



## St. Mary School

209 N. Westphalia Street  
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Westphalia, Michigan 48894  
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### St. Mary School Phase 4 Opening Plan

If St. Mary School is located in a Phase 4 MERC District, as described in the MI Safe Start Plan, the following will be adhered to:

#### Personal Protective Equipment

- 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.
- All staff and all students in 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 for adults, and for students a written and signed verification by a physician and a written and signed consent from parent/guardian.
- Because students in grades kindergarten through 5 will remain with their class throughout the day, kindergarten through 5<sup>th</sup> grade students will not be required to wear facial coverings in their classrooms under most circumstances.
  - Students in grades K-5 may be required to wear a mask at times while in the classroom at the teacher's discretion. Those times include when students are working together in close proximity and/or when a teacher is working in close proximity with a student. The time in masks will be limited and for the shortest duration as possible based on the circumstances.
- All staff and students in grades 6 will wear facial coverings, except
  - (1) during meals and outside when social distancing is adhered to
  - (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician for adults, and for students a written and signed verification by a physician and a written and signed consent from parent/guardian.
- We will not conduct indoor assemblies that bring together students from more than one classroom.
  - School Masses will follow DOL Mass guidelines.

*Facial coverings may be homemade or disposable level one/basic-grade surgical masks and will not need to follow a dress code.*

#### Hygiene

- We will 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 signs reinforcing proper handwashing techniques).

- Parents may send preferred soap for handwashing or approved hand sanitizer.
- Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
- 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 washed immediately using proper hand hygiene techniques.
- Systematically and frequently check and refill soap and hand sanitizers.
- Daily, provide opportunities for handwashing with soap and water by students and teachers.
- Limit sharing of personal items and supplies such as writing utensils.
- Classrooms will run unit ventilators with roof vents open to continually refresh air from the outside.

#### **Spacing, Movement and Access**

- Space students as far apart as feasible in classrooms, whether desks or tables are utilized.
- Post signage to indicate proper social distancing. Including:
  - Place markers at six-foot intervals where line formation is anticipated.
  - Provide social distancing markers in waiting and reception areas.
- Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.
- Restrict entrance to the school to students and staff only, with the following allowances:
  - Family members or other non-staff adults are not allowed in the school building except under extenuating circumstances determined by school officials.
  - All non-staff adults entering the building must be screened for symptoms using a COVID-19 monitoring form (from local public health department,) wear a facial covering, and wash/sanitize hands prior to entering.
  - Strict records, including date and time, should be kept of all non-staff adults entering and exiting the building.
  - Parent Playground Monitors will only be present during outdoor recess and will not enter the building.

#### **Screening Students and Staff**

- Cooperate with the local public health department regarding implementing protocols for screening students and staff.
- 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.
- Students and staff who become ill with signs or symptoms of COVID-19 (fever, coughing) will be placed in an identified quarantine area with a

- facial covering in place, if able, until they can be picked up. Identified person caring for these children/staff will wear a facial covering.
- Symptomatic students and staff sent home from school will not return to school until:
    - Negative COVID-19 test OR
    - Doctor diagnosis of other illness and 24 hrs free of symptoms OR
    - 10 days have passed since the first day of symptoms and have been 24 hrs symptom free
  - Staff will conduct daily self-examinations, including a temperature check, 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. Staff member will contact the school administrator.

#### **Testing Protocols for Students and Staff and Responding to Positive Cases**

- Cooperate with the local public health department regarding implementing protocols for screening students and staff.
- Symptomatic students and staff will be kept home until they have [tested negative](#) for COVID-19 or have been released from isolation according to CDC guidelines.
- Symptomatic students and staff sent home from school will not return to school until:
  - Negative COVID-19 test OR
  - Doctor diagnosis of other illness and 24 hrs free of symptoms OR
  - 10 days have passed since the first day of symptoms and have been 24 hrs symptom free
- Families will be notified:
  - When a child or teacher from the same class is sent home from school with a fever of 100.4 and/or uncontrollable cough.
  - Anyone at school is confirmed positive with COVID-19.
  - Classrooms will be shared, names will not.

#### **Responding to Positive Tests Among Staff and Students**

- 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.
- 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.

#### **Food Service, Gathering, and Extracurricular Activities**

- Students will eat in their classrooms.

#### **Athletics**

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

### **Cleaning**

- [Frequently touched surfaces](https://multimedia.3m.com/mws/media/1306554O/3m-c-diff-solution-tablets-technical-data-sheet.pdf) including light switches, doors, benches, bathrooms, will undergo cleaning daily with C Diff tablets (<https://multimedia.3m.com/mws/media/1306554O/3m-c-diff-solution-tablets-technical-data-sheet.pdf>) in an electrostatic sprayer.
- Libraries, computer labs, arts, and other hands-on classrooms will undergo cleaning after every class period or when cohorts change classrooms, with an EPA-approved disinfectant.
- 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 must wear gloves and facial coverings when performing all cleaning activities.

### **Busing and Student Transportation**

- We will defer all safety guidelines to Pewamo-Westphalia Community Schools and assist them as requested to carry out policy and procedures.

### **Mental & Social-Emotional Health**

- We will identify a point person or establish an access navigator to facilitate mental health referrals and communications to families/ students.
- Provide all staff with timely, responsive, and ongoing training/professional development.

## RESOURCES

### **General**

Executive Order - [EO 2020-142](#)

Roadmap - [MI Safe Schools Return to School Roadmap](#)

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – [www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)

State of Michigan: COVID-19 response – [https://www.michigan.gov/mde/0,4615,7-140-37818\\_53456---,00.html](https://www.michigan.gov/mde/0,4615,7-140-37818_53456---,00.html)

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

Federal OSHA – <https://www.osha.gov/>

### **Hygiene**

Handwashing video translated into multiple languages –  
<https://www.youtube.com/playlist?list=PLnv1INVkmxmvGoDDy3vbrEiZCB30TNvBu>

CDC Prevention: [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

CDC Hygiene Etiquette:  
[https://www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

### **Housekeeping**

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

CDC Cleaning: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

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

### **Employees exhibiting signs and symptoms of COVID-19**

CDC Sickness Steps: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

### **OSHA Training**

Federal OSHA: [OSHA3990.pdf](#)

### **Social Distancing**

CDC: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

Social distancing calculator: <https://www.banquettablespro.com/social-distancing-room-space-calculator>

### **Mental Health**

<https://www.clinton-county.org/185/Community-Mental-Health>