COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

School Name: Saint Mary School, Grades PK through 5th grade
School Address: 508 East Paw Paw Street
School Code Number: District – 80160, Building - 03865
Web Address of the School: www.saintmarypawpaw.org

Name of Authorizing Body (if applicable): Office of Catholic Schools; Diocese of Kalamazoo
Preparedness Plan Introduction

Governor Whitmer’s Executive Order 2020-142 “provides a structure to support all schools in Michigan as they plan for a return of pre-K-12 education in the fall. Under the order, school districts must adopt a COVID-19 Preparedness and Response Plan laying out how they will cope with the disease across the various phases of the Michigan Safe Start Plan. In turn, the accompanying Michigan Return to School Roadmap offers a guide to the types of safety protocols appropriate during each phase. There’s no one-size-fits-all solution: What works in Lansing may not work in Sault Sainte Marie. Districts will retain the flexibility to tailor their instruction to their particular needs and to the disease conditions present in their regions.” (EO-2020-142)
Preparedness Plan Assurances

The Catholic Schools of the Diocese of Kalamazoo agree to meet all of the following requirements of Executive Order 2020-142

✓ The school assures that when it provides in-person instruction to its students without disabilities, the school will provide in-person instruction to its students with disabilities, consistent with the students’ adjusted education plan (AEP).

✓ The school assures that when the school is closed to in-person instruction, the school will strive in good faith and to the extent practicable, based upon available resources, technology, training, and curriculum, as well as the circumstances presented by COVID-19, to provide equal access to any alternative modes of instruction to enrolled students with disabilities as identified through their AEP.

✓ The school assures that during Phase 1, 2, or 3 of the Michigan Safe Start Plan it will close its building to anyone except: (a) School employees or contractors necessary to conduct minimum basic school operations consistent with a Preparedness Plan, including those employers or contractors necessary to facilitate alternative modes of instruction, such as distributing materials and equipment or performing other necessary in-person functions. (b) Licensed child-care providers and families that they serve (if the school usually provides this service), and if providers follow all emergency protocols identified by the state.

✓ The school assures that during Phase 1, 2, or 3 of the Michigan Safe Start Plan it will suspend athletics, after-school activities, inter-school activities, and busing, if applicable.

✓ The school assures that during Phase 1, 2, or 3 of the Michigan Safe Start Plan it will provide for the continued pay of school employees while redeploying staff to provide meaningful work in the context of the Preparedness Plan, subject to any applicable requirements of a collective bargaining agreement.

✓ The school assures that during Phase 4 of the Michigan Safe Start Plan it will prohibit indoor assemblies that bring together students from more than one classroom except for planned religious activities, which will be held according to Diocese of Kalamazoo guidelines to the extent they are stricter than state requirements.

✓ The school assures cooperation with the local public health department if a confirmed case of COVID-19 is identified, and agree to 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 in school.
Preparedness Plan

Every school within our diocese must develop and adopt a COVID-19 Preparedness and Response Plan ("Preparedness Plan") that is informed by Michigan’s 2020-21 Return to School Roadmap ("Return to School Roadmap") from the COVID-19 Task Force on Education and Return to School Advisory. Due to the nine county expanse of our diocese, each school has been tasked to prepare a plan that meets the needs and recommendations of their local communities in conjunction with the recommendations and guidance from local health officials and in accordance to the governor’s orders.

In accordance with Executive Order 2020-142 a plan must include all the following parts:

A. The policies and procedures that the school will follow when the region in which the district is located is in Phase 1, 2, or 3 of the Michigan Safe Start Plan.
   1. Describe how the school will offer alternative modes of instruction other than in-person instruction and a summary of materials each student and the student’s parents or guardians will need to meaningfully access the alternative modes of instruction included in the Preparedness Plan. If the Preparedness Plan relies on electronic instruction, the Preparedness Plan must consider how the school will aid students who lack access to computers or to the internet.

   The teaching staff will use online methods via Google Classroom. Students will need an electronic device, and if necessary, the school is able to issue a Surface Pro for home use. We will survey families to see who needs assistance with internet access and will address their needs on a case-by-case basis. Of the two families that needed help earlier in the year, we offered parents to pick up printed materials once a week. One family used a relative’s home for access and will again.

   Staff will make arrangements with parents to pick up textbooks and consumable books; however, many of our textbooks have online availability. We will make sure each student will also need a set of books for home.

B. When the region in which the school is located is in Phase 4 of the Michigan Safe Start Plan the following policies and procedures must, at a minimum, include:
   1. Personal Protective Equipment
      a. All staff will wear facial coverings when in classrooms, except (1) during meals and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician.
      b. All passengers and drivers will wear facial coverings when on a school bus, except (1) during meals and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician.
      c. All staff and all students in grades pre-kindergarten and up will wear facial coverings when in indoor hallways and common areas, except (1) during meals and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician.
      d. Facial coverings are not required in preschool classrooms.
      e. All students in grades kindergarten through 5 will not be required to wear facial coverings in their classrooms, unless (1) students do not remain with their cohort class throughout the school day or (2) come into close contact with students in another class or (3) a grade 5 and 6 are housed in the same classroom in the school.
      f. All staff and students in grades 6-12 will wear facial coverings, except (1) during meals and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician.
      g. The Catholic Schools of the Diocese of Kalamazoo will not conduct indoor assemblies that bring together students from more than one classroom.
         i. School Masses and other liturgical services will be allowed provided that all Diocese of Kalamazoo Mass guidelines are followed.
h. Facial coverings may be homemade or disposable level one/basic-grade surgical masks, and/or face shields.

Please describe how you will implement the above requirements as outlined in the Return to School Roadmap.

I. Safety Protocols
   a. Personal Protective Equipment (PPE)
      i. Masks (if made of cloth, it must be washed daily; if disposable, it must be discarded at the end of each day)
         1. Staff Masks
            a. Facial coverings for staff using either cloth, disposable, or gaiter style
            b. Facial coverings during instruction
         2. Student Masks
            a. Required upon entering in the foyer and hallways and in common areas including latchkey.
            b. Removed after entering their individual classroom and using hand sanitizer at the doorway.
            c. Children may remain mask-free until he or she leaves their individual classroom.
      3. Busing and Transportation
         a. All must wear a mask and follow PPPS guidelines.
         b. Required upon transportation on school buses

2. Hygiene
   a. Provide adequate supplies 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 signage reinforcing proper handwashing techniques).
   b. Teach and reinforce handwashing guidelines, including the use of soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
   c. Educate staff and students on how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands cleaned immediately using proper hygiene techniques.
   d. Systematically and frequently check and refill soap and hand sanitizers.
   e. Daily, provide opportunities for handwashing with soap and water by students and teachers.
   f. Limit sharing of personal items and supplies such as writing utensils.

Please describe how you will implement the above requirements as outlined in the Return to School Roadmap.

b. Hygiene
   i. Hand sanitizer (60% alcohol), paper towels, and tissues will be supplied, and hand washing signage will be posted throughout the school building.
   ii. Students will be taught and practice coughing and sneezing into their sleeve or a tissue and will wash their hands afterward.
iii. Students and teachers will have scheduled handwashing every 2 to 3 hours.
iv. Students will have personal items separated from others (pencils, crayons, scissors, etc.). Shoe boxes with lids are provided by the school.
v. Small group materials will be limited and disinfected between each use.
vi. Lotion and lip balm
   1. PS and kindergarten: item must be in a labeled zipped baggie and in the possession of the teacher.
   2. Grades 1-5 may keep these items with their personal items.

3. Space Movement and Access
   a. Space students as far apart as feasibly possible in classrooms, whether desks or tables are utilized.
   b. Post signage to indicate proper social distancing.
   c. Place markers at six-foot intervals where line formation is anticipated.
   d. Provide social distancing markers in waiting and reception areas.
   e. Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.

Please describe how you will implement the above requirements as outlined in the Return to School Roadmap.

c. Spacing, Movement, and Access
   i. Desks are to be six feet apart in classrooms and facing one direction as feasible.
   ii. Family members or other guests are not allowed in the school building unless there are extenuating circumstances as determined by school officials.
   iii. Signage and floor markings will indicate proper social distancing when line formation is necessary.
   iv. Drinking fountains will be disabled with the exception of the bottle filling station. We ask that families send a spill-proof water bottle clearly labeled with the child’s name. It must be sent home daily.
   v. All entering the building must wear a mask, sanitize their hands, and be screened before entering. Records will be kept with date and time.
   vi. Classroom windows will be open as much as possible, weather permitting.
   vii. Art class will be brought into the classroom. All other specials will be suspended at this time (physical education, music, Spanish, and technology).
   viii. Each teacher will sign up for a designated day for use of the computer lab and library. Surface Pros, our tablets, can also be used as long as each unit and the cart is disinfected after each use.
   ix. Morning arrival (school hours have been modified to 9:00 am to 2:45 pm)
      1. See “Preschool” for specifics for preschool students.
      2. K – 5
         a. A staff member will be at each entrance.
b. Students will go to the classroom, or Latchkey, and the teacher will take their temperature and direct the students to use hand sanitizer as they enter the room. Records will be kept.
c. Masks may be removed after they are screened and enter the classroom.
d. Late bus arrivals will go to the office for screening before being sent to the classroom.

3. Drop off times
   a. Student may arrive as early as 8:45 am for release to the classroom (school begins at 9:00 am).
   b. Students arriving before 8:45 am must be prearranged and sent to the Latchkey room.

x. End of Day Pick Up
   1. Parents need to come to the sidewalk. We will release your child/children when we see you.
   2. Students will be dismissed as follows
      a. First: Bus riders will be sent to the side door as usual while maintaining social distancing.
      b. Second: Latchkey to go to the latchkey room.
      c. Third: single child families
      d. Fourth: multiple children families

4. Screening Students and Staff
   a. Cooperate with the local public health department regarding implementing protocols for screening students and staff.
   b. Identify and designate a quarantine area and a staff person to care for students and staff who develop signs or symptoms of COVID-19 at school.
   c. Students and staff who become ill with signs or symptoms of COVID-19 will be placed in an identified quarantine area with a facial covering in place, if able, until they can be picked up. An identified person caring for these children/staff will wear a facial covering.

Please describe how you will implement the above requirements as outlined in the Return to School Roadmap.

d. Screening (refer to the flow chart on the last page of this reopening plan)
   xi. Students
      1. An area of the school will be designated as a quarantine area for any student or staff member who become ill at school.
         a. Student will be masked and remain in the area until they can be picked up by a parent or designated emergency contact.
         b. Ambulance will be called if necessary.
         c. Staff caring for a child will be masked.
      2. Students will be kept home until they either have tested negative for Covid-19 or are fever free for 72 hours without the use fever
reducing medication (Tylenol or Motrin, for example).

3. Families are to use a thermometer each morning to check their child; students with a temperature of 100.4 should remain home. Please do not send a child to school if you are able to reduce the temperature with medication as it does not decrease the potential spread of the illness.

4. Consider coronavirus tests if symptoms of COVID-19 are present.

5. Presence of any symptoms, including cough or shortness of breath, should remain home from school and follow up with a primary care provider.

6. Please contact the principal for medically vulnerable student and staff accommodations: Lori Pearson, at lpearson@saintmarypawpaw.org or 657-3750.

xii. Staff

1. Staff will be screened daily and records will be kept.

2. Anyone with symptoms will wear a mask and off-site testing will be sought.

3. Staff will remain home until they have tested negative or 72 hours fever free.
5. Testing Protocols and Responding to Positive Tests Among Staff and Students
   a. Cooperate with the local public health department regarding implementing protocols for screening students and staff.
   b. Cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, 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. The Local Health Department will initiate contact tracing, following regular public health practice.
   c. Notify local health officials, staff, and students immediately 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.
e. Responding to Positive Tests Among Staff and Students
   xiii. Reporting Protocol
         1. Direct exposure to COVID-19 or confirmed positive cases must be reported to the principal.
         2. Questions, concerns, and reporting should be addressed to the principal, Lori Pearson, at lpearson@saintmarypawpaw.org or 657-3750.
   xiv. Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19, regardless of grade classroom, to encourage closer observation for any symptoms. However, due to privacy rights, name(s) will not be disclosed. If a family acknowledges and publicly discloses a positive test, school staff and officials will not participate in discussions or acknowledge a positive test.
   xv. Immediate efforts will be made to contact any close contacts (those who spent more than 15 minutes within 6 feet) so that they can be quarantined for fourteen days at home.
   xvi. Saint Mary School will follow the guidelines of the Van Buren Health Department and collect contact information for any close contacts of the affected individual from 2 days before he or she presented symptoms to the time when he or she was last present at the school.
   xvii. Employees with a confirmed case of COVID-19 will return to the school after they are no longer infectious and released to return to work by a health official.
   xviii. Individual classrooms will temporarily relocate and remain closed for 72 hours until the room is thoroughly disinfected.

6. Food Service, Gathering, and Extracurricular Activities
   a. Prohibit indoor assemblies that bring together students from more than one classroom.
      i. School Masses and other liturgical services will be allowed provided that all Diocese of Kalamazoo Mass guidelines are followed.

Please describe how you will implement the above requirements as outlined in the Return to School Roadmap.

f. Food Service, Gatherings, and Extracurricular Activities
   xix. Lunch
       1. Students will wash hands before lunch and after.
       2. The PPPS food program has yet to be determined, but if service is offered, food will be delivered to the classroom.
       3. Lunch will be eaten either in the classroom or outdoors with social distancing.
       4. Microwaves will not be available.
       5. Please consider having your child practice opening containers
and wrappers at home so they are independent. Teachers should not handle their food.

6. Knights of Columbus lunches are under consideration. The food will have to be delivered to the classroom as well.

xx. Playground
   1. If more than one class is outside on the playground, masks must be worn unless one class is in the wood chips and the other in the grass area.
   2. Staggered recesses will be planned.
   3. The Walking Club will be available.
   4. Equipment used by staff and students will be disinfected before and after use.

xxi. Birthday Treats
   1. No homemade treats are allowed.
   2. Items must be individually wrapped.
   3. The child will not go room to room to deliver treats to staff.

xxii. Holiday parties are to be determined.

xxiii. Gatherings, including assemblies, of more than one classroom are suspended.

xxiv. Field trips are suspended.

7. Athletics
a. Schools will comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).

b. Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering.

c. Every participant should confirm that they are healthy and without any symptoms prior to any event. If athletic activities or events are held on non-school days, a Monitoring Form needs to be completed by all participants (this includes all adult volunteers, coaches and administrators).

d. All equipment must be disinfected before and after use.

e. Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.

f. Handshakes, fist bumps, and other unnecessary contact must not occur.

g. Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.

h. 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.

i. 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.

j. Prohibit indoor assemblies that bring together students from more than one classroom.

Please describe how you will implement the above requirements as outlined in the Return to School Roadmap.
Our elementary school does not offer school sanctioned athletics.

9. Cleaning
   a. Frequently touched surfaces including light switches, doors, benches, bathrooms, will
      undergo cleaning at least every four hours with either an EPA-approved disinfectant
      or diluted bleach solution.
   b. Libraries, computer labs, arts, and other hands-on classrooms will undergo cleaning
      after every class period or when cohorts change classrooms, with either an EPA-
      approved disinfectant or diluted bleach solution.
   c. Student desks will be wiped down with either an EPA-approved disinfectant or diluted
      bleach solution after every class period, or when cohorts change classrooms.
   d. Playground structures will continue to undergo normal routine cleaning, but using an
      EPA-approved disinfectant is unnecessary.
   e. 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.
   f. Staff must wear gloves, surgical masks, and face shields when performing all
      cleaning activities.

Please describe how you will implement the above requirements as outlined in the Return to School
Roadmap.

   g. Cleaning
   xxv. Frequently touched surfaces (light switches, door knobs, bathrooms, desks,
       etc.) must be cleaned every four hours with a COVID-19 approved
       disinfectant (Hillyard #19).
   xxvi. All staff must wear gloves, mask, and face shield when performing all
       cleaning activities.
   xxvii. Computer Lab and library will be assigned to one morning of the week and
       disinfected after the class has used the room.

10. Busing and Student Transportation (Including Extra-Curricular Activities and
    Athletics)
    Schools that utilize public school district busing will defer all transportation safety
    guidelines to those providers. The following is intended for schools who are the district
    provider of busing services. If you utilize public school busing please indicate which
    public school district(s) safety guidelines are being followed.

   a. Schools will require the use of hand sanitizer before entering a school bus. Hand
      sanitizer will be supplied on the bus.
   b. The bus driver, staff, and all students in grades preK-12, if medically feasible, will
      wear facial coverings while on the bus. Note: there may be situations where it is not
      safe for the bus driver to wear a facial covering. Decisions about these situations
      should be made on a case-by-case basis with local public health officials.
   c. Schools will clean and disinfect transportation vehicles before and after every transit
      route. Children will not be present when a vehicle is being cleaned.
   d. Schools will clean and disinfect frequently touched surfaces in the vehicle (e.g.,
      surfaces in the driver’s cockpit, hard seats, arm rests, door handles, seat belt
      buckles, light and air controls, doors and windows, and grab handles) prior to
      morning routes and prior to afternoon routes.
e. Schools will clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.

f. Schools will create a plan for getting students home safely if they are not allowed to board the vehicle.

g. If a student becomes sick during the day, they will not use group transportation to return home and must follow protocols outlined above. If a driver becomes sick during the day, they will follow protocols for sick staff outlined above and will not return to drive students.

h. Weather permitting, doors and windows will be open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.

Please describe how you will implement the above requirements for busing and student transportation protocols from the Return to School Roadmap. For schools who utilize public school district busing, please indicate which public school district safety guidelines are being followed.

h. Busing
   xxviii. Guidelines will be established by PPPS’s Transportation Department.
   xxix. Hand sanitizer must be used before entering the bus.
   xxx. Masks are to be worn while on the bus (children and adults) unless determined by a local health official on a case-by-case basis.
   xxxi. PPPS will be responsible for disinfecting all buses.

11. Mental and Social-Emotional Health

Please describe your school's plans for addressing the mental and social-emotional health needs of students, staff, teachers, administrators, and school families.

A social worker from community mental health is coming in to address the staff in an afternoon meeting. She will talk to us about signs to look for with children who are distressed and frightened. We use our weekly newsletters and links on the school webpage for those who are struggling. As for the staff, they have been given the opportunity to work from home for their safety.

C. The Diocese of Kalamazoo has included most “strongly recommended protocols” under Phase 4 as required. Please indicate if there are any additional protocols that will be adopted under Phase 4.

The staff has chosen to take temperatures of all children in the morning when they arrive at school. The complete document is available at https://drive.google.com/file/d/1U1Cm1JBQGm_pZOuUOG7RJxKivxQLoDF/view

D. As the State transitions to Phase 5, indicate which highly recommended protocols under the following areas from the Return to School Roadmap the district will include in its Preparedness Plan.

All safety mandates will apply from Phase 4 with the following changes:
• Students will have temperatures taken at home.
• One parent may enter the school and must wash or sanitize their hands upon entrance.
• Cafeteria may resume with social distancing and servers at the window must wear masks and shields.
• Commence all intervention strategies with social distancing.

Final Steps for Submission

Each school shall complete and submit this “Preparedness Plan” to the Diocese of Kalamazoo’s Office of Schools for approval by Friday, August 7 at 12:00 noon. The Office of Schools will provide a final review before submitting each school’s plan to the State.

Name of School(s): Saint Mary School, Paw Paw

Name of Administrator Submitting Plan: Lori Pearson

Date of Approval by the Diocese of Kalamazoo’s Office of Schools: Aug 13, 2020

Signature of Superintendent: [Signature]

Each school’s approved plan will be posted collectively on the Catholic Schools of the Diocese of Kalamazoo’s website: Catholicschools.diokzoo.org/covid-19 In addition, each school will post its individual plan on their local school website.

Date Submitted to State Superintendent and State Treasurer: