COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

School Name: St. Mary's Visitation School (Preschool-Sixth Grade)

School Address: 2455 146th Ave. Byron Center, MI 49315

School Code Number 05173

Web Address of the School: www.smvschool.org
Name of Intermediate School District: Allegan County Educational Service Agency

Name of Authorizing Body (if applicable): Office of Catholic Schools; Diocese of Kalamazoo
Preparedness Plan Introduction

Governor Whitmer’s Executive Order 2020-142 “provides a structure to support all schools in Michigan as they plan for a return of pre-K-12 education in the fall. Under the order, school districts must adopt a COVID-19 Preparedness and Response Plan laying out how they will cope with the disease across the various phases of the Michigan Safe Start Plan. In turn, the accompanying Michigan Return to School Roadmap offers a guide to the types of safety protocols appropriate during each phase. There’s no one-size-fits-all solution: What works in Lansing may not work in Sault Sainte Marie. Districts will retain the flexibility to tailor their instruction to their particular needs and to the disease conditions present in their regions.”

(EO-2020-142)
Preparedness Plan Assurances

The Catholic Schools of the Diocese of Kalamazoo agree to meet all of the following requirements of Executive Order 2020-142

✓ The school assures that when it provides in-person instruction to its students without disabilities, the school will provide in-person instruction to its students with disabilities, consistent with the students' adjusted education plan (AEP).

✓ The school assures that when the school is closed to in-person instruction, the school will strive in good faith and to the extent practicable, based upon available resources, technology, training, and curriculum, as well as the circumstances presented by COVID-19, to provide equal access to any alternative modes of instruction to enrolled students with disabilities as identified through their AEP.

✓ The school assures that during Phase 1, 2, or 3 of the Michigan Safe Start Plan it will close its building to anyone except: (a) School employees or contractors necessary to conduct minimum basic school operations consistent with a Preparedness Plan, including those employers or contractors necessary to facilitate alternative modes of instruction, such as distributing materials and equipment or performing other necessary in-person functions. (b) Licensed child-care providers and families that they serve (if the school usually provides this service), and if providers follow all emergency protocols identified by the state.

✓ The school assures that during Phase 1, 2, or 3 of the Michigan Safe Start Plan it will suspend athletics, after-school activities, inter-school activities, and busing, if applicable.

✓ The school assures that during Phase 1, 2, or 3 of the Michigan Safe Start Plan it will provide for the continued pay of school employees while redeploying staff to provide meaningful work in the context of the Preparedness Plan, subject to any applicable requirements of a collective bargaining agreement.

✓ The school assures that during Phase 4 of the Michigan Safe Start Plan it will prohibit indoor assemblies that bring together students from more than one classroom except for planned religious activities, which will be held according to Diocese of Kalamazoo guidelines to the extent they are stricter than state requirements.

✓ The school assures cooperation with the local public health department if a confirmed case of COVID-19 is identified, and agree to collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present in school.
Preparedness Plan

Every school within our diocese must develop and adopt a COVID-19 Preparedness and Response Plan ("Preparedness Plan") that is informed by Michigan's 2020-21 Return to School Roadmap ("Return to School Roadmap") from the COVID-19 Task Force on Education and Return to School Advisory. Due to the nine county expanse of our diocese, each school has been tasked to prepare a plan that meets the needs and recommendations of their local communities in conjunction with the recommendations and guidance from local health officials and in accordance to the governor's orders.

In accordance with Executive Order 2020-142 a plan must include all the following parts:

A. The policies and procedures that the school will follow when the region in which the district is located is in **Phase 1, 2, or 3** of the Michigan Safe Start Plan.
   1. Describe how the school will offer alternative modes of instruction other than in-person instruction and a summary of materials each student and the student’s parents or guardians will need to meaningfully access the alternative modes of instruction included in the Preparedness Plan. If the Preparedness Plan relies on electronic instruction, the Preparedness Plan must consider how the school will aid students who lack access to computers or to the internet.

   In the case that the State of Michigan or our region is put into phase 1, 2, or 3 St. Mary's Visitation School will offer virtual instruction for the students of the school. During the spring 2020 school shutdown our teachers provided quality and consistent virtual instruction. This same model will continue in the case of a school closure.

   Each classroom teacher has a plan for virtual instruction and will continue to fine-tune their plan. Due to the wide range of ages each teacher is choosing the online learning platform or communication model to the students and parents while virtual (Google Classroom, Daily parent/student emails, Seesaw). Teachers will post or send the daily email the evening prior to the next day of learning. This provides the parents or caregivers the opportunity to prep for the learning materials the next day.

   Various online learning sites will be used in each classroom. These choices are left to the teacher's discretion based on the curriculum and needs of their students. Some of these learning sites/apps are: Spelling City, Epic, Discovery Ed., and Formed (For faith based content). This is not an exhaustive list.

   As school begins, during the first weeks of school, teachers will incorporate technology procedures to prepare students to be ready to go virtual if that is required.

   SMV School is a one-to-one school with Chromebooks in grades 1-6. The Kindergarten teacher will continue to work with the 1st and 2nd grade teacher to provide technology opportunities for their students as needed.

   During the school closure in the spring of 2020 many families provided personal devices for their child(ren) for virtual learning. Again, we will offer a sign out option for families that need device support. Parents will make a request for use of a Chromebook via their child's teacher and the device's number will be logged. Arrangements for pick-up or drop-off of the device(s) will be made between the teacher/staff, and parent(s).

B. When the region in which the school is located is in **Phase 4** of the Michigan Safe Start Plan the following policies and procedures must, at a minimum, include:
   1. **Personal Protective Equipment**
a. All staff will wear facial coverings when in classrooms, except (1) during meals and
(2) unless face coverings cannot be medically tolerated as documented through
written and signed verification by a physician.
b. All passengers and drivers will wear facial coverings when on a school bus, except
(1) during meals and (2) unless face coverings cannot be medically tolerated as
documented through written and signed verification by a physician.
c. All staff and all students in grades pre-kindergarten and up will wear facial coverings
when in indoor hallways and common areas, except (1) during meals and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician.
d. Facial coverings are not required in preschool classrooms.
e. All students in grades kindergarten through 5 will not be required to wear facial
coverings in their classrooms, unless (1) students do not remain with their cohort
class throughout the school day or (2) come into close contact with students in
another class or (3) a grade 5 and 6 are housed in the same classroom in the
school.
f. All staff and students in grades 6-12 will wear facial coverings, except (1) during
meals and (2) unless face coverings cannot be medically tolerated as documented
through written and signed verification by a physician.
g. The Catholic Schools of the Diocese of Kalamazoo will not conduct indoor
assemblies that bring together students from more than one classroom.
i. School Masses and other liturgical services will be allowed provided that all
Diocese of Kalamazoo Mass guidelines are followed.
h. Facial coverings may be homemade or disposable level one/basic-grade surgical
masks, and/or face shields.

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

<table>
<thead>
<tr>
<th>Personal Protective Equipment - St. Mary’s Visitation School</th>
</tr>
</thead>
<tbody>
<tr>
<td>-All staff will wear facial coverings when in classrooms unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician.</td>
</tr>
<tr>
<td>-Any visitors to the school will be required to wear a mask prior to entering the school building. Masks will be available if there is a need.</td>
</tr>
<tr>
<td>-All passengers and drivers will wear facial coverings when on the SMV School bus unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician. SMV School will follow our Local Education Agency’s (LEA) requirements for students that ride any Hopkins Public School bus.</td>
</tr>
<tr>
<td>-All staff and all students in grades pre-kindergarten and up will wear facial coverings when in indoor hallways and common areas (except during meals) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician.</td>
</tr>
<tr>
<td>-All staff in preschool are required to wear masks. Preschool students do not have to wear masks in their cohort classroom.</td>
</tr>
<tr>
<td>-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. These exceptions will be kept to a minimum.</td>
</tr>
<tr>
<td>-All students in grade 5 and 6 are housed in the same classroom in the school and will be required to wear masks at all times in their classroom.</td>
</tr>
<tr>
<td>-In accordance with the requirement of the Diocese of Kalamazoo, St. Mary’s Visitation School will not conduct indoor assemblies that bring students together from other cohorts. Daily morning prayer will continue but be announced over the school intercom system with students and staff in cohort classrooms.</td>
</tr>
</tbody>
</table>

*The Catholic Schools of the Diocese of Kalamazoo will not conduct indoor assemblies that bring together students from more than one classroom.*
-In accordance with the requirement of the Diocese of Kalamazoo, St. Mary’s Visitation School will follow all requirements for school Masses and other liturgical services. Masks are required for all participants. 
School Masses and other liturgical services will be allowed provided that all Diocese of Kalamazoo Mass guidelines are followed.
-Facial coverings may be homemade or disposable level one/basic-grade surgical masks, and/or face shields.
-The dress code adjustment for masks can be found in the 2020-2021 students/parent handbook.

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.

Hygiene -St. Mary’s Visitation School

-St. Mary’s Visitation School has supplies and will 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).
-The St. Mary’s Visitation School staff will consistently and routinely 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.
-Each classroom will have their own scheduled mid morning bathroom/hand washing break.
-The St. Mary’s Visitation School staff will consistently and routinely remind students 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.
-Systematically and frequently check and refill soap and hand sanitizers will be done by each classroom teacher. Bathrooms and common areas will be monitored by the administration, office staff, and custodian.
-Teachers have well thought out plans for limiting sharing of personal items and supplies such as writing utensils (i.e students will have their own pencil boxes, etc.).
-Commonly shared items such as books will have special procedures. Teachers will be implementing a “dirty book box” for used books. Those books will then go through a quarantine time before being reshelved.
-Water fountains will be closed. The water bottle filler may be used and teachers will teach students how to use the bottle filler without having contact with it. Students are encouraged to bring an individual clean water bottle from home each day.
-Teachers and staff will continue reviewing and making adjustments to routines in this area as needed.
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>Space Movement and Access - St. Mary's Visitation School</th>
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<tbody>
<tr>
<td><strong>Classrooms &amp; Common Areas:</strong></td>
</tr>
<tr>
<td>- At St. Mary's Visitation students will be spaced as far apart as feasibly possible in classrooms, whether desks or tables are utilized. Most classrooms will have desks facing all the same direction.</td>
</tr>
<tr>
<td>- Signage will be posted to indicate proper social distancing.</td>
</tr>
<tr>
<td>- Place markers (i.e. painters tape, etc.) will be used at six-foot intervals where line formation is anticipated.</td>
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<tr>
<td>- Social distancing markers will be used in waiting and reception areas.</td>
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<td>- Signs will be posted on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.</td>
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**Morning Procedures (first bell-7:25am):**
- The east entrance of the school will be open to students starting at 7:10am (typically the first Hopkins bus drop off). Care rider families are encouraged to drop-off their child(ren) a little later (7:15-7:20). This will allow for less congestions as students arrive.
- Parents are asked to say goodbye outside the doors.
- Preschool parents may walk their child(ren) to the preschool door, while wearing a mask, between 7:20 and 7:25.

**Afternoon Procedures (Dismissal 3:05pm):**
- Teachers will work out a routine to walk their cohort outside for dismissal at the end of the day.
- Cohorts will be spaced out in the east area outside the school.

**Special Classes:**
- Music, art, and physical education classes will continue at St. Mary's Visitation School with the same protocols as classroom areas.
- Each special teacher will wear a mask at all times.

**Choir/Music:**
- Choir (3rd-6th grade) will take place in the gym. The two different cohorts will be taught separately from one another. Music in preschool-2nd grade will take place in the cohort classrooms.

**Art:**
- Tables and commonly touched items will be wiped down between each cohort class.
- Students will bring their own personal items for art class (this will be communicated via the school supply list).

**Physical Education:**
- All equipment must be disinfected after each cohort class.
- Each participant must use a clearly marked water bottle for individual use. There should be no sharing of water bottles. Drinking fountains will not be available. Students are encouraged to bring an individual water bottle from home each day.
- Handshakes, fist bumps, and other unnecessary contact must not occur.
- Outdoor activities are allowed and encouraged while maintaining social distancing.

Field Trips:
- Field trips will not take place during the 2020-2021 school year. This may be reevaluated in phase 5.

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.

Screening Students and Staff - St. Mary’s Visitation School

- St. Mary’s Visitation School will cooperate with the local public health department (Allegan County Health Department) regarding implementing protocols for screening students and staff.
- Each SMV staff member will be required to complete a COVID-19 Workplace Screening Form before the first day of school.
- Parents will be asked to fill out a COVID-19 At Home Screening Agreement. This form states that parents will monitor their child or children at home each day prior to sending them to school.
- Each classroom teacher will have a no touch thermometer and will take student temperatures at the classroom door before entry.
- If any student of staff shows symptoms or signs of COVID-19 a call will be made and the student will need to be picked up. The staff member will leave for the day.
- The Marian Room will be used as a quarantine room in the event that a student or staff member develops COVID-19 symptoms, until the student is picked up by a parent/caregiver. 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.

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.

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<td>-The school will 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.</td>
</tr>
<tr>
<td>-The school will follow recommendations/requirements given by the Allegan County Health Department if a confirmed case of COVID-19 is identified.</td>
</tr>
<tr>
<td>-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.</td>
</tr>
<tr>
<td>-The school will utilize the school tools and flowcharts as a guide/resource to reopen, screen, etc.</td>
</tr>
<tr>
<td>-The school administrator will continue to remain in close communication with the Allegan County Health Department as recommendations or requirements potentially change.</td>
</tr>
</tbody>
</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.

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<tr>
<td>Lunch Recess:</td>
</tr>
<tr>
<td>-Students will receive time for lunch recess with their cohort before or after their lunch period. When cohorts are on the playground at the same time quadrants or zones will be set in order for each cohort to remain separate from the other cohort(s). The quadrant or zones will rotate to ensure fair play in the various playground areas</td>
</tr>
<tr>
<td>-Cohorts exiting the school for recess will use one set of doors and the cohorts entering the building will use a separate set of doors.</td>
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<tr>
<td>Lunch:</td>
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<tr>
<td>-Students will eat lunch with their cohort in separate tables in the gym. Tables will be spaced apart.</td>
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<tr>
<td>-Two lunch sessions will take place.</td>
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<tr>
<td>-Students will wear masks while entering and exiting the gym for lunch.</td>
</tr>
<tr>
<td>-Students may remove their mask to eat once seated at their cohort table.</td>
</tr>
</tbody>
</table>
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.

At this time, no athletics are offered at St. Mary’s Visitation School, due to enrollment and interest. Students may participate in athletics through GRACEAC. Students and parents will follow all requirements/directives by GRACEAC.

9. Cleaning
a. Frequently touched surfaces, including light switches, doors, benches, bathrooms, will undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.

b. Libraries, computer labs, arts, and other hands-on classrooms will undergo cleaning after every class period or when cohorts change classrooms, with either an EPA-approved disinfectant or diluted bleach solution.

c. Student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period, or when cohorts change classrooms.

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

e. Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use products.

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

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

Cleaning - St. Mary’s Visitation School

- 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.
- Student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution mid-day (lunchtime). This cleaning will be done by each classroom teacher. Mid-day cleaning of the common areas of the school will be completed by the office staff, administrator, and/or custodian.
- The library, STREAM Lab, carts, and other hands-on classrooms will undergo cleaning with either an EPA-approved disinfectant or diluted bleach solution, at the end of each day or after each cohort class.
- Playground structures will continue to undergo normal routine cleaning, but using an EPA-approved disinfectant is unnecessary.
- 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 will be maintained.
- Staff must wear gloves, surgical masks, and face shields when performing all cleaning activities.
- A cleaning log will be posted on the bathroom doors.
- Parents are asked to ensure that student personal items return home each day and are washed and ready for the next day (masks, water bottles, etc.)

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.

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**Busing and Student Transportation (Including Extra-Curricular Activities and Athletics)**

-St. Mary’s Visitation School

St. Mary’s Visitation School utilizes busing through our LEA, Hopkins Public Schools. All guidelines will be followed.

-Hopkins busing is unavailable on Wednesdays during the 2020-2021 school year. Parents are encouraged to drop-off and pick-up their child(ren).

_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._

St. Mary’s Visitation School Bus:

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

- Tissues will be supplied on the bus.

- Cleaning materials will be provided on the bus.

- The bus driver, staff, and all students in grades preK(4)-6, 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.

- The bus driver will clean and disinfect transportation vehicles after every transit route. Children will not be present when a vehicle is being cleaned.

- 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) after each route.

- The school will communicate with parents if there is any reason a bus is unavailable.

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

School/Community Events:
-Any parent nights will continue as “teaching from the kitchen” via Zoom with the administrator and staff. This will be scheduled and communicated at a later time.
-Traditional events such as walk-a-thon, grandparents day, Thanksgiving dinner, concerts, etc. will be cancelled or adjusted based on the phase at the time of the event. Virtual options will be discussed/considered.
-Sacramental retreats and ceremonies will be discussed and adjusted based on requirements from the Diocese of Kalamazoo.

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.

St. Mary’s Visitation teachers and staff will monitor students individually for mental and/or social-emotional health changes or concerns. If a change or concern is present the child’s teacher in collaboration with the school administrator will communicate the child’s parents.

SMV teachers will incorporate read alouds and/or various activities that focus on positive messages/lessons for the students at their grade level. This will support open and ongoing conversations among the teacher and their students, providing the opportunity for the children to feel safe and able to talk about their possible concerns. This will be ongoing and will be incorporated into the regular curriculum map for each grade level or classroom.

In the event the administrator, in collaboration with the teachers/staff, notice a need for more mental and/or social-emotional health support the administrator will connect with professionals in this area for more support for the student(s) in need.

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.

At this time all protocols are included in the St. Mary’s Visitation School preparedness and response plan. This plan will continue to be reviewed consistently and adjusted as needed or required.

Professional Development:
The administration and staff are in close communication to prepare for the school year and our 5 days per week face to face plan. The teachers will be working with administration through August to finalize scheduling logistics. Teachers will view a special COVID-19 video and consistently review this plan along with administration.
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.

St. Mary’s Visitation School will maintain the protocols in this plan through phase 5. Some protocols may be lessened, such as masks, cancelling of events, etc. The adjustment to the plan will take place when phase 5 is put into place and recommendations are made by the State of Michigan, CDC, local health department, and The Diocese of Kalamazoo.

**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:** St. Mary’s Visitation School

**Name of Administrator Submitting Plan:** Beth Schlosser

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

Signature of Superintendent:  

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:**