

COVID-19 Preparedness and Response Plan

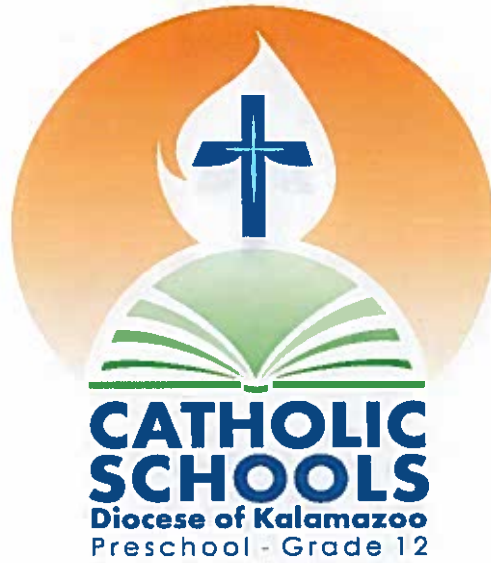
(Executive Order 2020-142 District Preparedness Plan Template)

School Name: St. Stanislaus School

School Address: 1861 136th AVE, Dorr, MI

School Code Number: 04014

Web Address of the School: www.st-stans.net



Name of Intermediate School District:
Allegan Area 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 an effort to cut down on paper packets, St. Stanislaus School is further developing the use of Google Classroom for grades 2-12 and SeeSaw for K-1. Google Classroom and SeeSaw will be another communication method for parents to be able to contact the classroom teachers.

Zoom or Facebook groups is our online component to help deliver weekly live and recorded instruction from the classroom teacher. The teachers will pre-record lessons and then follow-up with tutorials in the same week.

A Zoom schedule will be provided for our families when needed.

If the family is able to access the internet, effectively all activities can be done online, which will eliminate any public health risk associated with providing instructional support. This document outlines some procedures by St. Stanislaus staff for mitigating the risk that COVID19 is spread while still ensuring instructional support for our students.

- 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*.

Face masks are an important part of employee and student protection, as well as personal hygiene, social distancing, and frequent cleaning efforts. Our students PK-8th grade are asked to have clean masks and will be required to wear them in common areas, such as the hallway. 5th-8th grade will need to wear masks in the classrooms. All staff PK-8th grade will be wearing masks unless during meals.

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*.

- Wash your hands often with soap and water for at least 20 seconds. The St. Stan's way of washing hands will be taught the first day of school to all students.

- Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Scheduled handwashing will take place throughout the day.
- Students will sanitize hands upon exiting for recess and entering the building.
- Students will have their own self-contained supplies.

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*.

St. Stanislaus employees, students, parents, and visitors must practice staying approximately 6 feet away from others and eliminating contact with others.

- Traffic Flow – Sensory path and positive posters will be placed in order to maintain the social distancing requirement of 6 feet
- Ad-hoc Interactions/Gatherings – Monday morning prayer and announcements will take place over the PA system

Space seating/desks at least 3-6 feet apart.

Turn desks to face the same direction, or have students sit on only one side of tables, spaced apart.

St. Stanislaus School employees have used Omni Classroom Spacing Calculator to determine spacing and classroom organization.

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

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and students, we will be requiring employees and students to complete a screening before entering the building which includes a temperature reading and answering a set of questions related to COVID-19 symptoms including:

1. Do you have symptoms of fever, chills, headache, cough, shortness of breath, sore throat, loss of smell or taste, runny nose or congestion, muscle aches, fatigue, abdomen pain, nausea, vomiting or diarrhea; different from chronic illness?
2. Have you had close contact in the last 14 days with an individual diagnosed with COVID-19?
3. Have you traveled on an airplane internationally or domestically in the last 14 days?

If anyone answers YES to any of the screening questions: They will be sent home immediately. They should self-isolate/self-quarantine at home until the following is completed:

- Call a medical provider to be evaluated. If diagnosed as a probable COVID-19 or test positive they should call their local health department and make them aware of their diagnosis or testing status.
- If symptoms are present, a minimum of 10 days since symptoms first appear. Must also have 3 days without fevers and improvement in respiratory symptoms.
- 14 days if the employee had close contact with an individual diagnosed with COVID-19.
- 14 days following international or domestic travel via airplane.

All screening information will be kept confidential.

If a student or teacher will become ill will be isolated to the principal's office until

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*.

- If an employee or student becomes ill at work or if another person is exhibiting symptoms of COVID19 at school, they may be asked to leave and go home or to the nearest health center.
- Employees or students returning to the building from an approved medical leave should contact the administrator. You may be asked to submit a healthcare provider's note before returning to school.

If employee or students have been diagnosed with COVID19, they may return to school when all 3 criteria are met:

1. At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
 2. You have improved in respiratory symptoms (cough, shortness of breath, etc); and
 3. At least 10 days have passed since symptoms first occurred.
- If you have symptoms that could be COVID19 and do not get evaluated by a medical professional or tested for COVID19, it is assumed that you have COVID19 and may not return to work until the three criteria listed above have been met.

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*.

- Ad-hoc Interactions/Gatherings – Monday morning prayer and announcements will take place over the PA system
- Lunch will take place in the parish hall. Students will enter the parish hall with their class in a 5 minute staggered lunch. Students will be seated with their class in designated spaces with social distancing practices and each classroom will have their own trash can. Students may not move around the room. Microwaves will not be available, please send cold foods only. Students will wear masks while entering the parish hall for lunch.
- Weekly mass will be broken into 2 groups. K-4 and 5-8. These groups will attend mass on different days to allow for social distancing. PK students will not be attending mass at this time. Students will wear masks in mass.

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*.

N/A

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*.

PERSONAL WORKSPACE/CLASSROOM

St. Stanislaus staff will use the signage provided to indicate the room for sanitizing and disinfecting. All teachers and students are asked not to visit another classroom outside of their classroom. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces.

SHARED WORKSPACE

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. St. Stanislaus has alcohol-based hand sanitizers throughout the workplace and in common areas. When using the copy machine please use the provided wipes to wipe down the machine. Cleaning materials are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The St. Stanislaus Team will clean all workspaces at their designated cleaning time.

Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.

FACILITIES CLEANING

The safety of our employees and students are our first priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean off the school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and students and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below. A Peroxide Sprayer has been purchased and will be used to clean large general areas.

GENERAL DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copier machines, Shared computer monitors, Telephones, keyboards	At the end of each use/day and/or between use

General Used Objects	Handles, light switches, sinks, restrooms	Multiple times per day
Common Areas	Gyms, Common Areas	At the end of each use/day

The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to anyone returning to work.

DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active employee or student is identified as positive for COVID 19 based on testing. Deep cleaning should be performed as soon as the confirmation of a positive test, as practical. While the scope of deep cleaning is presumed to be the full site, sites may reduce the footprint to be deep cleaned if there is sufficient rationale to do so, and they gain consensus of the administration. Notwithstanding the above, if an active employee is confirmed to have a COVID19 positive test, in lieu of performing deep cleaning, sites may shut down the site for a period of 72 hours to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces.

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.

Bussing is provided by our local public school and all requirements will be followed.

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.

The St. Stanislaus School will develop videos and resources for parents and teachers to access, including but not limited to the *friendly.com* program. Staff will work with students individually or in small groups to address any well-being needs. This program includes staff wellness assessments and training and works seamlessly with our virtues program.

- 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**.

All protocols have been addressed.

- 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.

Protocols in phases 5 will remain the same as 4.

- Personal Protective Equipment
- Hygiene
- Cleaning
- Food Service, Gathering & Extra-curriculars
- Athletics

- Screening
- Testing
- Busing and Student Transportation

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. Stanislaus School- Dorr

Name of Administrator Submitting Plan: Shannon Saxton-Murphy

Date of Approval by the Diocese of Kalamazoo's Office of Schools: *Aug 13, 2020*

Signature of Superintendent: *Margaret Eust*

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: