COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

School Name: St. Charles Borromeo Catholic School, Preschool – 8th
School Address: 79 Harrison St, Coldwater, MI 49036
School Code Number: 08676
Web Address of the School: www.scbcatholicschool.org
Name of Intermediate School District:
Branch Intermediate School District

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 Ste. 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.

   St. Charles Borromeo will have remote learning for all K-8 students during Phase 1-3. The students will be given a device to take home and use for online work. Those families who have previously designated having internet issues will have alternative physical packets to assist their continued learning. The administration will work with the teacher to ensure continued packets are distributed and collected for review. Preschool will use a consistent format to deliver content to parents.

   All K-8 teachers including specials will utilize Google Classroom as the consistent platform for learning. IXL and RazPlus are math and reading programs purchased for all students using technology. These two programs will continue to be used during remote learning. These programs will allow teachers to gain insight on the students’ current academic progress while continuing to introduce new content. Teachers will communicate with the classes in a consistent manner that allows them to gain understanding of new standards being taught.

   The building will be assessable to employees only. They may access the building for the purposes of gathering items and needs for instruction of the students. Any location they enter during phase 3 will be marked with a dot sticker. This will show custodial staff which areas need to be disinfected.

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.

The following information will be communicated to all stakeholders at St. Charles Borromeo Catholic School.

St. Charles will provide all staff with one face shield. They will provide staff with a mask upon request also. Each staff member will be required to wear a facial covering throughout the day unless they are eating or cannot be medically tolerated as documented through written and signed verification by a physician.

All students Preschool – 8th grade will be required to wear a mask in the common areas and inside hallways except (1) during meals and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician. Staff will monitor the usage of facial coverings by students in these areas making sure they are following the guidelines.

K-5 students will be in a pod/cohort system throughout the day. They are not required to wear facial covering within the classroom; however, are strongly recommended in the MI Safe Start Safety Protocols.

6-8 students must wear facial coverings in the classroom except (1) during meals and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician.

All students K-8 who will utilize before care or aftercare will be required to wear a facial covering due to mixing of grade levels.

Both staff and students will be trained on the proper way to use a mask and how to put it on and take it off.

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.

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.

Teachers will arrange desks in their rooms to try and space them as far as feasibly possible within the classroom prior to the first day of school. The school will place signage indicating appropriate social distancing on doorways leading into the building, by the office, and inside hallways. Tape will be placed in the center of the hallways to indicate the flow of traffic on each side. K-5 students will enter into the building through the east doorway in the morning while Preschool will use the North main entrance to reduce the number of students entering on space.

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.

The school wishes to cooperate with parents regarding necessary delays in reporting or absence from school, especially when due to medical care. For each absence the school must receive notification from parents by 10:00 a.m. If a child is not present and the school is not notified by 10:00 a.m., the office will contact the parent. When doctor's appointments must be made within school hours, advance notification is generally sufficient. In the case of multiple appointments, medical verification may be requested by the school office.
All students will have a temperature check prior to drop off. If a student has a temperature over 100.0 degrees Fahrenheit with the no touch thermometer we will utilize an ear thermometer for a second test to verify the readings are accurate. If they are accurate we will let the parent know the student cannot remain at school and must return home.

If a child gets sick in school with a temperature 100 degrees Fahrenheit or more, vomiting, or diarrhea, parents will be called immediately to come for the child. The student will be placed in a quarantine area once the office is notified. The office will make sure the student has a proper facial covering and is isolated from other staff and students in the building. They will remain there until their parent picks them up. After the student leaves the area will be disinfected using an EPA-approved disinfectant. The family is strongly encouraged to speak to their family medical provider. The child will not return to school until 24 hours after treatment has begun, fever free (without the use of fever-reducing medication) and other symptoms have been relieved. If the student receives a Covid-19 test the school will follow the guidelines in the local health department’s Covid-19 Return to School Toolkit.

The Toolkit states: **The student/staff person is excluded from school until results of the test are negative.**

If the test returns positive, the student is immediately excluded from school. Guidelines from the local health department will be used if a positive test occurs.

If negative and they were exposed to someone with COVID-19 within the past 14 days, follow scenario 1 (in other words, treat as though the test could be a false-negative).

If negative, and no known exposure to COVID-19, the student/staff person may return based on the guidance for their predominate symptoms.

Household members and student/staff person who are close contacts of the pending case with no history of COVID-19 exposure (prior to lab results) should be monitored for symptoms while waiting for test results. They do not need to be excluded from school. If symptoms develop, they should call their medical provider to be tested for COVID-19

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.
To maintain required staffing at all times, our substitute teachers have been contacted so we know their availability to help cover for any staff that needs to be gone. We have also communicated with current part time staff members to know when they could help cover outside of their normal scheduled hours.

Our school will follow these local health department guidelines for testing protocols and responding to positive tests among staff and students:

**Student/Staff person is confirmed or symptomatic pending results or a close contact.**

<table>
<thead>
<tr>
<th>Scenario 1:</th>
<th>Scenario 2:</th>
<th>Scenario 3:</th>
<th>Scenario 4:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A student/staff person within the school is confirmed to have COVID-19 (tests positive for COVID-19 with a nasal/throat swab).</td>
<td>A student/staff person within the school is symptomatic and lab result for COVID-19 are pending.</td>
<td>A student/staff person within the school is symptomatic and no testing for COVID-19 are done.</td>
<td>A student/staff person within the school is a close contact to a confirmed COVID-19 case.</td>
</tr>
</tbody>
</table>
The student/staff person **AND** all household members of the student/staff person are **immediately** excluded from school.

The confirmed positive student/staff person must isolate at home. The student/staff person must be excluded from school until

- 24 hours with no fever (without the use of fever-reducing medication) and
- Symptoms have improved and
- 10 days since symptoms first appeared.

Household members and the quarantined student/staff person who are close contacts are excluded for 14 days after their last date of close contact.

<table>
<thead>
<tr>
<th>The student/staff person is excluded from school until:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- 24 hours with no fever (without the use of fever-reducing medication) <strong>and</strong></td>
</tr>
<tr>
<td>- Symptoms have improved <strong>and</strong></td>
</tr>
<tr>
<td>- 10 days since symptoms first appeared.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The student/staff person must quarantine for 14 days since last date of close contact.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Household members, classmates, and teachers of the quarantined student/staff person may continue to attend school and should monitor for symptoms. They do not need to be excluded from school. If symptoms develop, they should call their medical provider to be tested for COVID-19.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Their health care provider provided them with an alternative diagnoses for their symptoms. The student/staff person may return based on the guidance for their predominate symptoms (see &quot;Managing Communicable Diseases in Schools&quot;).</td>
</tr>
</tbody>
</table>

Household members and student/staff person who are close contacts of the pending case with no history of COVID-19 exposure (prior to lab results) should be monitored for symptoms while waiting for test results. They do not need to be excluded.
from school. If symptoms develop, they should call their medical provider to be tested for COVID-19. who are close contacts do not need to be excluded from school. If symptoms develop, they should call their medical provider to be tested for COVID-19.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>

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*.

Lunch will be served in the classroom during phase 4. If students select to purchase lunch from school it will be a sack lunch with prepackaged products to reduce cross contamination. Milk will be available to all students. These items will be brought to the classrooms during the scheduled lunch time for each class, so they remain in their cohort.

School masses will be divided into two daily to reduce the number of students in the church at a time. The students will follow all Diocese of Kalamazoo mass guidelines.
The school will not have an indoor assemblies other than mass that will bring together students from more than one classroom.

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.

The school will follow the MHSAA guidelines for middle school football and wrestling which we co-op through Quincy Community Schools. The Sturgis Christian League we are a part for cross country, basketball, and volleyball with follow all required guidelines from the State and MHSAA.

Parents will pick and drop off their students at any sporting event. The school will not have a group transportation vehicle being utilized for athletics.

9. Cleaning
   a. Frequently touched surfaces including light switches, doors, benches, bathrooms, will undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.
   b. Libraries, computer labs, arts, and other hands-on classrooms will undergo cleaning after every class period or when cohorts change classrooms, with either an EPA-approved disinfectant or diluted bleach solution.
   c. Student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period, or when cohorts change classrooms.
   d. Playground structures will continue to undergo normal routine cleaning, but using an EPA-approved disinfectant is unnecessary.
e. Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use products.

f. Staff must wear gloves, surgical masks, and face shields when performing all cleaning activities.

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

The use of two electrostatic sprayers will be used to efficiently disinfect all surfaces in the school building. The use of only EPA-approved disinfectants will be used to do the cleaning. We will use the EPA-approved disinfectant to make sure all frequently touched surfaces are done every four hours.

The library will be closed to students during phase 4. Teachers may select resources to bring to their classrooms and disinfect them prior to returning.

All staff will have an EPA-approved disinfectant accessible to spray surfaces in classrooms. They will wear gloves, mask, and facial shields when performing classroom cleaning. The disinfectants will be stored securely away from students.

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.

St. Charles does not bus students to or from school. A small number of students use buses from the public school or county transportation. If they continue to choose to use these methods of transportation the students will follow the requirements of the district or business.

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.

Staff has been given the opportunity to do a virtual course on Trauma Informed Schools to gain insight on the social emotional impact of Covid-19. We have reached out to our local ISD to see gain insights on resources available to us. We are working with our LEA to purchase materials to help students and teachers with social emotional concerns when returning to school. During our beginning of the year PD one of our staff members who is a certified school counselor will speak to staff about identifying trauma and how to help students and families in crisis.

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.

We will follow only the strong recommendations from above. No others will be utilized in our phase 4 plan.

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:

- Personal Protective Equipment – Remain the same as Phase 4
- Hygiene – Remain the same as Phase 4
- Cleaning – Remain the Same as Phase 4
- Food Service, Gathering & Extra-curriculars – Food Service would look to move back to the cafeteria if physical distancing can be allowed. (Possible picnic format)
- Athletics – Would still follow guidelines from MHSAA and Sturgis Christian League
- Screening – Remain the same as Phase 4
- Testing - Remain the same as Phase 4
- Busing and Student Transportation - Remain the same as 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): St. Charles Borromeo Catholic School

Name of Administrator Submitting Plan: Brandon K. Smith

Date of Approval by the Diocese of Kalamazoo’s Office of Schools: Aug. 12, 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: