COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

School Name: Saint Basil Catholic School, Preschool-grade 8
School Address: 94 Superior St., South Haven, MI 49090
School Code Number: 05391
Web Address of the School: saintbasilcatholic.com
Name of Intermediate School District:
Van Buren 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.

- Students PreK-8 will be sent home with needed materials such as Go Bags, textbooks, Chromebooks for K-8 (we are 1:1), etc. as determined by each classroom teacher.
- Bins will be used in the South Lobby of the church for drop off/pick up of student work and materials as needed. This is where hard copies of work will be made available to those students who do not have internet access. Instructions will be emailed to parents as well as provided with the hard copies. All our families have email access, and currently all our families have internet access.
- School will be open at certain times during shut down for parents to come in a seek assistance with technology, pick up items, etc.
- Students will be regularly assessed, both formatively and summatively, during closure.
- Google Classroom will be our schoolwide common platform
- Lessons and work will be based on the diocesan curriculum and include high quality instructional materials and activities suitable for remote engagement.
- Teachers will engage with students on a regular basis each week via Google Meet and Google Classroom.
- Attendance will be taken each day
- Teachers will be available during school hours to answer questions or provide additional assistance, with optional considerations for those parents needing to contact staff in the evenings.
- Students are expected to "engage" in distance learning and to complete assigned work. Student work will be graded and used to determine mid-quarter and end of quarter grades.
- Teachers will provide regular feedback to students and parents as to student progress.
- To ensure the success of all students:
  ~Targeted academic support for individual students-individualized video conferencing with at risk students and their parents on a weekly basis (or face-to-face socially distanced meetings if allowed)
  ~Targeted social-emotional support for individual students as needed
  ~A tech support contact (staff member) to assist parents/students
  ~Collaborate with the ISD, Bangor Public and South Have Public (SHPS) as to specials and students with IEPs (through SHPS) or those participating in Title services
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**.

- Staff and students in grades 5-8 (grades 5 & 6 are housed in the same classroom): Facial coverings required at all times except during meals unless medically unable per physician documentation. This will be outlined in the staff and family handbooks. Facial coverings may be cloth or disposable. If cloth, they are to be washed daily. If disposable, they are to be thrown away each day. Students in grades K-4 are not required to wear facial coverings in the classrooms but it is strongly recommended; they are required to wear them should they come in contact with students from another classroom, unless medically unable per physician documentation.
- Transportation (bus)-only occurs for those in gr. 5-8 participating in band/orchestra at South Haven public: Students are required to wear a facial covering while on the bus to and from band/orchestra unless medically unable per physician. This will be outlined in the family handbook. Facial coverings may be cloth or disposable. If cloth, they are to be washed daily. If disposable, they are to be thrown away each day.
- All Staff and all Prek-8 students: Facial coverings required in indoor hallways and all common areas except during meals or unless medically unable per physician documentation. This will be outlined in the family, staff and preschool handbooks. Facial coverings may be cloth or disposable. If cloth, they are to be washed daily. If disposable, they are to be thrown away daily.
- Preschool: Children not required to wear facial coverings. Staff are required to wear facial coverings at all times unless medically unable per physician documentation. This will be outlined in the staff and preschool handbooks. Facial coverings may be cloth or disposable. If cloth, they are to be washed daily. If disposable, they are to be thrown away each day.
- The school will have disposable facial coverings on hand for those who may need one.
- Students Prek-8 are housed in self-contained classrooms and will remain with their cohorts. Students Prek-8 will wear facial coverings if they come in contact with students from another class or cohort, this includes recess.
- There will be no indoor assemblies that bring together students from more than one classroom.
This will be outlined in the staff handbook.
- Students will participate in liturgical services per requirements as outlined by the diocese.
- Staff will participate in training prior to the start of the school year that goes over these and other requirements concerning facial coverings and staff/student safety.
- Parents will be made aware of all requirements via emails, the family handbook, and our reopening plan.
- Staff will work with students from day 1 to help them understand and implement the new safety requirements. Parents will be asked prior to the start of school to work with their children at home in helping them understand the new requirements and practice wearing facial coverings.

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*.

- School has purchased supplies of hand sanitizer for each classroom as well as for hallways (using wall-mounted dispensers). The hand sanitizer purchased meets the requirements of at least 60% alcohol.
- School has a supply of paper towels available in each classroom, and paper towels/dispensers for each of the bathrooms.
- Tissues are available in each classroom and other public areas.
- Signage is placed in each bathroom that reinforces proper handwashing techniques. Teachers/staff will also provide instruction at the beginning of the school year and continually reinforce handwashing guidelines (soap and water/use of hand sanitizer).
- Teachers/staff will provide instruction at the beginning of the school year and continually reinforce how to cough and sneeze into elbows or cover mouths/noses with a tissue. Tissues are to be disposed of in the trash and students will be directed to clean hands using the proper outlined techniques.
- School staff and custodial/maintenance staff will monitor and refill soap and hand sanitizer.
- Staff and students will be provided regular (every 2-3 hours) daily opportunities for handwashing with soap and water.
- There will be no sharing of items. Students will have their own classroom materials with which to use. Personal items that are not needed in the classrooms will be stored in their own assigned lockers.
- Students will have their own individual water bottles and utilize school bottle filling stations.

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.

- Students will be spaced as close to 6 feet apart as feasibly possible within the classrooms using desks or tables. Table/desk dividers/barriers will be utilized for each student within K-8 classrooms.
- Signage on walls and floor “dots” will be placed in the hallways to help students maintain proper social distancing. Signage will also be placed in the classrooms and bathrooms.
- Students will only go to the bathroom one at a time.
- Hallways will be divided in half using tape and floor dots will be placed on hallway floors to maintain social distancing. Floor dots will also be used in the breezeway and painted dots will be used on the playground for when students line up to come inside.
- Signs will be posted in bathrooms and/or bathroom doors for social distancing and handwashing techniques.
- Staff will spend the first days of school training students on proper social distancing techniques and continually reinforce these during the year.
- These procedures will be outlined in the preschool, family, and staff handbooks.

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.

- Principal is in regular contact with the Van Buren Health Department (VBDHHS) via weekly email updates. Principal also receives regular updates from the CDC, MDE, Michigan Dept. of Health, and Van Buren Sheriff’s Dept.
- Temperature checks upon entering for all staff and students. Each classroom will have a touchless thermometer to continue monitoring students as needed.
- Sick staff/students remain home or are sent home (fever of 100.4+, cough, shortness of breath, etc.) *Parents are encouraged to check their child for temperature or illness before leaving home.
- Questionnaire for staff and families as they enter to determine exposure, if feeling ill *Parents are required to report any exposure to COVID or if they/child/others in household or anyone whom they had close contact have tested positive for COVID.
- School will remain in contact with the VBDHHS regarding any protocols for screening, cleaning and/or needed closures due to exposure, etc.
- Report any COVID exposure to VBDHHS and parents; health department to provide further guidance as to cleaning and closure. School is required collect information concerning any close contacts of the affected individual and assist with contact tracing. Appropriate confidentiality will be maintained. *Confidentiality laws will be reviewed with staff.
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.

- Principal is in regular contact with the Van Buren Health Department (VBDHHS) via weekly email updates. Principal also receives regular updates from the CDC, MDE, Michigan Dept. of Health, and Van Buren Sheriff’s Dept.
- Temperature checks upon entering for all staff and students. Each classroom will have a touchless thermometer to continue monitoring students as needed.
- Sick staff/students remain home or are sent home (fever of 100.4+, cough, shortness of breath, etc.) *Parents are encouraged to check their child for temperature or illness before leaving home.
- Questionnaire for staff and families as they enter to determine exposure, if feeling ill *Parents are required to report any exposure to COVID or if they/child/others in household or anyone whom they have had close contact have tested positive for COVID.
- School will remain in contact with the VBDHHS regarding any protocols for screening, cleaning and/or needed closures due to exposure, etc. via emails, phone calls as needed.
- Report any COVID exposure to VBDHHS and parents; health department to provide further guidance as to cleaning and closure. School is required collect information concerning any close contacts of the affected individual and assist with contact tracing. Appropriate confidentiality will be maintained. *Confidentiality laws will be reviewed with staff.
- Symptomatic students/staff sent home from school are to remain home until testing negative for COVID-19 or have been released from isolation per physician or CDC guidelines.
- Family/parent/student international travel: Must self-quarantine for 14 days before returning to school.

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.

- There will be no field trips during Phase 4.
- There will be no indoor assemblies that bring together students from more than one classroom.
- Students will remain with their cohorts during recess.
- Students will participate in liturgical services per requirements as outlined by the diocese.
- Lunch will be held in the individual classrooms.
- Extracurricular activities may continue with use of facial coverings and social distancing.

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.

- Not applicable.

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.

- Increase/intensify daily cleaning/disinfecting during and after school-common areas, offices, lounge (by teachers during the day and custodian after school). Spray door handles, light switches, lockers, desks/tables, chairs, any cabinet handles, bathrooms, and any other frequently touched surfaces every 4 hours minimum with an EPA approved disinfectant or diluted bleach solution. Staff to wear gloves, surgical mask, and face shield while performing all cleaning activities. *Students do not switch classrooms, but required cleaning with an EPA approved disinfectant will take place before and after should they move to a different location.

- Cleaning activities will take place with proper ventilation and while students are not in the classroom/area being cleaned/disinfected.

- Staggered recesses-by cohort or separated by class. Utilize games that provide social distancing. If more than one class outside at a time, students are to be in masks unless classes are separated.

- Recess equipment to be cleaned after each use using a non-EPA approved disinfectant

- Library: Applies only to students in grades K-4. Students to go in small groups within their cohort, bin for books that need to be disinfected/checked back in, disinfect areas between groups with an EPA approved disinfectant or diluted bleach solution. Should a student remove a book from the shelf to look at it but decide against checking it out, it will go into a bin for disinfecting purposes before being put back on the shelf.

- Art: Art will be conducted within each individual classroom. Individual student supplies will already be in the classrooms. There will be no sharing of any other supplies needed for class.

- PE: Conducted outside by cohort. The church basement will be utilized if inclement weather-classes will remain with their cohorts and be socially distanced while in the basement. Masks are to be worn if inside. Materials will be cleaned after each use with an EPA approved disinfectant or diluted bleach solution

- Atrium: Applies only to Prek-grade 1. Will be conducted within each individual classroom-students will remain with their cohorts. Any atrium materials used by students will not be shared and will be disinfected between use with an EPA approved disinfectant or diluted bleach solution.

- All cleaning materials will be stored out of reach of students in closets or cabinets.

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.

Saint Basil staff and students will follow all safety guidelines for any busing per South Haven Public Schools.

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.

- Targeted support for at risk students through our faith (available diocesan resources, priest, nun and deacon support), our theology curriculum and Education in Virtues program, and additional support from the Van Buren ISD, Van Buren County Health Department, and Van Buren Community Mental Health. Students may be referred by staff/teachers to the administrator for further referral to the ISD.
- Targeted support for staff/teachers/administrators through our faith (available diocesan resources, priest, nun and deacon support, staff and admin support), and additional support from the Van Buren Health Department and Van Buren Community Mental Health.
- Targeted support for families through our faith (available diocesan resources, priest, nun and deacon support), and additional support from the Van Buren ISD, Van Buren County Health Department, and Van Buren Community Mental Health.
- In the event of a death in the school community (student/parent/etc.) the VBISD will be contacted to bring in social workers/counselors.
- A list of social-emotional resources has been shared with staff and will be updated as other resources become available.

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.
• Limit parents in building—not to go beyond drop off points or breezeway
• Limit visitors in building—remain in breezeway
• Staggered arrivals (by family)/staggered dismissals by classroom
• Staggered locker assignments
• Staff to ensure no congregating in the hallways
• Arrivals use 2 south entrances (one for those going upstairs and one for those remaining on the main floor)
• Late arrivals use main entrance
• Limit access to water fountains—use bottle filling function only.
• 6 feet distancing as much as possible for staff and students; students all facing one direction.
• No soft items allowed in classrooms.
• Provide gloves for those staff members wanting/need them.
• Snack items are to be brought from home.
• Only individually packaged food for holiday parties/celebrations, no “unwrapped” or “unpackaged” fruit (whole bananas, oranges, apples, etc.). Food to only be distributed by staff.
• Ensure proper ventilation-open windows/doors as much as possible; utilize fans when possible.
• Indoor recess: Each student to keep in their locker an item from home to use during indoor recess (book, game, cards, coloring books, etc.)
• Preschool: Rooms divided to split class in half between the teacher and aide. Bag up sleep mats after each use and store in lockers-mats to go home once a week for washing. Daily sanitizing of toys (no soft/plush toys or items). Reduce/eliminate common spaces-water/sensory tables, etc.
• Staff Lounge: Limit numbers based on social distancing; wear masks unless eating or medically unable; disinfect tables/chairs/appliance and cabinet handles, etc. between use
• Breezeway (front entrance): Maintain social distancing, parents/visitors to wear masks unless medically unable
• Offices: Maintain social distancing, come to school by appointment, advance notice by phone when picking up/dropping off students or items, parents/visitors to wear masks unless medically unable. Office staff to document sign in/out dates/times. If parent signature needed, they are to use their own writing utensil. If need to borrow one, it will be disinfected between use.

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.

Type school response here:

All protocols from Phase 4 will remain the same except for the following:

• Personal Protective Equipment:
  ○ Everyone-staff, Prek-8 students, parents, visitors-strongly recommended to wear facial coverings in common areas, hallways, classrooms, etc. unless medically unable, or during recess or during meals.

• Space Movement and Access
  ○ Strongly recommended to maintain 6 feet distancing as much as possible
  ○ Staff to discourage congregating in the hallways.
  ○ Staggered recesses—strongly recommended by cohort or separated by class. Limit mixing of classes.
  ○ Indoor recess: Each student to keep in their locker an item from home to use during indoor recess (book, game, cards, coloring books, etc.). Limit any sharing of classroom items and disinfect between use.
Students will remain with their class during the day. If any mingling with other classes, it is strongly recommended that students wear masks unless medically unable.

Students may go in groups of 2 or 3 (except in Prek-4 bathrooms: to remain one at a time), ensure handwashing, other hygiene, social distancing

- Hygiene: No changes from Phase 4.

- Cleaning
  - Limit sharing of any items/equipment-each student will have a caddy of supplies, crate for books, etc. Disinfect shared items between use.
  - It is recommended that staff to wear gloves, surgical mask, and face shield while performing all cleaning activities.

- Food Service, Gathering & Extra-curriculars
  - After school activities may continue-it is strongly recommended that all involved wear facial coverings.
  - Field trips: Limit, preschool-parents only to transport, only go to “safe” venues (ie: outdoors), screen drivers/chaperones (temp check, questionnaire), facial coverings strongly recommended or subject to South Haven PS bus protocols.

- Athletics: NA

- Screening: No changes from Phase 4

- Testing: No changes from Phase 4

- Busing and Student Transportation: No changes from Phase 4 or will follow South Haven PS protocols

- Preschool:
  - Saint Basil will follow current LARA protocols until provided further guidance from LARA as to any changes from the initial requirements/recommendations.

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**Final Steps for Submission**

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

Name of School(s): Saint Basil Catholic School

Name of Administrator Submitting Plan: Camille DeLano

Date of Approval by the Diocese of Kalamazoo’s Office of Schools:

Signature of Superintendent: [Signature]

Aug. 12, 2020

Each school’s approved plan will be posted collectively on the Catholic Schools of the Diocese of Kalamazoo’s website: [Catholicschools.diozkoo.org/covid-19](http://Catholicschools.diozkoo.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: