St. Mary's Catholic School



COVID-19 Preparedness and Response Plan 2020-2021



Mission Statement

Guided by the Holy Spirit and in partnership with the parents, St. Mary's School is committed to teaching the knowledge of the faith centered in the person of Jesus Christ. The values and traditions of the Catholic faith are integrated into a comprehensive academic program where each child can develop spiritually, intellectually, emotionally, socially, and physically. In a safe, joyful, and diverse environment, St. Mary's School will teach its students the value of their Catholic heritage while respecting the traditions of students of other faith.





St Mary's Catholic School (SMCS) - Phase 5 Return to School Plan*

If Chippewa County is in a Phase 5 as described in the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap, the following shall be adhered to by SMCS:

Instruction

• Instruction will take place in-person with minimal required safety protocols.

Personal Protective Equipment

- All students and school personnel will wear masks.
- All school personnel and students in grades preschool and up will wear face coverings when <u>in</u> <u>indoor hallways and common areas</u>, except (1) during meals (2) while participating in physical education (3) if face coverings cannot be medically tolerated as documented through written and signed verification by a physician, with parental consent for students.
- All teachers and students in Kindergarten and up will wear facial coverings in classrooms with breaks as needed while social distancing.
- Facial coverings are not required in preschool classrooms by children ages 3 and 4; however, under EO2020-164, face coverings are highly recommended in all child-care organizations (preschool)
- SMCS will not conduct indoor assemblies that bring together more students than the most recent Executive Order allows.
 - o School Masses may be allowed provided all DOM Mass guidelines are followed.
- Homemade facial coverings must be washed daily.
- Disposable facing coverings must be disposed of at the end of each day.

Hygiene

- Adequate supplies will be provided to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).
- Teaching and reinforcing of handwashing with soap and water at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol will take place in all classes, preschool-8th.
- School personnel and students will be educated on how to cough and sneeze into their elbows or to cover with a tissue. Used tissues will be thrown in the trash and hands washed immediately using proper hand hygiene techniques.
- Soap and hand sanitizer will be refilled systematically and frequently.
- Students and teachers will have scheduled handwashing with soap and water every 2-3 hours.
- Sharing of personal items and supplies such as writing utensils will be discouraged.
- Students' personal items will be kept separate and in individually labeled cubbies, containers, or lockers.
- Classroom materials will be limited to small groups and disinfect between use, or individual supplies will be assigned for individual student use.





Spacing, Movement and Access

- Desks will be placed six feet apart in classrooms. Class sizes will be kept to the level afforded by necessary spacing requirements.
- Desks will be arranged facing the same direction toward the front of the classroom.
- Teachers will maintain six feet of spacing between themselves and students as much as possible.
- Signage will be posted to indicate proper social distancing.
- Markers will be placed at six-foot intervals where line formation is anticipated.
- Social distancing markers will be placed in waiting and reception areas.
- Signage will be posted on restroom doors to indicate proper social distancing and hand hygiene techniques.
- Entrance to the building will be restricted to school personnel and students only, with the following allowances: family members or other non-personnel adults are not allowed in the school building except under extenuating circumstances determined by the school principal. All non-school personnel adults entering the building must be screened for symptoms using a monitoring form, wear a facial covering, and wash/sanitize hands at entrance. Strict records, including date and time, will be kept of all non-school personnel entering the building.
- Classroom windows will be open as much as possible, weather permitting.
- "Specials", such as art, music, computers/coding will be brought to the classrooms.
- Physical education will be held outside whenever possible/weather permitting and social distancing of six feet will be practiced as practical.
- Efforts will be made to keep six feet of distance between people in the hallways.
- Students will wear masks when using the restrooms. Restroom stalls will be marked per cohort as possible.
- Arrival/Dismissal: families with last names beginning with A-M will drop off AND pickup on the south side (Armory Place) of the building; families with last names beginning with N-Z will drop off AND pickup on the north side (Maple Street). Arrival and Dismissal will take place as drop-off and pick-up (parents will not walk students into the building); at least one adult will be present at each entrance during morning drop-off while teachers will be with students during dismissal.

Screening Students, Staff, and Guests

- SMCS will cooperate with CCHD regarding implementing protocols for screening students and school personnel.
- SMCS has a designated quarantine area for students who become ill at school.
- Students and school personnel who become ill with symptoms of COVID-19 will be placed in the quarantine area while wearing a face mask until they can be picked up. School personnel caring for these children will wear a surgical face mask.
- Symptomatic students sent home from school are to be kept home until they have tested negative or have completely recovered according to <u>CDC guidelines</u>.
- School personnel shall conduct daily self-temperature checks, prior to coming to work. If they
 exhibit any new or unusual symptoms as reported on the COVID-19 school monitoring form,
 they will stay home.
- SMCS families are asked to check their child's temperature at home every morning using oral, tympanic, or temporal scanners; symptomatic students are to stay home and consider coronavirus testing if symptoms of COVID-19 are present.





• SMCS families are encouraged to monitor their children for symptoms of COVID-19. The presence of any symptoms, including cough or shortness of breath, should prompt the family to keep the student home from school and to follow up with a primary care provider.

Testing Protocols for Students and Staff and Responding to Positive Cases

- SMCS will cooperate with CCHD regarding implementing ongoing protocols for screening students and school personnel.
- Students who develop a fever or become ill with COVID-19 symptoms at school will wear a mask (at least while in the school building) should be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing.
- School personnel who develop fever or become ill with symptoms of COVID-19 at school will wear a mask and be transported for off-site testing.
- Symptomatic students and school personnel will be kept home until they have <u>tested negative</u> for COVID-19 or have been released from isolation according to CDC guidelines.
- SMCS families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.
- School personnel and students with a confirmed case of COVID-19 should only return to the workplace/school after they are no longer infectious.

Responding to Positive Tests Among Staff and Students

- SMCS will cooperate with the local public health department if a confirmed case of COVID-19
 is identified, and in particular, must collect the contact information for any close contacts of the
 affected individual from two days before he or she showed symptoms to the time when he or she
 was last present at the school.
- SMCS will notify CCHD officials, school personnel, and SMCS families of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
- In the event of a lab or clinically diagnosed case of COVID-19, CCHD will be notified and provided seating charts, lunch contact, (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member).
- SMCS will follow CCHD quarantine and symptom monitoring recommendations
- SMCS will closely monitor CCHD publications regarding positive cases, contact tracing, and possible exposure sites.

Food Service, Gathering, and Extracurricular Activities

- SMCS will not conduct indoor assemblies that bring together more students than the latest Executive Order allows.
 - o School Masses may be allowed provided all DOM Mass guidelines are followed.
- Students will eat meals in the school cafeteria. Cafeteria tables will have plastic/plexiglass table shields and students will observe recommended social distancing between students.
- Serving staff will use barrier protection including gloves, face shields, and facial masks.
- Students and all school personnel must use proper hand hygiene techniques before and after eating, as well as before and after every event or gathering.





- Recess will be conducted outside whenever possible with appropriate social distancing and cohorting of students. When outside, classes will remain in their specified play area; facial coverings will be worn when bell rings to line-up, while entering the school building, and while in all common areas; staggered exiting/entering of the building will take place
- Handshakes, fist bumps, high-fives, and other unnecessary contact is not to occur.
- After School Program may be possible. The ASP is dependent on what the latest Executive
 Order allows pertaining to the number allowed to gather in an indoor assembly. All school
 personnel and students must wear facial coverings while attending the ASP.
- All students and school personnel will have a clearly marked water bottle for individual use as drinking fountains will be closed. Water bottles will be sent home at the end of the school week, if not more often to be properly cleaned.

Athletics

- SMCS will comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).
- Students, teachers, and school personnel must use proper hand hygiene techniques before and after every practice, event, or other gathering.
- Every participant should confirm that they are healthy and without any symptoms prior to any event. On non-school days, Monitory Form needs to be completed by all participate (this includes all adult volunteers, coaches, and administrators)
- All equipment must be disinfected before and after use.
- Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
- Handshakes, fist bumps, and other unnecessary contact must not occur.

Cleaning

- Frequently touched surfaces_including light switches, doors, benches, bathrooms, will be cleaned at least every four hours.
- The library, computer lab, and other hands-on classrooms will undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.
- All classrooms will be cleaned/disinfected daily with an <u>EPA-approved disinfectant</u> or diluted bleach solution.
- Student desks will be wiped down with either an <u>EPA-approved disinfectant</u> or diluted bleach solution before/after eating and at the end of each school day.
- Cafeteria will have common touch points wiped down and tables and table shields cleaned between each lunch period.
- Playground structures will continue to undergo normal routine cleaning, but using an <u>EPA-approved disinfectant</u> is unnecessary.
- SMCS will ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children and with adequate ventilation when staff use products.
- Staff will wear gloves and surgical mask when performing all cleaning activities.





Mental & Social-Emotional Health

- Schools are to maintain a point person or establish an access navigator to facilitate mental health referrals, communications to families/students, and public-facing wellness materials.
- Provide all staff with timely, responsive, and ongoing training/professional development.

Phase 4 Return to School Plan

If Chippewa County is in a Phase 4 as described in the MI Safe Schools Roadmap, the following shall be adhered to by SMCS:

Instruction

• Instruction will take place face-to-face with required safety precautions in place.

Personal Protective Equipment

- All students and school personnel will wear masks.
- All school personnel and students in grades preschool and up will wear facial coverings when in **indoor-hallways and common areas.** Exceptions are (1) during meals and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician, with parental consent for students.
- All teachers and students in grades Kindergarten and up will wear facial coverings in classrooms.
- Facial coverings are not required in preschool classrooms by children ages 3 and 4; however, under EO2020-164 facial coverings are encouraged for children ages 4 and up.
- SMCS will not conduct indoor assemblies that bring together students from more than one classroom.
 - School Masses may be allowed provided all DOM Mass guidelines are followed.
- Facial coverings may be homemade or disposable level one/basic-grade medical masks.
- Homemade facial coverings must be washed daily.
- Disposable facial coverings must be disposed of at the end of each day.

Hygiene

- Adequate supplies will be provided to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).
- Teaching and reinforcing of handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol will take place in all classes, preschool-8th.
- School personnel and students will be educated on how to cough and sneeze into their elbows or to cover with a tissue. Used tissues will be thrown in the trash and hands washed immediately using proper hand hygiene techniques.
- Soap and hand sanitizer will be refilled systematically and frequently.
- Students and teachers will have scheduled handwashing with soap and water every 2-3 hours.
- Sharing of personal items and supplies such as writing utensils will not be permitted.
- Students' personal items will be kept separate and in individually labeled cubbies, containers, or lockers.
- Classroom materials will be limited to small groups and disinfect between use, or individual supplies will be assigned for individual student use.





• Hand sanitizing stations will be set up throughout the school building.

Spacing, Movement and Access

- Desks will be placed six feet apart in classrooms. Class sizes will be kept to the level afforded by necessary spacing requirements.
- Desks will be arranged facing the same direction toward the front of the classroom.
- Teachers will maintain six feet of spacing between themselves and students as much as possible.
- Signage will be posted to indicate proper social distancing.
- Markers will be placed at six-foot intervals where line formation is anticipated.
- Social distancing markers will be placed in waiting and reception areas.
- Signage will be posted on restroom doors to indicate proper social distancing and hand hygiene techniques.
- Entrance to the building will be restricted to school personnel and students only, with the following allowances: family members or other non-personnel adults are not allowed in the school building except under extenuating circumstances determined by the school principal. All non-school personnel adults entering the building must be screened for symptoms using a monitoring form, wear a facial covering, and wash/sanitize hands at entrance. Strict records, including date and time, will be kept of all non-school personnel entering the building.
- Classroom windows will be open as much as possible, weather permitting.
- "Specials", such as art, music, computers/coding will be brought to the classrooms.
- Physical education should be held outside wherever possible/weather permitting and social distancing of six feet should be practiced.
- Efforts will be made to keep six feet of distance between people in the hallways. Staggered movements at incremental intervals should be used if feasible to minimize the number of persons in the hallways as able.
- Students will wear masks when using the restrooms. Restroom stalls will be marked per cohort as possible.
- Arrival/Dismissal will be scheduled according to family name at various entrances/exits of building

Screening Students and Staff

- SMCS will cooperate with the Chippewa County Health Department (CCHD) and closely monitor the health department publications regarding implementing protocols for screening students and school personnel.
- SMCS has a designated quarantine area for students who become ill at school.
- Students who become ill with signs or symptoms of COVID-19 will be placed in the quarantine area while wearing a face mask until they can be picked up. School personnel caring for these children will wear a surgical face mask.
- Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to <u>CDC guidelines</u>.
- School personnel will conduct daily self-temperature checks, prior to coming to work. If they exhibit any new or unusual symptoms as reported on the COVID-19 school monitoring form, they will stay home.





- SMCS families are asked to check their child's temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 or greater are to stay home and consider coronavirus testing if symptoms of COVID-19 are present.
- SMCS families are encouraged to monitor their children for symptoms of COVID-19. The presence of any symptoms, including cough or shortness of breath, should prompt the family to keep the student home from school and to follow up with a primary care provider.

Testing Protocols for Students and Staff and Responding to Positive Cases

- SMCS will cooperate with CCHD regarding ongoing protocols for screening students and school personnel.
- students who develop a fever or become ill with COVID-19 symptoms at school will wear a mask and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing.
- School personnel who develop fever or become ill with symptoms of COVID-19 at school will wear a mask and be transported for off-site testing.
- Symptomatic students and/or school personnel will be kept home until they have <u>tested negative</u> for COVID-19 or have been released from isolation according to <u>CDC guidelines</u>.
- SMCS families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home. Confidentiality will be maintained and consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
- School personnel and students with a confirmed case of COVID-19 should only return to the workplace/school after they are no longer infectious.

Responding to Positive Tests Among Staff and Students

- SMCS will cooperate with the local public health department if a confirmed case of COVID-19
 is identified, and in particular, must collect the contact information for any close contacts of the
 affected individual from two days before he or she showed symptoms to the time when he or she
 was last present at the school.
- SMCS will notify CCHD officials, school personnel, and SMCS families of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
- In the event of a lab or clinically diagnosed case of COVID-19, CCHD will be notified and provided seating charts, lunch contact, (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member).
- SMCS will follow CCHD quarantine and symptom monitoring recommendations

Food Service, Gathering, and Extracurricular Activities

- Indoor assemblies that bring together students from more than one classroom will not take place.
 - o School Masses may be allowed provided all DOM Mass guidelines are followed.
- Students will eat meals at school in their classrooms or outside weather permitting. When possible, school-supplied meals will be delivered to classrooms with disposable utensils.





- Students and all school personnel must use proper hand hygiene techniques before and after eating, as well as before and after every event or gathering.
- Recess will be conducted outside whenever possible with appropriate social distancing and cohorting of students. When outside, classes will remain in their specified play area
- Handshakes, first bumps, high-fives, and other unnecessary contact is not to occur.
- The After School Program will cease.
- All students and school personnel will have a clearly marked water bottle for individual use as drinking fountains will be closed. No sharing of water bottles.
- SMCS will not conduct indoor assemblies that bring together more students than the latest Executive Order allows.

Athletics

- SMCS will comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).
- Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering.
- Every participant should confirm that they are healthy and without any symptoms prior to any event. On non-school days Monitoring Form needs
- to be completed by all participants (this includes all adult volunteers, coaches and administrators)
- All equipment must be disinfected before and after use.
- Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
- Handshakes, fist bumps, and other unnecessary contact must not occur.
- Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.
- Large scale indoor spectator events are suspended. Large scale outdoor spectator or stadium events are limited to 100 people, and people not part of the same household must maintain six feet of distance from one another.
- Spectators are allowed provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times. Attention must be given to entry and exit points to prevent crowding.

Cleaning

- Frequently touched surfaces_including light switches, doors, benches, bathrooms, will be cleaned at least every four hours.
- The library, computer lab, and other hands-on classrooms will undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.
- All classrooms will be cleaned/disinfected daily with an <u>EPA-approved disinfectant</u> or diluted bleach solution.
- Student desks will be wiped down with either an <u>EPA-approved disinfectant</u> or diluted bleach solution before/after eating and at the end of each school day.
- Cafeteria will have common touch points wiped down and tables and table shields cleaned between each lunch period.





- Playground structures will continue to undergo normal routine cleaning but using an <u>EPA</u>-approved disinfectant is unnecessary.
- SMCS will ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children and with adequate ventilation when staff use products.
- Staff will wear gloves, surgical mask, and face shield when performing all cleaning activities

Mental & Social-Emotional Health

- Schools are to maintain a point person or establish an access navigator to facilitate mental health referrals, communications to families/students, and public-facing wellness materials.
- Provide all staff with timely, responsive, and ongoing training/professional development.

Accommodations for off-campus instruction

• Students in Kindergarten and up unable to participate in on-campus classes with their in-person classmates, due to either home quarantine or parent preference, will be provided course resources to maintain coursework.

Phase 1-3 Return to School Plan

If Chippewa County is in a Phase 3 as described in the MI Safe Schools Roadmap, the following shall be adhered to by SMCS:

All safety protocols are REQUIRED in MI Safe Start Phases 1-3

Personal Protective Equipment and Hygiene

• Schools are closed for in-person instruction.

Spacing and Movement

- Schools are closed for in-person instruction.
- School buildings may continue to be used by licensed child care providers, if providers follow all emergency protocols identified by the state (LARA): https://www.michigan.gov/documents/lara/Child Care Re-Opening 5-21-20 -

_____FINAL_691941_7.pdf

 School employees and contractors are permitted to be physically present in school buildings for the purposes of conducting basic school operations, including remote live instruction, as determined by school administrators.

Screening Students

• Schools are closed for in-person instruction.

Responding to Positive Tests Among Staff and Students

Schools are closed for in-person instruction. See https://www.michigan.gov/documents/lara/Child_Care_Re-Opening_5-21-20_-FINAL_691941_7.pdf





Food Service, Gathering and Extracurricular Activities

- Local districts enact food distribution programs.
- All inter-school activities are discontinued.
- After-school activities are suspended.

Athletics

• All athletics are suspended.

Cleaning

Mental & Social-Emotional Health

- Schools are to maintain a point person or establish an access navigator to facilitate mental health referrals, communications to families/students, and public-facing wellness materials.
- Provide all staff with timely, responsive, and ongoing training/professional development.

Remote Instruction Accommodations

- Share remote learning plans with all involved stakeholders.
- Activate remote learning programs at scale to deliver curricula and high-quality instructional materials.
- Students in Kindergarten and up will be provided course resources. Virtual access through Google Classroom for 4th-8th and ClassDojo for Kindergarten-3rd.
- Additional online and/or physical materials may be used as appropriate to facilitate remote learning.
- The schedule for synchronous (live online) and asynchronous (previously recorded and student paced) content delivery and format will be set in each cohort following best practices that promote student engagement, consistency, and differentiation.
- Participation in virtual class sessions and assigned work will be mandatory for all students as it is for in-school instruction. Accommodations can be made in cases of verified student illness.
- Teachers will evaluate student work and provide feedback on that work resulting in a letter grade (3rd-8th) or a satisfactory scale (Kdg-2nd)
- Course grades will be assigned quarterly.
- If a student is unable to attend, due to illness, a parent/guardian will be required to notify the school office.
- Students needing a Chromebook or tablet for individual home access to class content will be accommodated according to device availability and in accordance with SMCS technology policy.
- <u>Grades Kdg-3rd:</u> Students will be expected to meet virtually with their teacher and class a minimum of 15-20 minutes per session at least once a day whole group; this is the minimum instructional time and more time may be scheduled per discretion of each teacher. Specific schedules will be emailed to school families.
 - Instructional packets will be scheduled in a two-week format via a pick-up/drop-off at SMCS. Return of material will be either during the scheduled drop-off day or via class dojo*

 — per discretion of each teacher.





- Grades 4th-8th: Students will be expected to meet virtually with their teacher and class a minimum of 15 minutes per session five times a week, Monday-Friday. Specific schedules will be emailed to school families.
 - Assignments will be returned to respective teachers via google classroom*.
- Teachers will take attendance in the SMCS's OptionC platform.
- Review students' ISPs and 504 plans in coordination with general education teacher and special education teacher (local school district) to reflect the child's needs
- Establish structures for teachers to collaborate on delivery methods for assessments and instruction as outlined in ISPs.
- Conduct checkpoints with school leaders around curriculum and instruction and ongoing monitoring of students' progress, specifically honing in on the progress of students in need of additional support.
- Work with the local public school and/or ISD to develop a continuation of services for students needing Title I services or occupational, physical, and/or speech and language therapy, including evaluations by school psychologists and social workers.
- *In the event the student does not have virtual availability, the completed work will be returned during a scheduled drop-off at SMCS.

Resources

Executive Order EO 2020-147

Roadmap MI Safe Schools: Michigan's 2020-21 Return to School Roadmap

Centers for Disease Control and Prevention COVID-19 https://www.cdc.gov/coronavirus/2019-ncov/ State of MI Covid Response

https://www.michigan.gov/documents/mde/LearningDistanceGuidance_686455_7.pdf

CCHD COVID-19 Return to School Toolkit:

CDC: Resources for Childcare, Schools, and Youth Programs https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html

CDC Prevention: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

CDC Hygiene Etiquette: https://www.cdc.gov/healthywater/hygiene/etiquette/coughing sneezing.html

CDC Cleaning and Disinfecting: https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

Environmental Protection Agency (EPA): https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19

Exhibiting Signs and Symptoms of COVID-19: https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html