COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

School Name: Immaculate Conception Catholic School (preschool – sixth)
School Address: 601 S. Douglas Ave. Three Rivers, MI 49093
School Code Number: 01820
Web Address of the School: iccatholicschool.com
Name of Intermediate School District:
St. Joseph County ISD

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.

**Introduction**
- Immaculate Conception Catholic School and *Immaculate Care for Kids* has always prioritized the health and safety of the children in our programs. With the spread of COVID-19, new health and safety protocols are necessary to ensure children, families, and staff members are as safe as possible. Using the State of Michigan’s Return to School Roadmap, CDC recommendations, Health Department considerations, and diocesan guidelines, a task force of staff, parents, and school leaders created this COVID-19 preparedness and response plan.

This document provides the procedures and protocols that will be implemented to re-open our programs. This is a living document and it will continue to be updated based on the best knowledge and practices in the fight against this virus.

**PHASE 1 - 3**
- School is closed for in-person instruction
- Education will continue through distance learning. See section entitled continuity of student learning below.
- School employees and contractors will be permitted to be physically in the building for the purpose of conducting basic school operations, including remote live instruction.
- All extracurricular activities are suspended.
- Cleaning of the facilities will take place according to best known protocols.
- Immaculate Care for Kids will remain open, for identified essential workers, following the guidelines outlined in phase 4 and any additional emergency protocols identified by the state.

**Continuity of Student Learning**
If the pandemic becomes severe enough, school operations may shut down. In order for education to continue, the following alternative instructions will be implemented:
- Virtual learning with be implemented using individual and group teleconferencing lessons
- Teachers will Email families with daily expectations for all subjects.
- Electronic devices will be available on a sign out basis for students who may need support with virtual learning.
- Students with special needs will be handled on a case by case basis. We will work cooperatively with the local school district to continue Title I support for identified students.
- We will work in cooperation with the St. Joseph County Intermediate District to develop a service plan for students needing language, occupational, and/or physical therapy, as well as speech services.
- Activate plan to
  - Ensure families have connectivity and devices to complete work.
  - Develop systems to monitor and track online attendance on a daily basis.
  - Commit to improve feedback and assessment of the quality of student work on a timely basis.
The main function that is imperative to our daily operation is communication. In the event of the district dismissing classes the administrator would remain on the job to provide communications.

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.

Use Appropriate Safety Equipment
Masks or Cloth Face Coverings

- All individuals aged four and above are required to wear a face covering when entering the building. This includes visitors, parent/guardian, or family members.
- Staff members of Immaculate Conception Catholic School are required to wear a face covering in the building except when eating.
- Each student aged four and above will need a cloth face covering when in common areas such as hallways, bathrooms, or when attending Mass/liturgical services.
- Children enrolled in Immaculate Conception Catholic School or Immaculate Care for Kids (preschool-5th) will not be required to wear face coverings within their designated classrooms. Students in sixth grade are required to wear face coverings all day except when eating. Upper Elementary students (3rd-5th) are strongly recommended to wear face coverings all day.
- Children under 4 are not required to wear face coverings.
- Homemade cloth facial coverings should be washed daily.
- Disposable face covering should be discarded daily.
- Staff must wear gloves, a surgical mask, and a face shield when performing all cleaning activities related to COVID-19.
- Individuals with prohibitive medical conditions are exempt from wearing facial coverings. Medical exemption must be provided in writing from a physician.


Gloves
Gloves will be worn in a manner consistent with existing licensing rules (for example, gloves should be worn when handling contaminants, changing diapers, cleaning or when serving food). Staff members will wash hands before putting gloves on and immediately after gloves are removed.

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.

Reinforce Best Practices to Promote Hygiene

Hand Washing will be required at the following times:
   • Every student and or staff member will wash hands upon entering the building.
   • Child care/preschool and staff will be required to wash hands a minimum of every two hours with soap and water for at least 20 seconds.
   • Elementary children will be required to wash hands with soap and water for at least 20 seconds, when:
     o They arrive, at lunch, and upon coming in from outside
     o After blowing a nose, coughing, or sneezing.
     o If no sink is in the room, a sanitizer with an alcohol-base of at least 60% (Ethyl) or 70% (Isopropyl) will be required.
   • Hand washing instructions are posted at sinks.
   • Students are taught good hygiene practices within their classrooms.
   • Students will have an individual container with highly utilized materials for their personal use.
   • A container of sanitized pens are available for sign in and paperwork. An additional container is supplied for used pens which are then sanitized after use.
   • Checklists will be used recording student handwashing requirements.

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.

<table>
<thead>
<tr>
<th>Physical Space</th>
</tr>
</thead>
<tbody>
<tr>
<td>The following changes will be made to our physical space to make it safer for children and staff. Each item helps prevent the spread of COVID-19 and encourages social distancing.</td>
</tr>
<tr>
<td>- Toys and objects which cannot be easily cleaned or sanitized between use will be removed.</td>
</tr>
<tr>
<td>- Seating will be arranged to maintain children four to six feet apart (whenever possible) and limit the number of children sitting together.</td>
</tr>
<tr>
<td>- Ventilation systems will be maintained to operate properly and increase circulation of outdoor air as much as possible. Windows and doors will be opened, if possible.</td>
</tr>
<tr>
<td>- Drinking fountains will not be used at this time.</td>
</tr>
</tbody>
</table>

Use of common spaces will be limited.

- Bathroom facilities will be used by one student/individual at a time whenever possible. Signage will be posted at the bathroom entrances.
- Morning prayer will be done over the PA system.
- Smaller group areas will be created when using large spaces to keep children from gathering outside of their group. (example of large space; gym)
- If the number of children in a contained shared space needs to be limited, staggered use times will be provided. Once groups have finished, spaces will be cleaned before another group enters. (example of contained shared spaces; computer lab, library, multi-purpose room).
- Students will eat lunch in their classrooms.
- Specials/non-core classes will be taught in each classroom not the multi-purpose room. Technology and Atrium are exceptions.
- All extra-curricular activities, field trips, school assemblies, and sports are suspended during this time.

<table>
<thead>
<tr>
<th>Practice Social Distancing</th>
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<tbody>
<tr>
<td>Immaculate Care for Kids</td>
</tr>
<tr>
<td>Whenever possible, group size will be kept to a maximum of 10 and teachers/staff will reduce the number of children in groups and/or spread out classes/groups across multiple rooms. Children will stay with the same group of children and teachers/staff.</td>
</tr>
<tr>
<td>- Infants to age 3 will be in one room, with consistent teachers/staff.</td>
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<tr>
<td>- Children ages 3-5 will be in their own room with consistent teachers/staff and ages 6-12 will be in their own room with consistent teachers/staff (if more than 10 children total).</td>
</tr>
<tr>
<td>- Each age group will have their own 30 minutes of playground time (if more than 10 children total). Face masks are not required on the playground.</td>
</tr>
<tr>
<td>- Sleeping cots/mats will be set up four to six feet apart. The floor will be marked with sit spots indicating where cots/mats should be.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Elementary</th>
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<tbody>
<tr>
<td>Classrooms will be limited to 15 students. Desks will be kept four to six feet apart. The floor will be marked with sit spots indicating where desks should be.</td>
</tr>
<tr>
<td>Each classroom will have its own playground time. Face masks are not required on the playground.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Drop Off and Pick Up Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>To minimize the potential spread of COVID-19, we must limit the number of individuals in our facility at drop off, pick up, and throughout the day. When school is in session we ask that:</td>
</tr>
<tr>
<td>- Elementary students are dropped off between 7:40 and 7:55 a.m. then picked up between 3:00</td>
</tr>
</tbody>
</table>
and 3:15 p.m.

- Preschool students are dropped off between 8:00 and 8:15 a.m. then picked up between 2:45 and 3:00 p.m.
- Those utilizing Immaculate Care for Kids child care will drop off and pick up at contracted times.
- One child/family will be allowed in the entryway at a time. Signs will be posted.
- Each student must have a health check before entering the building.
- Elementary students - Parent/guardian pulls up to the main door and stays in their vehicle. After the health check is complete, staff will hold up a green card so the parent can leave. Children will enter the building and another family may come in the entryway to repeat the process.
- Once students have been checked in, they will be asked to go and wash their hands (with supervision), before entering their classroom.
- Preschool students - One adult will accompany them into the building. Please remember to park in the parking lot when entering the building not the drive through. After the health check is complete, the parent/guardian will accompany the child to their room.
- Preschool students will wash hands upon entering their room. Parents are asked to help students wash hands whenever possible.
- Hand sanitizing stations will be located at the front door for drop-off and in each room. Parents will be asked to clean their hands before signing their child in.
- Any family member age four or over must wear a face covering if entering the building.

Meetings and Special Events

Any gathering such as orientation/open houses will be conducted with staggered times to limit the number of participants. All meetings will be set up and conducted to maintain a six foot distancing of individuals.

Orientation will include instructions for students and parents on the new protocols.

Visitors/Volunteers

- Visitors and/or volunteers will not be allowed at this time unless absolutely necessary.
- Office staff will use Intercom to access what a visitor’s purpose to the building is. If possible, staff will go to the entranceway between double doors to conduct business. If business must be conducted in the office, only one individual/family will be allowed in the office at a time. Signage will be posted at the entrance. Those waiting are asked to use the indicated markings for social distancing.
- Any individual that is not a student or staff member, must sanitize hands, wear a face covering, and have a temperature check if entering the building beyond the second set of doors. This includes any family members of students or staff.
- Signage will be posted asking individuals not to enter if experiencing symptoms of COVID-19.
- Social distancing signs will be posted in classrooms and hallways.
- If a volunteer is deemed necessary, they will follow the same health/safety procedures as staff.

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.

**Health Checks**
All students and staff will be checked for COVID-19 symptoms upon arrival. Health checks for students, including temperature, will be performed in the entranceway between the two sets of double doors. Staff members conducting checks will wear a face mask and gloves. In addition we ask each parent/guardian to sign a health screening agreement (see appendix F). Staff are required to complete a M1 Symptoms wellness check every day before work.

If a student or staff member exhibits any of the following symptoms they and any siblings will be asked to return home.

- A temperature above 100.4 degrees.
- Sore throat
- New uncontrolled cough that causes difficulty breathing
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache
- Visible signs of illness, including cough, runny nose, flushed cheeks, rapid or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.

Anyone who becomes symptomatic will be sent home immediately.

- Isolate people who become ill while in care but can’t leave immediately.
  - A child who develops symptoms during care will be isolated, if possible in a separate room away from other children until they can be picked up.
  - If a staff member begins to feel ill during the day, they should go home. If an individual is the only caregiver/teacher, they should put on a face covering and limit close interactions with children until they can be relieved by another staff member.
  - Affected area will be sanitized immediately.
  - If the affected area can not be disinfected right away; the area will be closed off until cleaning and disinfecting can take place.

**Returning to Care and Work**
Staff members and children should stay home and self-isolate if they show symptoms of COVID-19. Individuals must adhere to all guidelines put forth in the current staff and family handbooks regarding illness. They may return using the following guidelines:

- Has been fever-free for at least 24 hours without the use of medicine that reduces fevers AND
- Other symptoms have improved AND
- It has been 10 days since symptoms first appeared
  --- OR ---
- They have received a negative COVID-19 test
- Physician has been consulted and gives recommendation for return

Families with immunocompromised children and children with chronic respiratory conditions will only return to Immaculate Conception programs under the direction of their primary care provider.

**APPENDIX C**

Month: ___________________________  
Student Health Check

Each student’s temperature was checked upon entry and they were visibly checked for signs of illness.
Parents were asked to report if their child had been in close contact with a person who has COVID-19.

Parents were asked to report if their child felt unwell in the last three days.

<table>
<thead>
<tr>
<th>Name</th>
<th>1st Week</th>
<th>2nd Week</th>
<th>3rd Week</th>
<th>4th Week</th>
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<tbody>
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<td>M T W T F</td>
<td>M T W T F</td>
<td>M T W T F</td>
<td>M T W T F</td>
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</tbody>
</table>

NOTES ON BACK

APPENDIX D

Month: ___________________________ Staff Health Check

By initializing below I verify that I submitted a health check through
MISymptoms and all the information is correct and truthful.

<table>
<thead>
<tr>
<th>Name</th>
<th>1st Week</th>
<th>2nd Week</th>
<th>3rd Week</th>
<th>4th Week</th>
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**APPENDIX E**

**COVID-19 Employee Waiver**

As part of Immaculate Conception Catholic School’s COVID-19 preparedness and response plan, every employee must complete a daily health check before beginning work. We will be using the online MI Symptoms program created by the State of Michigan. Employees will also be required to sign in daily once arriving to school verifying their health status.

It is important that you are aware of the following.

Individuals who register on MI Symptoms with the employer code will be included in Immaculate Conception School’s MI Symptoms report, which will include:

- the number of employees who filled out MI Symptoms
- number of employees ‘At Risk’ based on symptoms
- the names and phone numbers of employees ‘At Risk’
- the names and phone numbers of all employees *(if you are requiring your employees to use MI Symptoms)*.
How to register
misymptomapp.state.mi.us and set up an account.

Each morning log in and record information.

Our employer code is 8649-1970.

*Helpful Hint: Book mark on smartphone to enter info daily (this is not an actual app).

An employee may not be discharged in retaliation for filing a complaint, instituting a proceeding, testifying at a proceeding, or exercising a right concerning occupational safety and health. An employee may not be penalized in retaliation for refusing to engage in work that presents imminent danger. An employee may not be penalized in retaliation for participating in an inspection, investigation, or conference regarding occupational health and safety laws. For more information, please review the MI Symptoms Privacy Policy.

By signing below I verify that my employer has shared the COVID-19 Preparedness and Response Plan, I have been trained in the procedures and I understand the above information regarding the use of MI Symptoms.

| Signature | Employee Printed Name | Date |

Appendix F (Provided by Branch-Hillsdale-St. Joseph Community Health Agency)

Student Screening

Before leaving for school, please make sure of the following screening. If your child has any of the following symptoms, that indicates a possible illness that may decrease the student’s ability to learn and put them at risk for spreading illness to others.

**Symptoms**

☐ Temperature 100.4 degrees Fahrenheit or higher when taken by mouth
☐ Sore throat
☐ New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
☐ Diarrhea, vomiting, or abdominal pain
☐ New onset of severe headache, especially with a fever

**Close Contact/Potential Exposure**

☐ Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19; OR
☐ Had close contact (within 6 feet of an infected person for at least 15 minutes) with person under quarantine for possible exposure to SARS-CoV-2; OR
☐ Traveled to or lived in an area where the local, Tribal, territorial, or state health department is reporting large numbers of COVID-19 cases
☐ Live in areas of high community transmission while the school remains open

If the answer is **YES** to any of the symptom questions, keep your child(ren) home from school. If the answer is **YES** to any symptoms question and **YES** to any close contact/potential exposure question, call the school as soon as possible to let them know the reason your child(ren) won’t be there today. Call your healthcare provider right away. If you don’t have one
or cannot be seen, go to www.mi.gov/coronavirus test or call 2-1-1 to find a location to have your child(ren) tested for COVID-19.

DISCLAIMER: This screening tool is subject to change based on the latest information on COVID-19.

Source: Centers for Disease Control and Prevention; Screening K-12 Students for Symptoms of COVID-19: Limitations and Considerations

COVID-19 School Health Screening Agreement

Instructions for Parents and/or Guardians

For the health and safety of our students, the local public health department requires students to be screened for symptoms of COVID-19 before entering the school. In addition to the health screening done each morning at school, we ask that you complete the steps of the student screening below, prior to sending your child to school or any school activities. We ask that you complete the form below indicating your understanding and agreement to perform symptom screenings on your child.

By signing this form, I am committing to screening my child daily for the 2020-2021 school year, unless otherwise directed. I also understand that it is my responsibility to call Immaculate Conception Catholic School as soon as possible to let them know if my child is not going to school for potential COVID-19 symptoms.

I commit to screening my child ____________________________ for COVID-19 symptoms and exposure.

Parent(s)/ Guardian(s) Name: ____________________________

Address: ____________________________________________

Phone Number: ________________________________________

Parent or Guardian Signature: ____________________________

Date: ____________________________

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.

Response to Exposure or Confirmed Cases of COVID-19

Report exposure. If a child, staff member, family member, or visitor to Immaculate Conception becomes ill with COVID-19, school administration will contact the local health department and licensing consultant for next steps. Families will be notified if COVID-19 was present.

- Staff and families of children enrolled in Immaculate Conception programs are required to report to the school if anyone in their household has tested positive for COVID-19, including the child or family members if they or their children have a positive test.
- Staff and families are required to report contact with anyone outside of school who has had a documented case of COVID-19. Staff and families will also be required to self-quarantine for 14 days if they have been exposed to COVID-19 before returning.
- If an individual in a classroom is identified with a positive test for COVID-19 the classroom will be closed, cleaned and everyone in that classroom should be quarantined for 14 days initially.
- School administration will contact the local health department along with the diocesan office of schools for guidance and best practices to determine if our entire facility must close.
- Contact tracing will be conducted in cooperation with the local health department (see Appendix G)

All communications in regards to reporting cases of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.

Appendix G (Provided by Branch-Hillsdale-St. Joseph Community Health Agency)

Contact Tracing

Contact Tracing is a public health tool that is used to help stop the spread of certain communicable diseases. For schools, it involves identifying others that may have had recent close contact with a person confirmed to have the virus and giving that information to the local public health department. The local public health department will provide guidance on how to stay safe, protect others, and quarantine to prevent further spread of the virus.

Quarantine separates people who were exposed to a contagious disease to see if they become sick. This is important because people who are infected with COVID-19 are very contagious two days before they have any symptoms of being sick, so unless they are kept separated from other people, they will spread the illness without even knowing it. Since close contacts are not yet known to be infected, the contacts to those contacts do not need to be in quarantine and do not need to be identified or contacted.

This form is to assist the local public health department of identifying close contacts within the school. Please return the information of close contacts to the local health department as soon as possible. This can also be shared with parents to identify close contacts of anyone outside of school that a student has been around.
### Staff or student has a positive nasal/throat test.

<table>
<thead>
<tr>
<th>For symptomatic cases</th>
<th>For asymptomatic positive tests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Symptoms Started: ___ / ___ / ___</td>
<td>Test Date: ___ / ___ / ___</td>
</tr>
<tr>
<td>48 hours prior to this: ___ / ___ / ___</td>
<td>48 hours prior to test date: ___ / ___ / ___</td>
</tr>
</tbody>
</table>

Dates staff or student attended school starting from 48 hours from onset of symptoms (or test date)

___ / ___ / ___ through ___ / ___ / ___

**Close Contacts* on those dates**

<table>
<thead>
<tr>
<th>Date</th>
<th>Contact</th>
<th>Phone Number</th>
</tr>
</thead>
</table>

*A close contact is someone being within 6 feet (about 2 arms’ length) of an infected person for at least 15 minutes. Public health authorities may determine that distances beyond 6 feet can still result in high-risk exposures based on other considerations and circumstances in each particular case.*

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### 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.

All extra-curricular activities, field trips, school assemblies, and sports are suspended during this time. Refer to section B-3

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### 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.

All extra-curricular activities, field trips, school assemblies, and sports are suspended during this time. Refer to section B-3.

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.

Cleaning and Disinfecting
Along with regular daily cleaning the following protocols will be implemented using CDC cleaning and disinfecting guidelines.

- Toys and shelves will be sanitized twice daily; at midday and end of day (preschool/child care).
- Deep cleaning of toys will be done weekly (preschool/child care).
- Desks and table surfaces will be disinfected daily as well as before and after eating.
- Frequently touched items such as door handles and lavatory handles will be cleaned three
times a day; after arrival, midday, and end of day.
- Playground equipment/toys will be disinfected after each group’s use.
- Staff must wear gloves, a surgical mask, and a face shield when performing all cleaning activities.

*See cleaning procedures and checklists in appendix

**Items from Home**
- No toys from home will be allowed into the facility to prevent transmission of virus.
- One comfort item will be allowed as they may reduce stress for children and staff members. To avoid these items coming into contact with other children, these items will be placed in a cubby or other appropriate location and used at naptime or as needed. Comfort items should remain at school to avoid cross contamination. Items will be sent home and washed on a weekly basis.
- Any bedding (such as blankets, pillows, etc.) brought to school, must be taken home and washed daily before returning the following day.

**APPENDIX B**

**Cleaning Procedures**

**Tables**

Tables should be washed using the 3 step process every morning and before and after each meal time, and end of day. Tables will be wiped down with disinfectant wipes after other times of uses.

**Toys**

Toys will be sanitized each day during naptime and at the end of the day with sanitizer with number 3 bottle. All shelves surfaces will be wiped down with disinfecting wipes during naptime and at the end of the day.

Every Friday one section of toys will be cleaned using the 3 step process. Toys can also be washed and sanitized in the dishwasher.

**Cots**

Everyday all the bedding will be put away in child’s cubby and the cots will be sanitized with number 3 bottle. Let dry for 2-3 minutes before putting away. If cot gets soiled or is used by a child who is visibly ill the Three Step process will be used.

**High Touched Items**

After Arrive, Mid-Day, At End of Day

Door knobs, door handles, sinks, paper towel holders, toilet paper holders and handles with Germicidal Foaming Cleaner and a clean cloth each day.

**Outdoor play equipment/toys** get sprayed with Disinfectant/Cleaner (#19 Arsenal) daily. Keep disinfectant locked in preschool room closet

**Three Step Process**

1. Wash with cleaner Bottle #1 (Suprox #39 Arsenal)
2. Wash with water Bottle #2
3. Sanitize with Bottle #3 (Sanitizer #25 Arsenal) Let air dry for 2-3 minutes
Use blue clothes for cleaning, throw away at end of day. Use one cloth cut in half.

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.

Three Rivers Public School

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.
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**.

**Communication**
Information regarding this plan and any updates will be disseminated to the staff via the school’s email system.
Information to families will be disseminated by the following:
- Website
- Emails via FACTS
- Any other communication avenues deemed appropriate.
- See appendix A for communication checklist

School administration will be responsible for handling questions and reporting about COVID-19 concerns.

Support for Social-Emotional needs will be provided to families and staff in collaboration with St. Joseph County Resources and the Diocese of Kalamazoo.

**Employees' Rights**
Under **Executive Order 2020-36**, employees will not be discharged, disciplined, or otherwise retaliated against for staying home when he or she is at particular risk for infecting others with COVID-19. The Executive Order 2020-36 will be used to determine whether employees must be paid and when they must return to work.

Staffing needs will be assessed based on projected enrollment, the need to limit exposure across groups, and the need to practice social distancing.

**Staff Training**
Employees will receive training about COVID-19, in accordance with CDC requirements. In person staff meetings will be limited to no more than 10 people and maintain social distancing requirements.

**APPENDIX A**

**Partner and Communicate with Staff Members**

**Proactively Contact Staff Members**
Staff members will be contacted to:
- Determine return to work date.
- Discuss concerns or questions staff members have about returning to work and discuss how you can address them together.
- Discuss any health concerns/conditions which may make a staff member at higher risk for complications if exposed to COVID-19. Staff with underlying health conditions or at higher risk should consult with their primary care physician/medical provider before returning to work. employee's privacy in mind
- Share reopening plan.

**Partner and Communicate with Families**
Re-opening steps for Immaculate Conception Catholic School Immaculate Care for Kids (Child
Care
Proactively Contact Families
Communications will be sent to current families to:
• Discuss the steps being taken to ensure our facility is as safe as possible
• Review new policies and procedures before their child returns to care to set clear expectations for
  when sick children must stay home and when they may return.

Communications will be sent to families that have not been in care to:
• Determine when and if they will start care.
• Offer an opportunity to address concerns or questions families have about attending child care or any
  health concerns/conditions which may make the child at higher risk for complications if exposed to
  COVID-19.

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.

**PHASE 5**
As our state moves into phase 5 we will continue using the procedures and protocols
that have been put into place for phase 4. Our task force will reconvene and based
on current circumstances within Phase 5, Safety Protocols of previous phases will be
reviewed to determine which school preparedness and response activities, if any,
should be discontinued.

**PHASE 6**
• Safety Protocols of previous phases will be discontinued.
• Practicing good hygiene will continue
• Response to positive tests of COVID-19 will follow the guidelines in phase 4.

**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):** Immaculate Conception

**Name of Administrator Submitting Plan:** Sharon Voege

**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: