest COVID-19 resources and information through consultation with a variety of partners in preparation for the safe return of our students to campus. In accordance with the NJ Department of Health, NJ Department of Education, and recommendations from the Center for Disease Control, St. Augustine Preparatory School has worked to create guidelines that will assist in maintaining the health and safety of our students and the entirety of the school community.

As part of our planning, a task force was formed and charged with creating and implementing campus safety protocols. The "Prep Road to Reopening" Task Force is comprised of school administrators, faculty and staff members, as well as trusted and experienced external partners.



# ST. AUGUSTINE PREP'S COMMITMENTS TO THE SCHOOL COMMUNITY

St. Augustine Prep's long-standing commitments to the community have only become stronger in the midst of COVID-19. These commitments have served to frame our decision-making and will remain at the forefront as we begin the 2020-21 academic year.

## **Wellness and Safety serve as the primary framework for all decisions.**

While no strategies can completely eliminate the risk of COVID-19, we have engaged with experts to create health, wellness, and safety processes to maximize the safety of all on our campus. All protocols, procedures, and requirements will be reviewed at our opening employee meetings as well as our orientation days for students.

## **Communication to the school community regarding plans and necessary updates about the 2020-2021 school year will be regular and ongoing.**

In our efforts to safely reopen the school and address concerns and anxieties amidst COVID-19, our commitment to frequent communication and answers to your questions will be of the highest priority.

## **St. Augustine Prep will continue to provide an exceptional learning experience for students, regardless of setting (in-person or virtual) and will make investments wherever and whenever needed.**

Our commitment to your sons' academics is unchanged. The faculty is enthusiastic about the return to school and engaging with students. St. Augustine Prep recently invested in a new online platform, Canvas, which will allow us to better teach and challenge our students, whether in person or in a virtual setting. Canvas is used by high schools and universities around the world, and we are excited to bring a new aspect of learning and engagement to St. Augustine Prep.

As always, our teachers are equally invested in the whole student, working to support your son, academically, spiritually, emotionally, socially, and athletically in order to navigate challenges and help him become the best possible version of himself.

## **The hallmark of St. Augustine Prep is connection, and this tenet remains untouched by COVID-19.**

It is essential that our students experience Brotherhood and be connected to one another, to our community, and to our mission both on campus and beyond. Regardless of the learning environment we may find ourselves in in the months to come, we are committed to creating new, safe opportunities to build relationships, find mentors, create bonds, and share laughter.

We are committed to maintaining and nurturing the camaraderie that is an integral part of our campus life. The Brotherhood is alive and well, and St. Augustine Prep has a forward-looking plan that will balance the academic demands of the school year with the excitement of being a Hermit.



IMPORTANT DATES

8/31 Monday	Class of 2021 Orientation   9:00 am - 12:00 pm
9/1 Tuesday	Class of 2022 Orientation   9:00 am - 12:00 pm • Faculty & Staff 8:00 am - 3:00 pm
9/2 Wednesday	Class of 2023 Orientation   1:00 pm - 4:00 pm Class of 2024 Orientation   5:00pm - 8:30 pm Class of 2024 Parent Partnership   5:00 pm - 8:30 pm • Faculty & Staff 1:00 pm - 8:30 pm
9/3 Thursday	No School
9/4 Friday	No School
9/7 Monday	No School; Labor Day
9/8 Tuesday	Classes of 2021 and 2024 Report
9/9 Wednesday	Classes of 2022 and 2023 Report
9/10 Thursday	Classes of 2021 and 2024 Report
9/11 Friday	Classes of 2022 and 2023 Report
9/14 Monday	All Classes Report



**VISIT HERMITS.COM/HEADSUPDATE DAILY FOR UP-TO-THE-MINUTE SCHOOL NEWS, ANNOUNCEMENTS, AND INFORMATION**

<b>AUGUST 2020</b>		<b>JANUARY 2021</b>	
24	Faculty/Staff Report 8:30 am - 12:30 pm	1	No School; New Years Day
25	Faculty/Staff Report 8:30 am - 2:00 pm	4	Classes resume
26	Faculty/ Staff Report 8:30 am - 2:00 pm	18	No School; Martin Luther King Day
27	Faculty / Staff Report 8:30 am - 2:00 pm		
28	No School; Feast of St. Augustine	<b>FEBRUARY 2021</b>	
31	Class of 2021 Orientation 9:00 am - 12:00 pm	12	No School; Professional Development Day
		15	No School; President's Day
<b>SEPTEMBER 2020</b>		17	Ash Wednesday Mass
1	Class of 2022 Orientation 9:00 am - 12:00 pm		
2	Class of 2023 Orientation 1:00 - 4:00 pm	<b>MARCH 2021</b>	
	Class of 2024 Orientation 5:00 - 8:30 pm		
	Class of 2024 Picture Day 5:00 - 8:30 pm	<b>APRIL 2021</b>	
	Class of 2024 Parent Partnership 5:00 - 8:30 pm	1-11	No School; Easter Break
3	No School	12	Classes Resume
4	No School		
7	No School; Labor Day	<b>MAY 2021</b>	
8	Classes of 2021 and 2024 to report	20	Class of 2021 Graduation
9	Classes of 2022 and 2023 to report	24-26	Exams; Dismissal 12:00 PM
10	Classes of 2021 and 2024 to report	27	Make-Up Exam Day
11	Classes of 2022 and 2023 to report	28	No School; Third Semester Begins
14	All Classes Report	31	No School; Memorial Day
15-16	Underclassmen/Faculty/Staff Picture Day	<b>JUNE 2021</b>	
29	Hermits Day of Giving	11	Last Day of Classes
<b>OCTOBER 2020</b>			
14	PSAT; Dismissal 1:15 PM		
	Seniors Off - College Visitation Day		
<b>NOVEMBER 2020</b>			
6	Open House; No Classes for Students		
25-29	No School; Thanksgiving Break		
30	Classes Resume		
<b>DECEMBER 2020</b>			
16-18	Semester Exams; 1:00 PM Dismissal		
21	Make-Up Exam Day; No Classes		
21-31	No School; Christmas Break		

**ALL DATES SUBJECT TO CHANGE**

# SAFETY & WELLNESS





# ST. AUGUSTINE PREP REOPENING PLAN

The information provided below includes the general guidelines in place for the reopening of the Prep

## SCREENING

- Daily symptom screening will be required each day before all students, faculty, and staff arrive on campus. Students/Parents will be completed via Ruvna.
- Please refer to the Quarantine & Exposure Plan for Students.
- Daily temperature checks will be administered by faculty during the homeroom period.

## PPE/MASKING

- Masks will be required of all students, faculty, and staff at all times except when eating and/or outside with appropriate social distancing in place.
- The mask is part of the dress code and its appearance must adhere to it.
- All students must be masked when entering campus.
- Please refer to Face Covering Policy.

## SOCIAL DISTANCING

- Classrooms will be set-up to allow for 6-foot social distancing.
- Common areas will be set-up to allow for social distancing.
- Hallways will be marked one-way and doors will be marked as enter and exit only to allow for safer traffic flow.

## HYGIENE

- Touch-free sanitizing dispensers are available at the entry of each building. All will use as they enter each morning.
- Sanitizing dispensers are available in each classroom, and around campus. Each time a student enters the classroom he will be required to use the sanitizer.
- Desks and chairs will be cleaned in between all classes.
- Students are expected to wear a mask in bathrooms and wash hands after each use. The number of students allowed in the bathroom will be limited.

## FOOD SERVICE

- A limited menu will be available for purchase.
- Protective barriers have been added to the dining hall to protect students and staff.
- Seating for lunch periods will be adjusted to allow for social distancing.

# PROTOCOL AND GUIDELINES

## FOR STUDENTS, PARENTS/GUARDIANS & VISITORS

Protocols have been created and must be followed by students as they arrive on campus, interact on campus, and exit campus at the end of the day. We have also created protocols for Parents/Guardians and Visitors. During the COVID-19 pandemic we discourage parents/guardians and visitors from visiting campus unless absolutely necessary.

## STUDENT PROTOCOLS

### PRIOR TO ARRIVING ON CAMPUS

- Daily check-in via Ruvna
- Daily temperature checks will be administered by faculty during the homeroom period.
- The Office of Transportation will communicate busing information and protocol.
- Bus riders will be required to wear face masks.

### ARRIVING ON CAMPUS: PARKING/DROP-OFF

- Students will be required to park in their allocated parking spaces which may be purchased in the Athletic Office on the 2nd Floor of the Forum.
- Car-rider drop-off and pick-up area is designated to Lot A (see campus map on pg. 22)
- All students must wear a mask while inside all buildings and walking through campus.
- Personal belongings stay with students at all times and no sharing of pencils, pens, etc. No leaving them outside buildings or classrooms.

### ENTERING BUILDINGS/ COMMON AREAS

- Students must adhere to hallway traffic flow which will be designated by signage around the school and on the floor.
- Students must wear masks when walking through hallways, bathrooms, and around campus.
- Students must maintain social distance whenever possible.
- Bathrooms: students must wear a mask, wash hands, and avoid overcrowding.

### ENTERING/EXITING THE CLASSROOM

- Students must wear a mask at all times.
- Sanitize hands when entering a room. Remain in the assigned seat during the entire class.
- Personal belongings will stay with the student at all times.
- Before leaving class, students will wipe down the desk and seat. (Spray and paper towels distributed by the teacher.)
- Students will exit the classroom by row to minimize the number of students leaving class at the same time.
- Sanitize hands on the way out.

### DINING HALL

- Students will wear a mask and practice social distancing before entering the Dining Hall.
- Signage instructing social distancing practices will be placed throughout the Dining Hall.
- There will be 2 extended lunch periods to allow for the flow of traffic.
- Students will be eating lunch in one of the following locations: Dining Hall, Rodio Gym, Spina Gym, the Loggia, outdoor canopy tents.
- Register areas will be retrofitted with plexiglass barriers.
- All food will be boxed in clear "Grab-and-Go" containers. There will be no self-serving food stations.
- No Cash Sales - you may manage your son's lunch account at PaySchoolsCentral.com by using a debit/credit card.
- Money may also be added to the lunch account by sending in cash or check (made payable to St. Augustine Prep).

### LEAVING CAMPUS

- Students must take all personal belongings with them.
- Face mask remains on until off-campus.

# PARENTS & GUARDIANS PROTOCOL

## PRIOR TO LEAVING HOME IN THE MORNING

- Complete the daily Ruvna check-in for students within two hours of arriving at school.

## WHEN YOUR SON IS SICK

- If your child has a temperature of 100.0 (oral) or 99.5 (temporal), they must remain home until the fever is gone for 24 hours.
- Please contact the attendance office to report your son's absence.

## IF/WHEN YOUR CHILD OR A FAMILY MEMBER HAS POSSIBLY BEEN EXPOSED TO SOMEONE WITH COVID-19

- Notify the school nurse immediately

## STUDENTS ARE DISCOURAGED FROM LEAVING CAMPUS FOR APPOINTMENTS DURING THE SCHOOL DAY:

- Doctor appointments and other off-campus appointments should be scheduled outside the school day when possible.
- Students who need to leave campus during the day for an appointment will need his parent/guardian to sign him out at the Forum Main Office
- All students must be picked up at the Forum Main Office.

## PARENT/GUARDIAN VISITATION

Unfortunately, during the pandemic, St. Augustine Prep is limiting parent/guardian visitation and volunteer activities during the school day until further notice. We understand there may be times when parents/guardians may need to drop off an item for their child during the school day. If this situation arises, we will require parents/guardians to comply with the following protocol:

- Please report to the Forum Main Office to complete a Health Screening Form and temperature check.
- A table will be placed outside the Forum Main Office for items to be dropped off.
- Please place your son's name and grade on all items.

# VISITOR PROTOCOL

Under normal circumstances, St. Augustine Preparatory School welcomes visitors to campus. The COVID-19 pandemic is a difficult time for all of us. Times have changed quickly and dramatically due to the virus. Because the safety and wellness of our community is our number one priority, we must do everything we can to prevent the spread of this disease and protect our students, faculty, and staff. To minimize risk, our new Visitor Protocol puts strong limits on visitors entering our school during this pandemic.

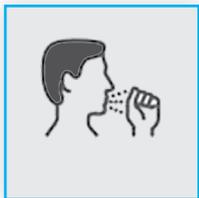
- All visitors must first report to the Vincent Center to continue their visit on our campus.
- All visitors will be expected to complete a health screening form upon arrival of check-in.
  - All visitors must wear a mask before entering the Vincent Center.
  - A temperature check for all individuals will be taken.
- All visitors must arrive wearing a mask and comply with social distancing norms.

## PROSPECTIVE FAMILIES VISITING ST. AUGUSTINE PREP

Prospective families (both students and parents) must first report to the Vincent Center.

# QUARANTINE AND EXPOSURE PLAN

## FOR STUDENTS OF ST. AUGUSTINE PREP



### COVID-19 SYMPTOMS TO BE AWARE OF PER THE CENTER FOR DISEASE CONTROL (CDC)

#### One or more of the following symptoms:

- Oral temperature greater than 100.0 °F
- Temporal temperature greater than 99.5 °F
- Cough
- Shortness of breath/difficulty breathing

#### Two or more of the following symptoms:

- Lack of taste or smell without congestion
- Sore Throat
- Chills
- Muscle Pain
- Headache
- Congestion/Runny Nose
- Nausea/Vomiting
- Diarrhea

This section provides an overview of the specific procedures, guidelines and protocols related to the required quarantine of faculty and staff in the event of exposure to a probably or confirmed case of COVID-19. St. Augustine will continue to partner with the local NJ Health Department, the CDC and NJ DOE for all safety protocols related to COVID-19 exposure and confirmed cases.

**QUARANTINE GUIDELINES AND DEFINITIONS:**

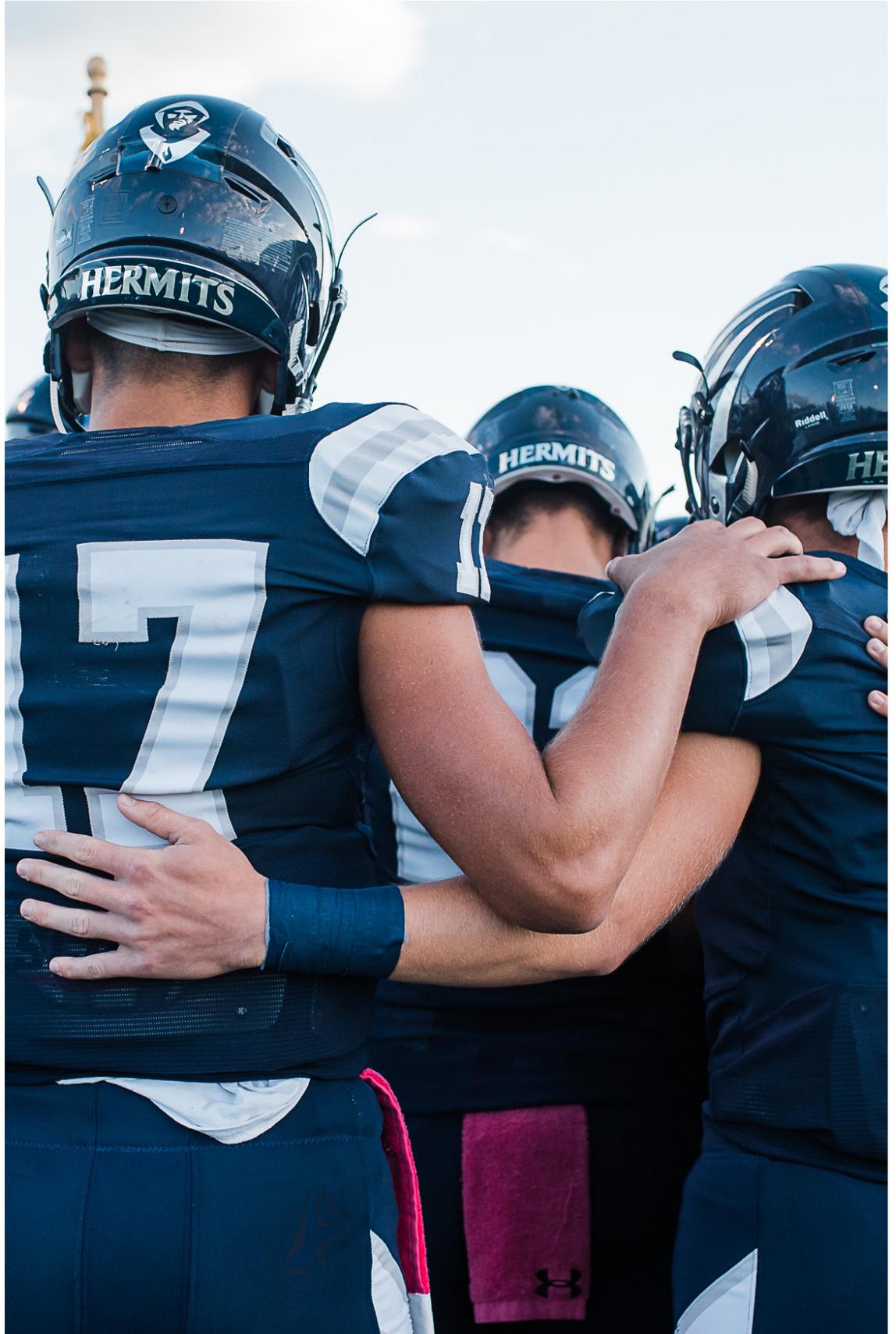
**Household Contacts** are individuals who live in the same house as a lab-confirmed COVID-19 Case.

**Close Contacts** are individuals who are within 6-feet of a lab confirmed COVID-19 Case for a prolonged period (ten minutes or more). Walking past a lab confirmed COVID-19 case or just being in the same building does **NOT** qualify as being in close contact.

**Traveler from Impacted Area** refers to states/territories/countries with increasing COVID-19 cases with a positive test rate higher than 10/100,000 residents or areas with 10% or higher positivity rate over a seven day rolling average.

SITUATION	QUARANTINE/EXPOSURE PROTOCOL	ST. AUGUSTINE PREP'S RESPONSE
<p><b>A student has a confirmed case of COVID-19</b></p>	<ol style="list-style-type: none"> <li>1. Consult with your doctor and/or local Health Department.</li> <li>2. Contact Human Resources and School Nurse.</li> <li>3. Student with positive COVID test must be quarantined for 10 days since symptoms first began and be 24 hours fever-free without use of fever reducing medications.</li> </ol>	<ol style="list-style-type: none"> <li>1. Immediately close off areas visited by the student.</li> <li>2. Open outside doors/windows where possible.</li> <li>3. Clean and disinfect all shared areas such as offices, bathrooms, breakrooms, electronic equipment, etc.</li> <li>4. Follow Health Department guidance regarding contact tracing.</li> <li>5. May require school closure based on the number of buildings/spaces impacted at once and resource availability.</li> </ol>
<p><b>A student has known close contact or probable case of COVID-19</b></p>	<ol style="list-style-type: none"> <li>1. Consult with your doctor and/or Local Health Department.</li> <li>2. Contact Human Resources and School Nurse.</li> <li>3. The student should be tested for COVID-19.               <ul style="list-style-type: none"> <li>- If positive, follow guidelines for a confirmed case of COVID-19.</li> </ul> </li> <li>4. Anyone that has known close contact with COVID-19, with or without symptoms, should stay home from work for 14 days since the last exposure to the person with COVID-19.</li> </ol>	<ol style="list-style-type: none"> <li>1. Deep clean affected area.</li> <li>2. May require school closure based on the number of buildings/spaces impacted at once and resource availability.</li> </ol>
<p><b>A student has known indirect contact</b></p>	<ol style="list-style-type: none"> <li>1. Consult with your doctor and/or Local Health Department.</li> <li>2. Contact Human Resources and School Nurse.</li> </ol>	<ol style="list-style-type: none"> <li>1. Deep clean overnight.</li> <li>2. School/space most likely will remain open.</li> </ol>
<p><b>Household member residing with person has indirect contact</b></p>	<ol style="list-style-type: none"> <li>1. Consult with your doctor and/or Local Health Department.</li> <li>2. Contact Human Resources and School Nurse.</li> <li>3. Anyone that has known close contact with COVID-19, with or without symptoms, should stay home from work for 14 days since the last exposure to the person with COVID-19.</li> </ol>	<ol style="list-style-type: none"> <li>1. Deep clean affected area.</li> <li>2. May require school closure based on the number of buildings/spaces impacted at once and resource availability.</li> </ol>

# ATHLETICS





## New Jersey State Interscholastic Athletic Association (NJSIAA) Guidelines Regarding Athletics

The NJSIAA, in conjunction with the Cape Atlantic League, announced their Return-to-Play Plan for the 2020-2021 school year. While formulating this plan, the NJSIAA abided by the following guiding principles: 1) Ensure the health and safety of all student-athletes 2) Re-engage all student-athletes as soon as possible for their social, emotional and mental well-being. 3) Provide opportunities for participation in all sports. 4) Keep competition as local as possible for as long as possible. 5) Develop multiple return-to-play models to minimize the risk of a cancelled season. 6) Maintain the ability to pivot to back-up plans when deemed necessary. 7) Minimize potential impact on the spring season. 8) Minimize the importance of post-season, state-wide championships.

The NJSIAA has announced changes to the start dates for all sports. Each sport will take place during one of 4 designated seasons. These measures will help ensure a safe and complete high school sports year. All Summer Workouts will end on August 28. A two-week moratorium on all sports activity will be in effect from August 29 through September 13. During this period, coaches will be permitted to host virtual meetings with their scholar-athletes. The spirit of this moratorium is to allow scholar-athletes and schools the ability to focus on the safe opening of their campuses and to lessen the occurrence of larger groups gathering after the school day. This effort will help mitigate the spread of COVID-19 and expedite the return of St. Augustine Prep's scholar-athletes to full competition.

### NJSIAA SCHEDULE AS OF AUGUST 24, 2020

#### **SEASON 1 - FALL SPORTS:**

Practice Starts-September 14th  
Regular Season-October 1st through November 12th  
Post Season- November 13th through November 22nd

#### **SEASON 3 - EXTRA SESSION**

Dates: February 16th-April 24th  
Function: This time period will potentially be used if Season 1 or Season 2 has to be postponed. Currently the only sports occupying this time are Girls Volleyball and Gymnastics.

#### **SEASON 2 - WINTER SPORTS:**

Practice Starts-December 3rd  
Regular Season-December 21st through February 3rd  
Post Season- February 5th through November 17th

#### **SEASON 4 - SPRING SEASON**

Dates: TBD- The NJSIAA Task Force recognizes "the need to maximize the spring season due to the loss of season last school year" and will make a decision later in the year on start dates to achieve that goal.  
• (Note: The timeline for games may be different for Non-NJSIAA sports such as Rugby, Crew, Surfing, Sailing, Squash, etc.)

Updated schedules for the 2020 fall season are being finalized and will be made available in the coming weeks. The NJSIAA and Cape Atlantic League continue to evaluate the situation surrounding COVID-19 and will base their decisions and planning in the best interest of the safety and welfare of the community.

The health, wellness and safety of our employees, students and community is a top priority. The following guideline will include very important information to address the current and ongoing changes within our working environment. As we all know, changes happen daily and there is no "one" solution to the many needs of our workforce. The need for flexibility, patience and understanding will be paramount in achieving a successful working environment.

Currently, we plan to return to our traditional, full time learning schedule. We will implement a phased approach for students to return in order for faculty/staff and students to gain comfort with the requirements necessary to provide a safe environment for everyone. We pride ourselves in creating a Brotherhood, not only for our students, but likewise for our faculty and staff. We are all part of this community.

# FACULTY & STAFF



# ROADMAP TO RETURN FOR FACULTY AND STAFF

<b>SCREENING</b>	<ul style="list-style-type: none"><li>• Daily symptom screening will be required of all students, faculty and staff prior to arrival on campus.</li><li>• A symptom check will be performed via Ruvna.</li><li>• All students will have temperature checked in homeroom.</li></ul>
<b>PPE/MASKING</b>	<ul style="list-style-type: none"><li>• A mask must be worn at all times inside the buildings, including bathrooms.</li><li>• Masks may only be taken off while eating.</li><li>• If social distancing cannot be maintained outside, a mask will be required.</li><li>• The mask is part of the dress code and its appearance must adhere to it.</li><li>• The Prep will furnish one mask for every student, faculty, and staff member.</li></ul>
<b>SOCIAL DISTANCING</b>	<ul style="list-style-type: none"><li>• Classrooms will be set up to allow for 6-ft social distancing</li><li>• Upon students entering classroom:<ul style="list-style-type: none"><li>- Arrive 5-10 minutes before start of class</li><li>- Prop door open for easy entry</li><li>- "Gel in and Gel out" - everyone must sanitize hands upon entry and exit of the classroom</li><li>- Mandatory assigned seats for each student to assist with contact tracing</li><li>- Temperature checks will be conducted by the teacher for every student. Any student with elevated temp will be sent to nurses office.</li><li>- Students will wipe down desk and seat at end of class (spray and paper towel)</li></ul></li></ul>
<b>HYGIENE</b>	<ul style="list-style-type: none"><li>• Hand sanitizer will be available at all entrances and exits, hallways, common areas, bathrooms and classrooms.</li><li>• Desks and chairs will be wiped down between each use.</li><li>• Masks will be worn by everyone at all times while inside, including bathrooms.</li><li>• Bathrooms will have limited number allowed.</li><li>• high touch areas will be cleaned throughout the day by facilities staff</li></ul>
<b>PROFESSIONAL CLEANING</b>	<ul style="list-style-type: none"><li>• Prior to opening of school, all buildings and campus will be deep cleaned and sanitized.</li><li>• All classrooms, common areas and bathrooms will be cleaned and disinfected nightly.</li><li>• High touch areas will be cleaned throughout the day by facilities staff.</li></ul>
<b>COVID-19 EXPOSURE</b>	<ul style="list-style-type: none"><li>• In the event there is a covid exposure on campus, we will follow the Quarantine and Exposure Plan</li></ul>
<b>HIGH RISK</b>	<ul style="list-style-type: none"><li>• Faculty and staff in high risk groups as defined by the CDC, may request additional workplace modification to be reviewed on a case by case basis.</li><li>• Please contact Human Resources to discuss any request.</li></ul>
<b>FOOD SERVICE</b>	<ul style="list-style-type: none"><li>• The faculty and staff lounge will not be utilized in order to maintain appropriate social distancing and compliance with dining service requirements.</li><li>• All employees will be allowed access to the provided lunch each day. You will need to swipe your badge to complete a transaction (no charge).</li><li>• Protective barriers have been added to protect faculty, staff and students.</li></ul>
<b>TRAVEL</b>	<ul style="list-style-type: none"><li>• Please be aware of the current NJ travel restrictions.</li><li>• You will be required to quarantine for 14 days if you have traveled to or from any of the states on the restricted list.</li></ul>

# QUARANTINE AND EXPOSURE PLAN

## FOR ST. AUGUSTINE PREP FACULTY & STAFF

This section provides an overview of the specific procedures, guidelines and protocols related to the required quarantine of faculty and staff in the event of exposure to a probably or confirmed case of COVID-19. St. Augustine will continue to partner with the local NJ Health Department, the CDC and NJ DOE for all safety protocols related to COVID-19 exposure and confirmed cases.

### QUARANTINE GUIDELINES AND DEFINITIONS:

**Household Contacts** are individuals who live in the same house as a lab-confirmed COVID-19 Case.

**Close Contacts** are individuals who are within 6-feet of a lab confirmed COVID-19 Case for a prolonged period (ten minutes or more). Walking past a lab confirmed COVID-19 case or just being in the same building does **NOT** qualify as being in close contact.

**Traveler from Impacted Area** refers to states/territories/ countries with increasing COVID-19 cases with a positive test rate higher than 10/100,000 residents or areas with 10% or higher positivity rate over a seven day rolling average.

SITUATION	QUARANTINE/EXPOSURE PROTOCOL	ST. AUGUSTINE PREP'S RESPONSE
<b>An employee has a confirmed case of COVID-19</b>	<ol style="list-style-type: none"> <li>Consult with your doctor and/or local Health Department.</li> <li>Contact Human Resources and School Nurse.</li> <li>Employee with positive COVID test must be quarantined for 10 days since symptoms first began and be 24 hours fever-free without use of fever reducing medications.</li> </ol>	<ol style="list-style-type: none"> <li>Immediately close off areas visited by the person.</li> <li>Open outside doors/windows where possible.</li> <li>Clean and disinfect all shared areas such as offices, bathrooms, breakrooms, electronic equipment, etc.</li> <li>Follow Health Department guidance regarding contact tracing.</li> <li>May require facility closure(s) based on the number of buildings/spaces impacted at once and resource availability.</li> </ol>
<b>An employee has known close contact or probable case of COVID-19</b>	<ol style="list-style-type: none"> <li>Consult with your doctor and/or Local Health Department.</li> <li>Contact Human Resources and School Nurse.</li> <li>The employee should be tested for COVID-19.               <ul style="list-style-type: none"> <li>If positive, follow guidelines for a confirmed case of COVID-19.</li> </ul> </li> <li>Anyone that has known close contact with COVID-19, with or without symptoms, should stay home from work for 14 days since the last exposure to the person with COVID-19.</li> </ol>	<ol style="list-style-type: none"> <li>Deep clean affected area.</li> <li>May require closure(s) based on the number of buildings/spaces impacted at once and resource availability.</li> </ol>
<b>An employee has known indirect contact</b>	<ol style="list-style-type: none"> <li>Consult with your doctor and/or Local Health Department.</li> <li>Contact Human Resources and School Nurse.</li> </ol>	<ol style="list-style-type: none"> <li>Deep clean overnight.</li> <li>School/space most likely will remain open.</li> </ol>
<b>Household member residing with person has indirect contact</b>	<ol style="list-style-type: none"> <li>Consult with your doctor and/or Local Health Department.</li> <li>Contact Human Resources and School Nurse.</li> <li>Anyone that has known close contact with COVID-19, with or without symptoms, should stay home from work for 14 days since the last exposure to the person with COVID-19.</li> </ol>	<ol style="list-style-type: none"> <li>Deep clean affected area.</li> <li>May require closure(s) based on the number of buildings/spaces impacted at once and resource availability.</li> </ol>

# PROTOCOL AND GUIDELINES FOR FACULTY/STAFF

## 1 HOUR BEFORE CAMPUS ARRIVAL:

- Daily check-in via Ruvna
- If feeling unwell, stay home and follow call-out procedures.

## UPON CAMPUS ARRIVAL:

- Wear facemask and badge at all times.
- Sanitize hands when entering building
- Proceed to office or classroom.

## FACULTY/STAFF ENTERING OR EXITING WORKPLACE:

- "Gel In and Gel Out" each day.
- Masks must be worn at all times inside all campus buildings.
- Masks must also be worn during all meetings.
- Individuals with their own office must keep the door closed. If no one is present, they individual may remove their mask.
- Using a sanitizing wipe, all faculty and staff must wipe down their keyboard, desk space, phone, doorknob and light switch at the end of each school day.

## STUDENTS ENTERING CLASSROOM OR OFFICE:

- Faculty member must be in the classroom 5-10 minutes before the start of class.
- Prop open the door for students to enter.
- Stand at the door to ensure all students have masks on and use hand sanitizer upon entry.
- Desks must remain 6-ft apart in classrooms, all offices must observe social distancing guidelines.
- Mandatory assigned seating for each class period.
- Temperature checks must be completed in homeroom.
- Each student must wipe down their desk and chair prior to leaving the classroom.



# TRAVELING TO THE PEACEFUL GLEN BY BUS

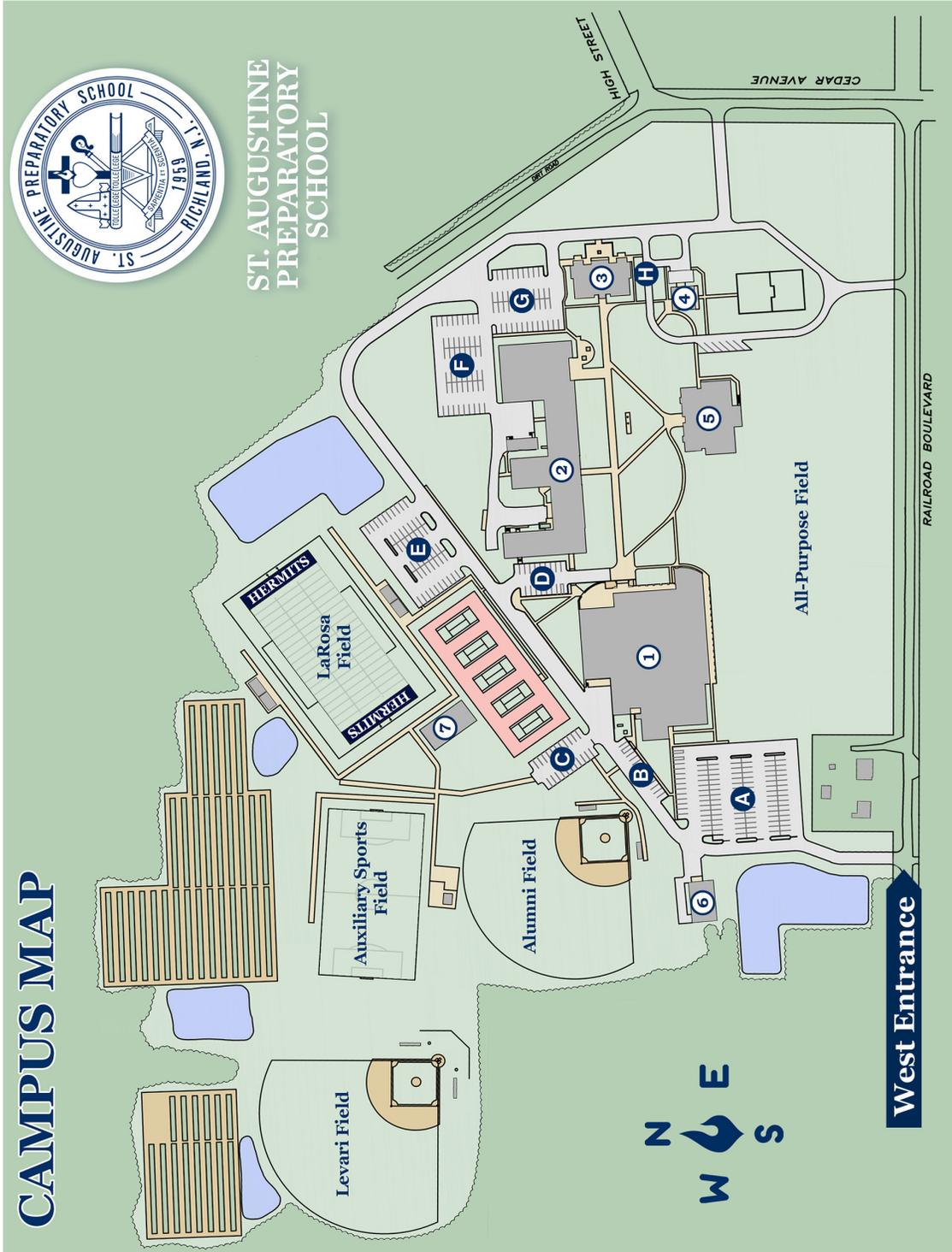
## TRANSPORTATION

- Students will be required to wear a mask while riding the bus. Each bus will have hand sanitizer available and students will be encouraged to use it upon entering the bus.
- Buses will be sanitized daily by the bus company. No other school will use the buses assigned to St. Augustine Prep and Our Lady of Mercy Academy (OLMA).
- Weather permitting, several windows of the bus will be open to allow for better ventilation. Students will select their seat and a seating chart will be developed and adhered to so contact tracing can be utilized if needed.
- Parents/Guardians will receive a per diem credit at the end of each semester for COVID closing days only. Credit will not be given for closings due to inclement weather.
- Buses will run on a full-day schedule beginning Tuesday, September 8. All buses will depart the Prep at 3:05 p.m. each day. Bus passes will be distributed during each grade level Orientation the week of August 31. Passes will be required to enter the bus beginning Wednesday, September 10.
- Voucher booklets will be sold beginning Monday, August 31. Please visit <https://hermits.com/admissions/transportation> to view the order form and program guidelines.

**NEW GLOUCESTER COUNTY BUS:** Bus 11 has been added to help alleviate overcrowding on Bus 7 and Bus 10. The first stop will be at the Village Center behind Applebees on Centre Square Road in Swedesboro at 6:25 a.m. The second and last stop will be at the CVS on Centre Square Road in Woolwich Township at 6:32 a.m. If you would like to change your son's bus to the new Bus 11, please contact Mrs. Carr at 856.697.2600, Ext. 142 or Mrs.Carr@hermits.com.



# CAMPUS MAP



## CAMPUS MAP KEY

- A** Parking Lots
- 1** Buondonno Forum
  - Main Office
  - Consalo Dining Hall
  - Campus Store
  - Rodio Gymnasium
  - College Guidance
  - Athletic Department
  - Navone Pool
  - Transportation Office
  - Nurse/Athletic Training
- 2** Augustinian Hall
  - Academics Office
  - Spina Gymnasium
  - Information Technology Facilities
- 3** Vincent Center
  - Office of the Head of School
  - Admissions
  - Advancement
  - Business Office
  - Bursar
  - Communications
  - Human Resources
- 4** Allegrini Monastery
- 5** Scarpa Building
  - Attendance Office
  - Campus Ministry
  - Student Leadership
  - Study Commons
- 6** Facilities Storage
- 7** Navone Athletic Center

611 Cedar Ave. | Richland, NJ 08850

# IMPORTANT CONTACTS

## Main Office

856-697-2600  
communications@hermits.com

## School Nurse

Mrs. Darlene Kingett P '05  
856-697-2600 ext. 000  
mrs.kingett@hermits.com

## Attendance

Mrs. Donna Auger  
856-697-2600 ext. 139  
mrs.auger@hermits.com

## Dean of Academics

Mr. Stephen Cappuccio '96  
856-697-2600 ext. 112  
academics@hermits.com

## Asst. Dean of Student Leadership

### Director of Campus Safety

Mr. Timothy Hale  
856-697-2600 ext. 144  
mr.hale@hermits.com

## Ex. Director of Information Technology

Mrs. Anna Broomell P'05 '08 '12  
856-697-2600 ext. 141  
mrs.broomell@hermits.com

## Admissions

admissions@hermits.com

## Athletics

athletics@hermits.com

## Business Office

businessoffice@hermits.com

## Prep Shop

Mrs. Catharine Blystone  
856-697-2600 ext. 126  
mrs.blystone@hermits.com



ST. AUGUSTINE PREPARATORY SCHOOL • 611 CEDAR AVE, RICHLAND, NJ 08350 • 856.697.2600

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