COVID-19 Preparedness and Response Plan
(Executive Order 2020-142 District Preparedness Plan Template)

System Name: Catholic Schools of Greater Kalamazoo
School Address: 1000 W. Kilgore Road, Kalamazoo, Michigan 49008
School Code Number: St. Augustine Cathedral School: 03624
                      St. Monica Catholic School: 03939
                      Hackett Catholic Prep High School: 01531
Web Address of the School: www.csgk.org
Name of Intermediate School District:
Kalamazoo Regional Education Service Agency

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.

   a. Plans for return to online learning
      i. Online learning plans will be adjusted and revised based on feedback and input from educators, families and students, and will be communicated to all stakeholders.
      ii. Online learning will include synchronous and asynchronous learning, best practices to promote student engagement, consistency and differentiation will be integrated and implemented. Additional support for struggling learners and students with Special Needs will be provided.
      iii. Technology will be distributed as needed when moving to online learning.
      iv. Student connectivity and access to online learning will be monitored, as well as attendance and assessment of student work.
      v. Additional communication systems will be implemented as needed to reach every family and student in their home language through multiple modes.
      vi. School will provide professional development to support teachers in providing high-quality online learning.

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.

<table>
<thead>
<tr>
<th>a. Face coverings</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. Face coverings must always be worn by staff except for meals.</td>
</tr>
<tr>
<td>ii. Face coverings must be worn by K-12 students, staff and bus drivers during school transportation.</td>
</tr>
<tr>
<td>iii. Face coverings must always be worn in hallways and common areas by preK-12 students except during meals.</td>
</tr>
<tr>
<td>iv. Face coverings must be worn in classrooms by all students grades 6-12.</td>
</tr>
<tr>
<td>v. While not required for PreK - 5 students in classrooms where cohorts and distance are maintained, per American Academy of Pediatrics recommendations, students are encouraged to wear masks at all times.</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>a. Hygiene</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. Schools will provide adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60% alcohol, paper towels, tissues, and signage.</td>
</tr>
<tr>
<td>ii. Handwashing with soap and water for at least 20 seconds, and safe use of hand sanitizer will be taught and reinforced. Handwashing will be scheduled every 2-3 hours.</td>
</tr>
</tbody>
</table>
iii. Staff 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.

iv. Personal items and supplies, such as writing utensils, will not be shared. Personal items will be kept separate in individually labeled cubbies, containers or lockers. **Preschool** - Classroom materials and toys will be limited to use in small groups and disinfected between use.

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*.

a. **Distancing, Transitions**
   i. Cohort groups of students as possible. Limit mixing of cohorts, when possible.  
      **Preschool and Elementary School** - Students and teachers will remain with cohorts throughout the school day.
      **Middle School** - Students will remain in cohorts, with schools using block scheduling to limit needed rotations.
      **High School** - Limit mixing of students through isolated hallways and possible staggered passing times.
   ii. Arrival and Dismissal procedures will be established by school to limit traffic in hallways and to maintain distancing and directional flow of traffic.
   iii. Transition procedures will be established by school to limit traffic in hallways and to maintain distancing and directional flow of traffic.
   iv. Flow of traffic in hallways and/or stairways is one-directional, identified by signage or dividing of hallways using markers. Entrances and exits to ancillary buildings are one-directional and identified by signage.
   v. Student desks/tables in classrooms will be spaced six feet apart whenever possible. A minimum of four feet must be maintained.
   vi. Desks/tables will be arranged facing the same direction, toward the front of the classroom.
   vii. Teachers will maintain six feet of spacing between themselves and students as much as possible.
   viii. Seating arrangements in cafeteria will maintain six feet of distance between students. If distancing guidelines cannot be met, classrooms and outdoor areas will be used for students to eat meals.
   ix. **Preschool, Elementary and Middle School** - Recess will be scheduled outside, weather permitting. Masks are not required if distancing and cohorting will be maintained. If more than one cohort is outside, students will wear face coverings.
   x. Restroom procedures will be established by school to limit number of students in restrooms at all times. Face coverings must be worn.
xi. Circulation of fresh air and effective ventilation are critical to the health and safety of our students and staff. Therefore, windows and doors will remain open and fans will be used throughout the school day.

xii. Face coverings are required in common staff areas.

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.

a. Screening students and staff
   i. Schools will cooperate with the local public health department regarding implementing protocols for screening students and staff. If schools notice a substantial increase in the number of students or staff missing school due to illness at any building, schools will communicate with each other and will report to the local health officials.
   ii. Each family is asked to perform temperature screenings and symptom checks of their children each morning prior to coming to school. Preschool students will be screened upon arrival per LARA guidelines.
      1. Students and staff with fever (38 C or 100.4 F or higher) or symptoms of illness are required to stay at home.
      2. Any student or staff who is found to have symptoms of illness or fever (38C or 100.4F) will be moved to an isolation room in the building. Parents will need to arrange for the student to be brought home immediately.

St. Augustine Cathedral School - Isolation room is located in teachers’ lounge. Student will be monitored by administrative assistant.

St. Monica Catholic School - Isolation room is located in teachers’ lounge. Student will be monitored by administrative assistant.

Hackett Catholic Prep - Isolation room is located in vacant office with separate entrance to foyer.. Student will be monitored by administrative assistant.

iii. Non-essential visitors will not be permitted to enter the school buildings.
iv. Any essential volunteers and visitors entering the building will be formally screened with a temperature check and questionnaire prior to entry at the main office door. Essential volunteers and visitors are defined as those who cannot perform their task outside the school building.

v. We are following the Center of Disease Control (CDC) guidelines to protect the students, teachers, staff and our families from the COVID-19 pandemic. To this extent,
all individuals (parents and visitors) entering the building must be asked the following questions:

1. I confirm that I am not presenting any of these COVID-19 symptoms: Fever; Shortness of breath; Cough; Sore throat; Muscle aches, body aches or headaches; New loss of taste or smell; Nausea, vomiting, diarrhea.

2. I confirm that I have not been in contact with a person who has been diagnosed with COVID-19 within the past 14 days.

3. I understand that air travel significantly increases my risk of contracting and transmitting the COVID-19 virus. The CDC recommends social distancing of at least six feet for a period of 14 days for anyone who has recently traveled. I verify that I have not traveled domestically within the United States by commercial airline, bus or train within the past 14 days.

4. I verify that I have not traveled outside the United States within the past 14 days.

vi. Recommended Procedure for Screening

1. Routine screening performed by teachers in classroom at beginning of day:
   a. Upon their arrival, stand at least 6 feet away from the child.
   b. Make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, cough.
   c. Personal protective equipment (PPE) is not required if 6 feet of distance is maintained.

2. Screening performed by Front Office Staff for Essential Volunteers and Visitors:
   a. Stand behind a physical barrier, such as a glass or plastic window or partition that can serve to protect the staff member’s face and mucous membranes from respiratory droplets that may be produced if the person being screened sneezes, coughs, or talks.
   b. Make a visual inspection of the volunteer for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), or fatigue.
   c. Conduct temperature screening (follow steps below)
      i. Perform hand hygiene: Wash your hands with soap and water for 20 seconds or use a hand sanitizer with at least 60% alcohol.
      ii. Put on disposable gloves.
      iii. Check the person’s temperature, reaching around the partition or through the window.
   d. Make sure your face stays behind the barrier at all times during the screening.
   e. If performing a temperature check on multiple individuals, ensure that you use a clean pair of gloves for each person and that the thermometer has been thoroughly cleaned in between each check.
   f. If you use disposable or non-contact (temporal) thermometers and you did not have physical contact with the person, you do not need to change gloves before the next check.
   g. If you use non-contact thermometers, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each person. You can reuse the same wipe as long as it remains wet.

3. Screening performed when student/staff is identified as symptomatic:
a. Wash your hands and put on a facemask, eye protection (goggles or disposable face shield that fully covers the front and sides of the face), and a single pair of disposable gloves. A gown could be considered if extensive contact with a child is anticipated.
b. Make a visual inspection of the person for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness, and confirm that the person is not experiencing coughing or shortness of breath.
c. Take the person’s temperature.

4. After each screening, remove and discard PPE, and wash hands.
   a. Use an alcohol-based hand sanitizer that contains at least 60% alcohol or wash hands with soap and water for at least 20 seconds.
   b. If hands are visibly soiled, soap and water should be used before using alcohol-based hand sanitizer.

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.

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

a. Preventative Strategies
   i. Staying Home When Appropriate
      1. Employees and students who are symptomatic or febrile should not enter the school building.
      2. Employees and students who have tested positive for COVID-19 should not enter the school building for 10 days from the onset of symptoms (or test if they are asymptomatic) and asymptomatic for 24 hours. Confirmed Positive COVID-19 patients in the school building may trigger school wide dismissal for cleaning and contact tracing in communication with the local department of health.
      3. Employees and students who have recently had close contact (less than 6 feet for more than 15 minutes) with a person with COVID-19 should stay home and monitor for symptoms. (see additional guidance on return to school)
      4. Employees and students who have traveled must evaluate precautions used during travel, and experiences during travel, to assess the need to stay home and monitor for symptoms for 14 days upon return from travel.

b. Return to school after illness or exposure to COVID-19
i. The return of students/staff to in-person learning after confirmed COVID-19 illness (symptomatic individual)

1. Persons with COVID-19 who have symptoms may return to school after the following conditions are satisfied:
   - At least 24 hours have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
   - At least 10 days have passed since symptoms first appeared.

2. All close contacts of the student/staff will be notified and asked to quarantine for 14 days from the time of their exposure to the confirmed positive person.

ii. The return of students/staff to in-person learning after confirmed COVID-19 (asymptomatic individual)

1. Persons with laboratory-confirmed COVID-19 who have not had any symptoms may return to school under the following conditions:
   - At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test.
   - If they develop symptoms during this time frame, then the symptom-based strategy should be used
     - At least 24 hours have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
     - At least 10 days have passed since symptoms first appeared.

2. All close contacts of the student/staff will be notified and asked to quarantine for 14 days from the time of their exposure to the confirmed positive person.

iii. Recommendations for asymptomatic “close contact” students and staff after exposure to confirmed COVID-19 patient. This includes people who previously had COVID-19 and people who have taken a serologic (antibody) test and have antibodies to the virus.

What counts as close contact?
- You were within 6 feet of someone who has COVID-19 for at least 15 minutes
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (touched, hugged, or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

Steps to take: Quarantine and monitor your health

- Quarantine for 14 days after your last contact with a person who has COVID-19
- Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19
- If possible, stay away others, especially people who are at higher risk for getting very sick from COVID-19

Most symptoms will occur within 5-10 days after exposure to COVID-19. The CDC recommends 14 days of quarantine after exposure based on the time it takes to develop illness if infected. Thus, it is possible that a person known to be infected could leave isolation earlier than a person who is quarantined because of the possibility they are infected.
In the event that a student is confirmed positive, all of that student’s siblings and household contacts or other close contacts will be asked to quarantine for the 14 day duration and monitor for symptoms.

In the event that a student is identified as a close contact of a confirmed positive, their siblings/household contacts in other classrooms (“a contact of a contact”) will not be required to quarantine.

There is the potential here that families will have to restart quarantine if additional family members fall ill. With each new confirmed positive, an asymptomatic individual will need to restart quarantine from the day that the most recent person became symptomatic. See calendar below.

iv. Recommendations for returning to school after an illness (presumed non-COVID-19).
1. Employees and students who are symptomatic with respiratory illnesses or febrile should not enter the school building. Both employees and students are encouraged to seek counsel of their health care providers and get testing for COVID-19 as indicated. Testing in our community is currently widely available at multiple locations, some free of charge.
2. Return to school for presumed non-COVID-19 illness is recommended when the following conditions are satisfied:
   a. At least 24 hours have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath) AND
   b. Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA OR
   c. A note from the individual’s physician stating that testing for COVID-19 is not indicated and an alternative diagnosis is present and has been treated.
      i. Testing will not be required, however, it will reduce the time needed for self isolation after resolution of symptoms.
      ii. If a parent or employee chooses to not pursue testing or physician evaluation, the employee or student will be presumed positive and recommendations for return to school will be based on:
          At least 24 hours have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
          At least 10 days have passed since symptoms first appeared.
          Because the symptomatic individual will not be a confirmed positive, notifications will not be made to close contacts.

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.

a. Food Service
   i. Students prepare for lunch by washing/sanitizing hands.
   ii. Food service procedures and lunch seating will adhere to distancing guidelines:
       Preschool and Elementary School - Students will eat in cafeteria only if safe distancing can be maintained. Otherwise, students will eat lunch in classrooms. Lunch times are scheduled to allow for food service staff to properly pack hot lunches in carry-out containers. Food service will use pre-packaged napkins/utensils. Hot lunch meals and milk will be delivered to classrooms.
       Middle School - Students will eat lunch in classrooms. Lunch times are scheduled to allow for food service staff to properly pack hot lunches in carry-out containers. Food service will use pre-packaged napkins/utensils. Hot lunch meals and milk will be delivered to classrooms.
       High School - students will eat in cafeteria or other designated areas only if safe distancing can be maintained. Otherwise, students will each lunch in 5th hour classroom.

a. Extra-curricular activities
   i. Indoor assemblies that bring together students from more than one cohort are not allowed.
   ii. Off-site field trips will not be conducted during Phase 4 of the Michigan Safe Start Plan.
   iii. Extra-curricular activities, including retreats, para-liturgy, school clubs and organizations, as well as service work will be evaluated for safety and adjusted accordingly.

b. Mass
   i. Mass will be celebrated according to an adjusted schedule and following all diocesan guidelines for safety.

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.

<table>
<thead>
<tr>
<th>a. Athletics</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. Schools will comply with all guidance published by Michigan High School Athletic Association and National Federation of State High School Associations.</td>
</tr>
<tr>
<td>ii. Dismissal/gathering of athletes prior to practice is organized to maintain distance. Athletes provide their own water bottles. Athletes refrain from any unnecessary contact.</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>a. Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. School buildings will be audited with focus on number of classrooms available, size of each classroom, additional spaces available, ventilation.</td>
</tr>
<tr>
<td>ii. Facilities walk-throughs will be conducted and documented together with custodial services to ensure that classrooms, common spaces and exterior are ready for return to school.</td>
</tr>
<tr>
<td>iii. Necessary materials and supply chain for cleaning and disinfection supplies will be audited.</td>
</tr>
<tr>
<td>iv. School safety protocols will be audited and adjusted as needed.</td>
</tr>
<tr>
<td>v. Training will be provided for all staff on cleaning and disinfecting protocols.</td>
</tr>
</tbody>
</table>
vi. Frequently touched surfaces including light switches, doors, benches, bathrooms must undergo cleaning at least every four hours with approved disinfectant.

vii. Libraries, computer labs, arts and other hands-on classrooms must undergo cleaning after every class period with approved disinfectant.

viii. Student desks must be wiped down with approved disinfectant between class periods, if used by multiple students, and/or at the end of the school day.

ix. Playground structures must continue to undergo normal routine cleaning with approved disinfectant.

x. Safe and correct use and storage of cleaning and disinfection products will be established, including storing products securely away from students, and adequate ventilation when staff use products.

xi. Staff must wear gloves, mask and face shield when performing cleaning activities.

xii. Signage or markers will be posted as needed and appropriate, reminding students of safety protocols and prevention practices.

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.

**a. Transportation**

i. Guidelines and procedures set up by transportation departments of Local Education Agencies are followed on LEAs busses and CSGK busses.

ii. Students must use hand sanitizer upon entering bus.

iii. Driver, staff and students must wear face coverings while on the bus.

---

**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 Emotional needs of students and staff**

i. Staff will be provided with professional development, resources and implementation support focused on the needs of students and staff returning to school.

ii. Intervention programs and services available to students will be inventoried.

iii. Schools will ensure continuation of services for students, including occupational, physical, and/or speech and language therapy, including evaluations by school psychologists.

iv. Available wellness resources will be compiled and regularly updated for staff and students.

v. A mental health liaison to support the needs of staff and students will be designated and protocols established for reporting student and staff mental health needs.

---

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.

**a. Arrival and Dismissal**

i. All students are dropped off in the morning. During Phase 4, parents will not be allowed to walk students into building. Preschool students will be met at their cars by preschool staff each morning. Students will be walked to classrooms by staff.

ii. Arriving bus students will enter through designated doors.

iii. For students arriving by car, multiple doors will be monitored by staff, allowing for multiple points of entry.

iv. **St. Augustine Cathedral School** - Doors open at 7:30am to limit students gathering in foyer. All stairways will move up during arrival time. Lockers are used for outerwear only.

**St. Monica Catholic School** - Gym doors open at 7:30am to eliminate students gathering in lobby. Preschool and Kindergarten students will gather in gymnasium with teacher. Grades 1-8 students will proceed directly to classroom. Gym doors will remain staffed until 8:10am.

v. **Hackett Catholic Prep** - Doors open at 7:20am and students will gather in gymnasium, socially distanced, until 7:30am. At 7:30, students may drop off outerwear
at their locker and will proceed to their first hour class. Students will not be allowed to
gather by their lockers or in the hallways.

vi. **Dismissal** procedures will be established by school to limit traffic in hallways and to
maintain distancing and directional flow of traffic.

vii. Preschool students leaving at 10:50am will be walked outside through the front doors
to meet parents.

viii. **St. Augustine Cathedral School** - Students leaving at 2:50pm will be dismissed using
‘rainy day dismissal’ procedures. Parents are asked to wait in their cars. Students will
be walked to your vehicle. Parents needing to drop off or pick up students outside of
scheduled times must notify school ahead of time, park in area directly across from
office windows and remain in car. Office staff will monitor students entering and exiting
building to cars.

**St. Monica Catholic School** - Students leaving at 2:50 will follow traditional dismissal
procedures with distancing. Preschool and Kindergarten students will be dismissed
first. Students in grades 1-8 will be dismissed alphabetically by last name and parents
are asked to meet them outside. Parents needing to drop off or pick up students outside
of scheduled times must notify school ahead of time, park in front of the school and
remain in the car. Office staff will monitor students entering and exiting building to
cars.

**Hackett Catholic Prep** - Students may be dismissed in two waves, according to last
name, to maintain social distancing at lockers and in hallways. Parents are asked to
wait in their cars. Parents needing to drop off or pick up students outside of scheduled
times must notify school ahead of time, park in front of the main office and remain in
car. Office staff will monitor students entering and exiting the school building.

b. **Classroom Procedures**

i. Classrooms will be cleared of unnecessary furniture and supplies to allow for
maximum spacing of desks/tables.

ii. Personal items and supplies, such as writing utensils, will not be shared. Personal items
will be kept separate in individually labeled cubbies, containers or lockers.

**Preschool** - Classroom materials and toys will be limited to use in small groups and
disinfect between use.

iii. Student desks/tables in classrooms will be spaced six feet apart whenever possible. A
minimum of four feet must be maintained.

iv. Desks/tables will be arranged facing the same direction, toward the front of the
classroom.

v. Teachers will maintain six feet of spacing between themselves and students as much as
possible.

vi. Desks/tables will be sanitized after eating snack and lunch, and after school.

vii. Bathroom breaks will be staggered. Face coverings are required and a maximum of 3
students may be in restrooms at one time. Restrooms are sanitized every 4 hours.

viii. Flow of traffic in hallways and/or stairways is one-directional, identified by signage or
dividing of hallways using markers. Entrances and exits to ancillary buildings are
one-directional and identified by signage.

ix. Recess should be conducted outside whenever possible, with distancing and
maintaining cohorts. If more than one cohort is outside, students will wear face
coverings.

x. Teachers should review all current Non-Public Service Plans and Accommodations
Plans for any additional healthcare needs of students.

c. **Non-core classes**
i. As able, non-core classes should be brought to the classrooms instead of having students move to different locations. Where possible, physical education should be held outside and distancing should be maintained.

ii. If materials and equipment are used by multiple cohorts in a school day, equipment must be sanitized between each class.

iii. Band and music classes must follow CDC and State of Michigan guidelines, as well as recommendations from related professional organizations.

d. Preschool

i. Students will be cohorted, as possible. Limit mixing of cohorts, when possible. Students and teachers will remain with cohorts throughout the school day.

ii. Preschool students will be met at their cars by preschool staff each morning. Students will be walked to classrooms by staff. Preschool will be walked outside through the front doors to meet parents at dismissal.

iii. Students will eat lunch in classrooms. Lunch times are scheduled to allow for food service staff to properly pack hot lunches in carry-out containers. Food service will use pre-packaged napkins/utensils. Hot lunch meals and milk will be delivered to classrooms.

iv. Students’ belongings should be stored in individual cubbies, bags or bins. Students’ access to personal belongings should be staggered to maintain distancing.

v. Classroom materials and toys will be limited to use in small groups and disinfected between use. If possible, materials such as writing and drawing instruments should not be shared between students.

vi. Classrooms should be set up using furniture to form barriers, facilitate centers and promote distancing. Markings, small rugs or individual ‘spots’ should be considered to identify work zones, and maintain distance during group work on the floor.

vii. Recess will be scheduled outside, weather permitting. Distancing and cohorting will be maintained. If more than one cohort is outside, students will wear face coverings.

viii. Whenever possible, instruction and activities should take place outside.

e. Atrium

i. If students visit Atrium, cohorts are maintained and Atrium is sanitized between cohorts.

ii. Students wash hands/use hand sanitizer prior to entering Atrium.

iii. Materials will be evaluated and used only if they can be properly sanitized. Materials are rotated in and out of Atrium, as safe.

f. After School Care

i. Multi-cohort groupings will be limited, as possible. All students and staff must wear face coverings when students from multiple cohorts are present.

ii. Students must wash hands/sanitize hands before arriving to after school care, and after snack.

iii. Arrival and check-in procedures will be established by each school, to maintain distancing.

iv. Whenever possible, activities and homework time should take place outside, with distancing.

v. All equipment and materials must be sanitized after use.

g. Volunteers and Visitors

i. Non-essential visitors will not be permitted to enter the school buildings.

ii. Any essential volunteers and visitors entering the building, will be formally screened with a temperature check and questionnaire prior to entry at the main office door.

iii. Essential volunteers and visitors must wear face coverings. Essential volunteers are defined as those who cannot perform their volunteer task outside the school building.
iv. Essential visitors are defined as those who cannot perform their task outside the school building and include, but are not limited to Title I tutors, Special needs staff, PPS observers, Maintenance staff.

h. Communications
i. Additional communication systems will be implemented as needed to reach every family and student in their home language through multiple modes.
ii. Resources will be provided that support parents as partners in their child’s education, including:
   1. Accessing and using necessary technology;
   2. Strategies to support their child’s learning at home.

i. Professional Development
i. Teachers will be given time for curriculum planning and professional development to ensure quality of instruction, whether school buildings are open or closed.

j. Plans for Alternative Learning Arrangements
i. Schools will offer online learning option for families not wishing to return to on-site learning for comfort, illness, quarantine, or the closing of school building
ii. Families choosing the option of full-time online learning at home must make that choice with the understanding that they remain with this option until the end of each quarter. At that time, families will have the option to return to learning on-site or to remain online at home for another quarter. The decision to return on-site or remain online is critical to maintaining cohorts in order to keep staff and students safe.
iii. All classes will be set up for livestreaming, as of the first day of school. Livestream schedules will be established by teachers within each school, appropriate to grade level and content area.
iv. Families choosing the option of full-time online learning will be offered support as the school year begins, including an understanding of livestreaming, accessing classwork and submitting homework.

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.

- Plans for Phase 5 of Michigan Safe Start Plan
  - Continue to follow safety procedures established in Phase 4, adjusting guidelines based on CDC, State of Michigan and Diocese of Kalamazoo recommendations, and approval of CSGK COVID-19 2020-2021 School Year Plan Health Committee.

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): Catholic Schools of Greater Kalamazoo
Name of Administrator Submitting Plan:
    Jordon Beery, Brian Kosmerick, Andra Zommers

Date of Approval by the Diocese of Kalamazoo's Office of Schools: Aug. 14, 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: