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

School Name: St. Mary’s Assumption School – Preschool – Grade 8
School Address: 204 Albers Rd., Bronson, MI 49028
School Code Number: 03903
Web Address of the School: stmarybronson.org
Name of Intermediate School District:
Branch 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.

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<table>
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<tbody>
<tr>
<td>a.</td>
<td>Type During the Spring of 2020 we utilized the platforms of Seesaw, Google Classroom and Zoom. Being this is something that the students, parents and teachers are familiar with we will again use these same platforms. We will utilize these platforms both in and out of school to make the transition seamless. Students who do not have internet capabilities will receive Go Bags that will be dropped off and picked up each week.</td>
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<tr>
<td>b.</td>
<td>We presently have a technology inventory as well as we have purchased additional chromebooks so that students can have 1:1 computer devices. We will make sure that all students with internet capability will have a chromebook for each child in the household.</td>
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<tr>
<td>c.</td>
<td>For distance learning needs teachers will teach through the use of the various platforms, Monday through Thursday and Friday will be a make-up day for students to get caught up on missing work and to allow extra time for teachers to contact parents and students in regards to missing work. Teachers will receive PD with the use of Technology to aid in distance learning. Teachers will have weekly meetings to discuss distance learning and how we can make things stronger for student learning.</td>
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<tr>
<td>d.</td>
<td>Teachers will conduct 1:1 Zoom meetings, one time per week with students with an AEP to make sure that the student is understanding the concept and the principal will phone call the parents regularly to make sure things are understandable and to see how we can assist them if there are struggles. We will also contact the ISD team in regards to what works best for distance learning for each AEP child.</td>
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<td>e.</td>
<td>Attendance will be based on completed assignments each day to let us know that the child has been working within the distance learning option.</td>
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<td>f.</td>
<td>If we are on a Covid Phase 4 we will have teachers video all lessons throughout the day by using Zoom. This will allow students to be able to access class even if they are home sick or if they are quarantined at home for Covid.</td>
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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**.

- 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 except for the teacher and aids who will wear masks at all times unless they cannot be masked due to medically tolerated or documented through written and signed verification by a physician.
- e. All students in grades kindergarten through 4 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.
- f. All staff and students in grades 5-12 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.
- h. School Masses and other liturgical services will be allowed provided that all Diocese of Kalamazoo Mass guidelines are followed.
- i. Facial coverings may be homemade or disposable level one/basic-grade surgical masks, and/or face shields.
j. Parents or guardians are encouraged to check student’s temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 greater must stay home and consider COVID-19 testing if no other explanation is available.

k. Parents or guardians are encouraged to monitor for symptoms of COVID-19, including any cough, congestion, shortness of breath, or gastrointestinal symptoms every morning. Any positives should prompt the parent or guardian to keep the student home from school and seek out testing.

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*.

a. Hand sanitizer stations (with 60% alcohol) will be added to each classroom and sneeze guards will be placed on student desk. Students and staff will wash their hands with hand sanitizer when they go in and out of every room. Classrooms have a sink, soap and paper towel for students to wash their hands regularly. Posters will be placed throughout the building to reinforce proper handwashing techniques.

b. At the beginning of the school year the students will be educated on handwashing guidelines, including how to use soap and water and how to use hand sanitizer.

c. Students and staff will be taught 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 handwashing techniques.

d. Soap and hand sanitizers will be refilled daily during the cleaning process of the classroom.

e. Teachers will provide a time for students to wash their hands with soap and water throughout the day.

f. Teachers will limit the sharing of personal items and supplies.

g. All students will be required to have their own pencil box/supplies with all the necessary materials for school. If at any time something is shared gloves will be worn by the students and staff.

h. We will allow additional time between specials classes to allow for the disinfecting of materials and the classroom.

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>a.</th>
<th>Student desks will be placed in social distance protocol and students will have sneeze guards on their desks or tables. Each classroom will have gloves available for times when mutual use of equipment is necessary.</th>
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<tr>
<td>b.</td>
<td>Signage will be posted to indicate proper social distancing.</td>
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<tr>
<td>c.</td>
<td>Markers will be placed on the floor at six-foot intervals where line formation is anticipated.</td>
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<tr>
<td>d.</td>
<td>Markers will be placed for social distancing in all waiting and reception areas.</td>
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<tr>
<td>e.</td>
<td>Bathrooms will be disinfected throughout the day and students and staff will be required to wear mask when using the restroom and every other stall will be open for use. Partitions will be placed between each sink. Students will be instructed to wipe the faucet with paper towel. Signs will be posted in the restroom to remind students and staff of proper hand washing and proper distancing. Restroom stalls will be marked by what stall can be used that allows for social distancing. Students will wait in the hallway until a student exits the restroom before entering. Students will be taught to wipe the faucets and will be asked to hand sanitize when they enter and exit the restroom.</td>
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<tr>
<td>f.</td>
<td>The lobbies, staff lounge, waiting areas, gym and classrooms will be disinfected each day and signs will be posted to remind people to social distance and to use hand sanitizer often. No one will be allowed into the school building without a mask and they will be required to hand sanitize (with 60% alcohol) as soon as they walk in the door.</td>
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<td>g.</td>
<td>The classes will be separated in small enough sizes to be able to social distance if eating in the cafeteria otherwise students will eat at their desks in the classrooms. We will also utilize picnic style lunch for inside and outside the building to allow for social distancing. We will all enter and exit the same door but we will have 5 minutes between the lunch periods. Students will hand sanitize (with 60% alcohol) as they enter and exit every room (classroom, gym, church, restroom, office, etc.) Each classroom will have student sign in and out of class when moving to the restroom or other areas of the school.</td>
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<td>h.</td>
<td>Students will be required to wear face coverings when they are playing on recess equipment (swings, monkey bars, slides). If they are out running or walking in the open areas they will be able to remove the face covering. Students will be required to hand sanitize(with 60% alcohol) going out to the playground and on the way back in from the playground. Outdoor recess cart and equipment will be sprayed with the disinfectant formula after each recess.</td>
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<tr>
<td>i.</td>
<td>Students will be required to hand sanitize(with 60% alcohol) every time they enter and exit the gym. Equipment used with classes will need to be sanitized with disinfectant after each use. If various equipment is used from one class to the next the equipment will be disinfected with the fogger at the end of the day.</td>
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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.

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<tbody>
<tr>
<td>a. We will follow CDC guidelines that we receive from our local health department. We will also follow the necessary guidelines from the State and governmental bodies. The local health department will notify us by phone and by email when there are new Covid concerns and how we should handle them within our school organization.</td>
</tr>
<tr>
<td>b. Procedures for local on-site screening, we will take employees and student temperatures everyday with the use of a no touch thermometer and a log will be kept marking whose temperature has been taken at the beginning of each day. Student temperature will be taken before the parent leaves from the parking lot so that if the child has a temperature we can have them return home.</td>
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<tr>
<td>c. Procedure for students who ride the St. Mary’s school bus will have their temperature taken before they get on the bus and parents will be asked to remain in the parking lot until their child is determined to be temperature free. Students will wear facial coverings on the bus and will also use hand sanitizer (with 60% alcohol) as they get on the school bus.</td>
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<tr>
<td>d. Students who show symptoms of Covid will be isolated in the principal’s office along with any siblings until parents arrive to pick them up. Students being isolated will wear facial coverings as well as the person caring for the students. One bathroom will be assigned to the students in the isolation area.</td>
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<tr>
<td>e. The local health department will develop signs and symptoms of Covid so that we know when a child should be placed in isolation.</td>
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<tr>
<td>f. Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines</td>
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<tr>
<td>g. In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts should be made to contact any close contacts (those who spent more than 15 minutes within six feet to the student or staff member) so that they can be quarantined at home.</td>
</tr>
</tbody>
</table>

5. Testing Protocols and Responding to Positive Tests Among Staff and Students
   a. Cooperate with the local public health department regarding implementing protocols for screening students and staff.
   b. Cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present at the school. The Local Health Department will initiate contact tracing, following regular public health practice.
c. Notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.

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

| a. | Our local health department is notified by the CDC with necessary steps and changes that are required by the CDC. Our local health department contacts the school with proper protocol that is to be implemented within our school program. |
| b. | If we have any questionable case of Covid we will contact our local health department to assure that we are following proper protocol and we will work with them to get the necessary information required for reporting purposes. |
| c. | We will notify local health officials, staff and students immediately of any possible case of Covid while maintaining confidentiality consistent with the Americans with Disabilities ACT and other applicable federal and state privacy laws. We will send out an email to families if and when we have a possible case of Covid and we will maintain the privacy of all individuals. |

6. Food Service, Gathering, and Extracurricular Activities
   a. Prohibit indoor assemblies that bring together students from more than one classroom.
      i. School Masses and other liturgical services will be allowed provided that all Diocese of Kalamazoo Mass guidelines are followed.

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

| a. | The classes will be separated in small enough size groups, and will remain with their own class, to be able to social distance if eating in the cafeteria otherwise students will eat at their desks in the classrooms. We will also utilize picnic form for lunches both inside and outside the building. |
| b. | Everyone who works in the kitchen will be required to hand sanitize (with 60% alcohol) going both in and out of the kitchen. Prewrapped foods will be served or foods will be served in to go containers. Students will be allowed to continue to help with lunch after they use disinfectant on their hands, wear face coverings, gloves and hair nets. |
| c. | Facial coverings will be worn by all food service workers. |
| d. | We will follow all liturgical service protocol from the Diocese of Kalamazoo. |

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.

| a. | St. Mary's Assumption School will comply with the MHSAA and the National Federation of State High School Associations. |
| b. | Students, staff, teachers and spectators will use proper hand hygiene techniques (with 60% alcohol) before and after every practice, event, or other gathering. |
| c. | At the beginning of each practice or event participants, coaches and spectators will be screened with a temperature check and will also be asked questions in regards to Covid symptoms. |
| d. | For the purpose of athletic activities all spectators will fill out a monitoring Form and will have their temperature taken. |
| e. | Before and after each practice or game the equipment used will be disinfected before use and before going back into storage. |
| f. | All athletes will have their own water bottle clearly marked with their name and no one will be allowed to share their drink. |
| g. | With proper social distancing the athletic teams will head nod to opposing team and then while in the social distancing format we will join for a closing prayer. |
| h. | N/A We have no weight rooms or physical conditioning activities outside of what is done in P.E. class. All students coming in and out of the gymnasium will be required to hand sanitize and all equipment will be sanitized before and after each use. All equipment used throughout the day will be sanitized between each class and will be fogged with disinfectant at the end of the day. |
| i. | If we are in a Covid phase of 1, 2 or 3 all indoor activities will be suspended. If we are participating in an outdoor event we will only allow up to 100 people and we will |
continue to maintain social distancing protocol.
j. If we are in a Covid phase 4 or 5 we will allow spectators but they must wear facial
coverings and the crowd will need to follow all social distancing protocol of 6ft distancing.
At the end of the game the spectators will be reminded to keep social distancing as they
exit the event.
k. St. Mary’s Assumption School will host no indoor assemblies unless the students can be
separated by class with social distancing.

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.

a. The parish has spray application equipment that will be used at the end of each school
day. Small bottles of disinfectant formula will be available in each classroom as well as
disinfectant wipes for use throughout the day. Maintenance will clean frequently touched
surfaces throughout the day, at least every four hours with the proper disinfectant
solution.
b. Restrooms will be marked by what stall can be used that allows for social distancing.
Students will wait in the hallway until a student exits the restroom before entering.
Students will be taught to wipe the faucet and will be asked to hand sanitize (with 60%
alcohol) when they enter and exit the restroom. Each classroom will have student
magnets to allow students to sign in and out of class when moving to the restroom or
other areas of the school.
c. The library, art, music and P.E. classrooms will undergo cleaning after every class period
or when cohorts change classrooms, with the approved disinfectant.
d. Students desks and tables in the classrooms will be disinfected when a cohort changes
classrooms or at the end of every school day.
e. Playground structures will undergo routine cleaning but is not required to have the use of
EPA approved disinfectant.
f. All cleaning and disinfectant materials will be stored properly in the janitorial closest and
will be locked at all times. Small bottles of disinfectant being kept in the classroom will be
stored in locked, ventilated closets.
g. The St. Mary’s staff team will utilize facial coverings and gloves when utilizing cleaning
10. Busing and Student Transportation (Including Extra-Curricular Activities and Athletics)
Schools that utilize public school district busing will defer all transportation safety guidelines to those providers. The following is intended for schools who are the district provider of busing services. If you utilize public school busing please indicate which public school district(s) safety guidelines are being followed.

a. Schools will require the use of hand sanitizer before entering a school bus. Hand sanitizer will be supplied on the bus.

b. The bus driver, staff, and all students in grades preK-12, if medically feasible, will wear facial coverings while on the bus. Note: there may be situations where it is not safe for the bus driver to wear a facial covering. Decisions about these situations should be made on a case-by-case basis with local public health officials.

c. Schools will clean and disinfect transportation vehicles before and after every transit route. Children will not be present when a vehicle is being cleaned.

d. Schools will clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes and prior to afternoon routes.

e. Schools will clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.

f. Schools will create a plan for getting students home safely if they are not allowed to board the vehicle.

g. If a student becomes sick during the day, they will not use group transportation to return home and must follow protocols outlined above. If a driver becomes sick during the day, they will follow protocols for sick staff outlined above and will not return to drive students.

h. Weather permitting, doors and windows will be open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.

Please describe how you will implement the above requirements for busing and student transportation protocols from the Return to School Roadmap. For schools who utilize public school district busing, please indicate which public school district safety guidelines are being followed.

a. All students will have their temperature taken before they enter the school bus and will be asked to hand sanitize (with 60% alcohol) when entering and exiting the bus. We will have students sit with siblings and we will social distance to the best of our ability.

b. All students will wear facial covering while on the bus and the driver will wear a mask unless it causes difficulty in viewing while driving.

c. Parents will be encouraged to bring their children to school if possible.

d. The school bus will be disinfected after each transit use. No children will be present when the bus is being cleaned. All bus seats, driver cockpit with controls and all handles will be disinfected after each use.

e. Any adaptive equipment used in school during the day will be disinfected after each use.
f. If for some reason we were not able to utilize the school bus for transportation, parents will be called to pick their students up from school or to bring them to school.

g. If a student rides the bus and becomes sick during the school day, the child and their siblings will be quarantined to the principal’s office and will wait for parents to pick them up from school. If the driver becomes ill, they will be required to leave school and we will call in a substitute driver.

h. If weather is permitting, doors and windows will be open when cleaning the vehicle and between trips to let the vehicle thoroughly air out.

11. Mental and Social-Emotional Health

Please describe your school’s plans for addressing the mental and social-emotional health needs of students, staff, teachers, administrators, and school families.

a. The spiritual, social and mental well-being of staff and students will be supported by the principal with the use of therapeutic tools used in Music Therapy.

b. Teachers will host social emotional breaks with the use of movement, music and brain breaks to aid in social-emotional well being for each child.

c. The principal will offer teacher social-emotional breaks to assure that the staff team is fresh and strong in teaching.

d. A Covid resource box will be placed in each classroom. Each classroom will have bottles of disinfectant formula to take care of smaller needs during the school day.

e. St. Mary’s Assumption School will put together a strong substitute teacher list. If the teacher needs to depart immediately the principal will teach the class and we will talk with Fr. Basker about stepping in when there is an emergency situation.

f. We will host classroom spiritual retreats for all individual grade levels and for the teaching staff to aid in the spiritual growth for each individual. Retreats will be hosted with individual cohorts only. We will not combine any grade levels.

C. The Diocese of Kalamazoo has included most “strongly recommended protocols” under Phase 4 as required. Please indicate if there are any additional protocols that will be adopted under Phase 4.

a. Sneeze guards have been purchased for each desk and will be placed on the desk each day and will be cleaned if a cohort changes classrooms or at the end of each school day.

b. Guards will be placed between each sink in the restrooms. If we are in a Covid phase 4 there will be no planned field trips. If the Covid threat is low we will attend activities with facial masks, gloves and we will hand sanitize often. Parents will be able to decide if they wish to have their child attend the field trip.

c. St. Mary’s Assumption School will encourage staff to host online field trips to places that relate to the curriculum being taught.

d. We will screen all drivers and chaperones before departing on field trips. All drivers and chaperones will wear face coverings.
e. Parents will be notified of the Covid protocol for school will be sent an email and a written letter.

f. The parish and the greater community will be notified through the church bulletin and bulletin announcements. For the greater community we will contact the Bronson City Office and the Bronson Police Department.

g. Service vendors and service providers will be contacted by the person at school that works directly with the vendor or service provider. For mail, UPS, FedEx they will be greeted at the door for personnel to receive the items.

h. Chromebooks have been purchased so that we can allow for 1:1 devices for the students. When we are taking the NWEA testing each student will use their own device and will follow social distancing protocol. If the NWEA test is able to be taken at home, in the case of Covid phases 1,2,3 then parents will be reminded how important it is that their child complete the test individually with no support.

i. Two classrooms will attend Mass each day to allow for social distancing. All students will wear face coverings while in church and hallways.

j. Air conditioning is being added to each classroom.

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:

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 signs reinforcing proper handwashing techniques).

b. Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.

c. Educate staff and students to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.

d. Students should wash their hands or use hand sanitizer after changing any classroom; teachers hygiene in the classroom should wash their hands or use sanitizer every time a new group of students enters their room.

2. Cleaning

a. Frequently touched surfaces including lights, doors, benches, and bathrooms should undergo cleaning at least throughout the day with disinfectant.

b. Libraries, computer labs, arts, and other special classrooms should undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution. Efforts must be made to minimize sharing of materials between students, as able.

c. Student desks should be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.

d. Playground structures should continue to undergo normal routine cleaning, but using an EPA approved disinfectant is unnecessary.

e. Athletic equipment can be cleaned with either an EPA-approved disinfectant or diluted
bleach solution before and after each use.

f. 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 such products.

3. Food Service, Gathering & Extra-curriculars

a. Serving and cafeteria staff should use barrier protection including gloves, face shields, and surgical masks.

b. Students, teachers, and cafeteria staff wash hands before and after every meal.

c. All gatherings, including those that occur outdoors (e.g., graduations) should comply with current and future executive orders that set caps on congregations of people.

d. If field trips occur, they should comply with transportation guidelines within this document, including mandatory facial covering.

4. Athletics

a. Indoor spectator events are limited to 50 people. Large scale outdoor spectator or stadium events are limited to 250 people. Spectators not part of the same household must always maintain six feet of distance from one another.

b. Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant should confirm that they are healthy and without any symptoms prior to any event.

c. All equipment must be disinfected before and after use. Buses must be cleaned and disinfected before and after every use, as detailed in the subsequent “Busing and Student Transportation” section.

d. Each participant should use a clearly marked water bottle for individual use. There should be no sharing of this equipment.

5. Screening

a. Every school should identify and designate a quarantine area and a staff person to care for children who become ill at school.

b. Students who become ill with symptoms of COVID-19 at school should be placed in an identified quarantine area with a surgical mask in place until they can be picked up. Identified school staff caring for these children should wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required.

c. Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.

d. Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.

6. Testing

a. Students who develop fever or become ill with symptoms of COVID-19 at school should wear a mask and be transported by their parent/guardian, emergency contact, or ambulance, if clinically unstable, for off-site testing.

b. Staff who develop fever or become ill with symptoms of COVID-19 at school should wear a mask and should be transported for off-site testing.

c. Parents and guardians should be notified of the presence of any laboratory positive or clinically diagnosed cases in the classroom and/or school to encourage closer observation for any symptoms at home.

d. Symptomatic students and staff sent home from school should be kept home until they
have tested negative or have been released from isolation according to CDC guidelines. Safety Protocols 41 Governor Gretchen Whitmer MI Return To School Roadmap MI Safe Start | Phase 5
e. In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts should be made to contact any close contacts (those who spent more than 15 minutes within six feet to the student or staff member) so that they can be quarantined at home. Classmates should be closely monitored for any symptoms. At this time, empiric testing of all students in the class is not recommended. Only those that develop symptoms require testing.

7. Busing and Student Transportation
   a. Strongly encourage the use of hand sanitizer (21th 60% alcohol) before entering the bus. Hand sanitizer should be supplied on the bus.
   b. The bus driver, staff, and all students in grades preK-12, if medically feasible, should wear facial coverings while on the bus. Clean and disinfect transportation vehicles regularly. Children should not be present when a vehicle is being cleaned.
   c. 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. Clean, sanitize (with 60% alcohol), and disinfect equipment including items such as car seats and seat belts, wheelchairs, walkers, and adaptive equipment being transported to schools.
   d. Create a plan for getting students home safely if they are not allowed to board the vehicle.
   e. If a student becomes sick during the day, they should not use group transportation to return home and should follow protocols outlined above.
   f. If a driver becomes sick during the day, they should follow protocols for sick staff outlined above and should not return to drive students.

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. Mary’s Assumption School
Name of Administrator Submitting Plan: Angela Johnston

Date of Approval by the Diocese of Kalamazoo’s Office of Schools: Aug. 13, 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.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: