COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan)

School Name: St. Therese Catholic School - PK-6

School Address: 430 S. Main, Wayland Michigan 49328

School Code Number: 04028

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

Name of Authorizing Body (if applicable):
Office of Catholic Schools; Diocese of Kalamazoo
2020 has brought societal changes which must be faced and addressed in planning for safe teaching and learning within our school. We understand our obligation to provide a safe, high quality learning environment which remains focused our primary mission of guiding others to Jesus and His Church through engaging with Catholic Intellectual Tradition.

We recognize that we need to reach out to all our families acknowledging and meeting their educational needs in spite of the health risks presented by the coronavirus pandemic.

We recognize that at this point in time, we cannot completely mitigate all risks, so we have identified acceptable levels of risk and the mitigation of those risks for our school community. St. Therese Catholic School will meet the requirements for different Phases of the pandemic as identified in the MI Safe School Roadmap.

We also recognize that the entirety of the school experience cannot and should not be replicated in the home setting so key elements which will provide a continuity of learning between settings will be addressed and planned.
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:

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.

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.

Please see pages 7-9.
MI Safe Start-Phases 1-3
St. Therese Catholic School, Wayland Michigan

All safety protocols are REQUIRED in MI Safe Start Phases 1-3.

Personal Protective Equipment and Hygiene

Schools are closed for in-person instruction. Teachers will be allowed to use their classrooms (See Spacing and Movement) for streaming and video learning. Teachers will be expected to wear facial coverings when in common areas of the building and maintain strict physical distancing from other staff. You may work in your classroom only.

Spacing and Movement

Schools are closed for in-person instruction.

School employees and contractors are permitted to be physically present in school buildings for the purposes of conducting basic school operations, including remote live instruction, as determined by school administrators.

Screening Students

Schools are closed for in-person instruction.

Responding to Positive Tests among Staff and Students

Schools are closed for in-person instruction. If a staff member is unable to continue instruction for health or other issues, the remaining staff will work together to provide continued quality instruction to all students.

Food Service, Gathering, and Extracurricular Activities

In the event of school building closure and/or economic shut down due to the Covid-19 virus, St. Therese Catholic School will participate the Diocese of Kalamazoo Covid Response implemented in conjunction with Kalamazoo Catholic Charities.

-Teachers will be liaison points to reach out to parents to determine need.

-Families will not be asked to provide proof of need. Families will need to allow their name and address to listed for distribution.

-Distribution will take place at the St. Therese Catholic School parking lot. Days and times to be determined in conjunction with Catholic Charities.

Busing and Student Transportation

All busing operations are suspended.

Governance

St. Therese Catholic School Continuity of Learning Task Force:

Sara Coffey, parent (Office Manager-Pine Rest ETC Clinic)
Lisa Ford, parent (Physical Therapist)
Chris Van Dusen, parent (Pharmacist)
Heather Orlowski, STT Teacher
Jessica Harnish, parent (STT Administrative Assistant)
Sheryl O'Connor, STT Principal
Liz Ryan, Director of Religious Education

Local Community Advisory Board

Nic Ford
Mark Musgrave
Fr. Ken Schmidt
The above groups will continue to meet via Zoom or Google Meet to continue to monitor the situation and plan for a return to in-person learning.

We will continue to use the communication plans already in place with the addition of communication between the principal and parents, and surveys to gain feedback for how remote learning is progressing and then to create the needed plan for returning to the classroom when it is allowed.

Remote Instruction
The instructional team at St. Therese Catholic School has a shared commitment to open, frequent communication of learning goals and work collaboratively with parents to ensure that in the event of a return to Remote Learning, parents as well as students feel supported and productive.

St. Therese Catholic School will utilize a Learning Management System (LMS) which in already integrated into the student information system and the Family Portal. Piloted during our Virtual Camp over the summer, the LMS will be used by teachers regardless of Phase or location of learning as a communication tool with students and parents. Teachers may either tap remote lessons and post them on the LMS or tape Zoom lessons and post them for use by students who were not available during the Zoom lesson. Homework can be scanned or photographed and uploaded to the teacher via the LMS.

Teachers will record attendance based on interaction with parents using a modified code of R (Remote) for attendance. In addition, teachers will note under the comments the method used for communication, i.e., text, phone, email, LMS message. Teachers will reach out daily to parents, by whatever means is best for the parents to communicate consistently with the teachers.

In order to assure that all families are able to connect to the internet, a survey will shared with parents during the first 3 weeks of school to clearly identify:
-Who has and does not have adequate internet access to participate in remote learning (i.e., Zoom and LMS)

-Preferred modes of communication

-Hardware available for at-home learning. We have 1:1 iPads for each student which can be sent home upon parent request.

-If students do not have access to the internet at home:
  A. They may access the internet via the St. Therese Wifi network from the parking lot.
  B. Henika Library continues to provide internet access even during a government mandated shut down.
  C. Teachers may supply paper packets only to those families who have no access

Communication
The Administrative Assistant will continue to publish the weekly newsletter, Friday Notes which is delivered to parents via email. The Administrative Assistant will continue to mail paper copies to those parents who are unable to retrieve electronic emails.

Communication is share with parents via email, the school website, Family Portal, instant messaging system, and Facebook.

Curriculum
During June 2020, the St. Therese Instructional team worked together to create a year long curriculum map which can be shared with parents and will used by teachers to integrate learning across curriculum areas and can be used during times of remote learning to identify core standards. These core standards become the focus of remote learning and give teachers and students the freedom to spend their time and energy on learning that which is most essential.

Planners
Students in grades 3-6 will have the use of personal planners. These planners have structures to assist students in setting realistic goals for completing learning tasks and for practicing the skills needed to plan for longterm success by breaking larger tasks into manageable steps.
Project Based Learning

During the spring closure of schools, St. Therese Catholic School planned two separate school wide project based learning units. These units spanned across grade levels and encouraged families to learn together. Depending on the duration of time we are under Phases 1-3, we are prepared to use such projects to provide families and students with an opportunity learn in interactive and social manners.

Continuation of Specialized Services

St. Therese Catholic School has students who receive special education or Title 1 services through Wayland Union Schools. The administration of St. Therese Catholic School will coordinate with WUS and our families to continue services.
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:

**Personal Protective Equipment**

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.

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.

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.

Facial coverings are not required in preschool classrooms.

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.

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.

The Catholic Schools of the Diocese of Kalamazoo will not conduct indoor assemblies that bring together students from more than one classroom.

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.

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

Please see pages 11-12.
MI Safe Start-Phase 4
St. Therese Catholic School, Wayland Michigan

Staff:

It is required by MI Safe Start School Roadmap that facial coverings be worn by staff except when they are eating.

Question: Does it matter what kind of mask I wear?

Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. (Road map) A face shield is not the same thing as a mask. (ACPH)

Question: What if I cannot medically tolerate wearing a mask?

Staff members who cannot medically tolerate wearing a facial covering must not wear one. If a staff member claims that he or she is medically unable to tolerate a face mask, the school has an obligation under the Americans with Disabilities Act (and Michigan’s counterpart) to engage in the interactive process with the staff member and determine whether and to what extent the school can reasonably accommodate the staff member’s alleged disability. As part of this process, the school can require the staff member to provide medical documentation that substantiates the staff member’s claim that he or she cannot medically tolerate wearing a mask. If the documentation corroborates the staff member’s claim that he or she can’t tolerate a mask, the school can then explore reasonable accommodations for the staff member, such as unpaid leave, a modified schedule that permits minimal close contact with the general public, and possibly a face shield if the staff member’s position doesn’t involve frequent close contact with others. (Guidance from Diocese)

Care of Personal Protective Equipment

1. Disposable Face Masks—must be disposed of at the end of the day.

2. Cloth/Homemade Facial Coverings—must be washed daily. (Drying in a heated dryer is recommended over air drying.)

3. Face Shield

   A. Face shield are single use only for health care. They can be reused in the school setting until wear and tear are visible.

   B. Cleaning Protocol:

      - Lay the face shield on a clean piece of paper with the inner side facing up.

      - Wipe the inside using an alcohol wipe or rubbing alcohol and a gauze square.

      - Turn the mask over and wipe the outside of the mask with a clean wipe or rubbing alcohol and a clean piece of gauze.

      - Leave the mask to dry on the piece of paper.

      - Shields may be stored in a clean paper bag.

Students

Facial coverings must always be worn in hallways and common areas by preK-12 students in the building except for during meals.

Question: Does it matter what kind of face covering my child wears?

Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. (Road map) A face shield is not the same thing as a mask. (ACPH) All masks should comply with general dress code standards. If a child wears a mask which contacts inappropriate graphics or is a distraction to the learning environment of the school, they will be provided with a disposable mask for the remainder of the day. The principal holds the final determination on what is considered
consistent with the general purpose of the dress code standards.

Question: *What if my child is unable to medically tolerate wearing a facial covering?*

For the safety and protection of your child, if they are unable to medically tolerate wearing a facial covering in the school, you are asked to contact the building principal prior to the start of school to develop an educational plan for your child which does not include participation in face-to-face instruction under Phase 4 of MI Safe Start.

Facial coverings must be worn in the classrooms by all students grades 6-12. This guideline was clarified under Executive Order 2020-142 that schools who serve students PK-8th grade may not release students from the state directive to wear a mask because they are in a self-contained classroom (strict co-hort).

Facial coverings must be worn by PK-12 students, staff, and bus drivers during school transportation (bussing). Students who are riding busses supplied by Wayland Union Schools must comply with all WUS rules and expectations.
Hygiene

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).

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.

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.

Systematically and frequently check and refill soap and hand sanitizers.

Daily, provide opportunities for handwashing with soap and water by students and teachers.

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.

Please see pages 14-15.
Teaching and reinforcing handwashing.

Within the first 10 days of school, all teachers will provide instruction on appropriate hand washing techniques.

Students will be encouraged to wash hands “Catholic Style” which includes using the Hail, Mary prayer to insure adequate time spent washing hands. This will meet the MI Safe Start Recommendation of washing hands for at least 20 seconds. A copy of “How to handwash Catholic Style” can be found on the following page.

Students will receive a water soluble stamp on the back of their hands at the beginning of the school and after lunch to help track frequent handwashing/sanitation.

Students will sanitize their hands upon entering the building both when arriving at school and when returning in from the playground.

Signs will be posted in the bathroom to reinforce appropriate handwashing technique.

Appropriate supplies to support healthy hygiene behavior will be provided.

Question: Can families or community help support the school in providing cleaning and sanitation supplies?

We welcome support from our families with donations of

- sanitizer containing at least 60% alcohol
- Paper towels
- Tissues

In order to limit the spread of germs from shared materials, classroom teachers are providing for individual supplies wherever possible. If it is not possible to provide individual supplies, such as in the use of math manipulatives or blocks, the materials will be set aside after use so that they may be appropriately cleaned following the end of the school day.

Information regarding how to teach children to cough or sneeze into their elbow from the CDC and Allegan Public Health has been provided to parents and teachers via Family Handbook, Staff Handbook and on our school website.

http://www.sttcatholicschool.org

The school has provided individual containers appropriate to the age and grade level for the organization and availability of regularly used supplies such as pencils, pens, scissors, crayons, glue sticks to minimize the use of shared materials. Any materials which must be shared for instructional purposes will be sanitized at the end of the school day. Soft objects which cannot be cleaned such as stuffed animals have been removed from the classroom for the duration of Phases 4 and 5 of the MI Safe Start Plan.
How to handwash Catholic Style!

30-45 second wash time

1. Our Father, Who art in heaven, Hallowed be Thy Name.
2. Thy Kingdom come, Thy Will be done, on earth as it is in Heaven.
3. Give us this day our daily bread.
4. And forgive us our trespasses, as we forgive those who trespass against us.
5. And lead us not into temptation, but deliver us from evil. Amen.
6. Hail Mary, Full of Grace, The Lord is with thee.
7. Blessed art thou among women, and blessed is the fruit of thy womb, Jesus.
8. Holy Mary, Mother of God, pray for us sinners.
9. now, and at the hour of our death. Amen.
10. Glory be to the Father, and to the Son, and to the Holy Spirit.
11. As it was in the beginning, is now and ever shall be, world without end.

Clean hands are life savers
Space Movement and Access

Space students as far apart as feasibly possible in classrooms, whether desks or tables are utilized.

Post signage to indicate proper social distancing.

Place markers at six-foot intervals where line formation is anticipated.

Provide social distancing markers in waiting and reception areas.

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.

Please see pages 17-21
MI Safe Start-Phase 4
St. Therese Catholic School, Wayland Michigan

Spacing, Movement and Access

During Phase 4 all indoor assemblies which bring other students from more then on classroom are prohibited.

This does not include the communal celebration of the Mass. Mass will take place for the school in the Church. For the duration of Phase 4 and 5, attendance at the Mass will be limited to students, staff, clergy and those lay leaders necessary for the celebration of the Mass. During Mass, classrooms will maintain a physical distance from other classrooms. Students will wear facial coverings on their way to and from Mass, but will not be required to wear them during Mass as they will be physically distanced from other classes and will sit.

The MI Safe Start School Roadmap highly recommends keeping individual students desks six feet apart. Whenever students are working independently, space will be provided for students to be physically distanced at least six feet apart.

Teachers will maintain six feet of spacing between themselves and students, as feasible.

A 20'x40' foot tent will be erected in the valley area behind the Church. This space will allow teachers to gather with their students in the out of doors and thereby lessening the chance of infection. Facial coverings must be worn on the way to and from the tent.

Family members and other guests are not allowed in the building except under extenuating circumstances. The principal holds the final determination for who will be allowed into the building and what defines an extenuating circumstance.

Signs will be posted in the hallways to reinforce social distancing. Because of the size and configuration of our hallways, the floors will not be marked. See sample sign on page 18.

Signs will be posted on bathroom doors as a reminder of physical distancing guidelines.

To avoid the congregation of mixed classes of students, the arrival and dismissal procedures for students has been revised. Parents will remain in their cars for both drop off and pick up. Details are on 19-21.
Source: World Health Organization

St. Therese Catholic School

Physical Distancing 101

Keep a distance of 6 feet (2 meters, or about one body length) away from other people

Avoid touching other people or objects as you walk.
Beginning of the Day (Student Drop Off and Screening)

MI Safe Start-Phase 4
St. Therese Catholic School, Wayland Michigan

8:30 - 8:45 am Beginning of Day (Parents drop off students.)

All parents are expected to monitor their children for a temperature higher than 100.4 F and complete the Covid-19 Symptom Screener from in the Family Portal prior to 8:15 each morning.

Parents enter through the southwest drive and drive round the parking spaces to the cones in a single line. Please do not drive around cars in front of you.

Preschool parents stop by school team member, stationed near the preschool room. Each preschool student must have their temperature checked while they are still in the car.

A. If the temperature is under 100.4, then the child may exit the car and go to the preschool room.
B. If the child has a temperature greater than 100.4, then the parent may pull up to the 2nd person to have temperature verified.
C. If the child’s temperature is still greater than 100.4, the parent will have to take the child home and comply with Allegan County Public Health guidelines for being fever and symptom free for the designated amount of time. All children in the family will be asked to return home until the cause of the fever is identified. Determinations of the necessity of quarantine will be made in conjunction with Allegan County Public Health.

Once all preschool students have arrived, the team member responsible for monitoring preschool temperature checks will go inside and remain in the school office until relieved by the Administrative Assistant.

Elementary parents wait in line until they can pull up to the end of the parking lot near the statue of St. Therese. (Drop off site will be designated by signage.

A school team member will verify that the family has completed the Covid-19 Symptom Screener.

A. If the Covid-19 Symptom Screener is completed, then the children may enter the building through the gym entrance. Students must be wearing a mask from the time they leave their car until they are in their classrooms.
B. If the Covid-19 Symptom Screener has not been completed, then all children entering the building must have their temperature taken before getting out of the car.
C. If the child’s temperature is still greater than 100.4, the parent will have to take the child home and comply with Allegan County Public Health guidelines for being fever and symptom free for the designated amount of time. All children in the family will be asked to return home until the cause of the fever is identified. Determinations of the necessity of quarantine will be made in conjunction with Allegan County Public Health.

Students who ride the bus: When the bus arrives, the same protocol as if the parent is driving will be followed. If there is no Covid-19 Symptom Screener submitted, then the child’s temperature will be taken. If the child is exhibiting a fever, they will be isolated until the parents can be called to pick the child up from school.

Students who walk to school or ride their bikes: Students who walk to school or ride their bikes, will walk up to the gym doors and wait along the wall under the awning so that school personnel may check for the completion of the Covid-19 Symptom Screener or take the child’s temperature if required.
School personnel will remain outside until the line of cars has been processed. Parents arriving at school after 8:45 (or when the line of cars is gone) will need to park and walk their children to the doors on the west side of the building and ring the bell. The same procedure as above will be followed. Just a reminder, under Phase 4, visitors are not allowed in the building, therefore parents may not be allowed inside.

A teacher will be stationed in the gym to gather the kindergarten and first grade students into a line while maintaining appropriate physical distancing.

Students in grades 3-6 will wear a mask from when they leave their car until they reach their classroom and will progress through the gym and go directly to their classrooms. Students in 3rd through 5th grade may remove facial coverings once they are in their classrooms. 6th grade students will continue to wear a face covering in the classroom.
ML Safe Start-Phase 4
St. Therese Catholic School, Wayland Michigan

Dismissal/End of School Day

End of the Day (Parents picking up students.)
Parents will enter the through the southwest drive and drive around the parking spaces to the cones in a single line.
Parents will remain in their cars.

Teachers will take all students to the gym to await pick up. Students will be wearing face masks. Classes will be physically distanced in the four corners of the gym. Teachers may walk students out to wait on one of the lines in the handicapped parking lots.

Students who walk to school will be dismissed after all of the cars have left the parking lot.

School personnel will call out families as parents arrive and children will exit out the gym doors and go directly to their parent's vehicle.
Screening Students and Staff

Cooperate with the local public health department regarding implementing protocols for screening students and staff.

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.

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.

Please see pages 23-32.
MI Safe Start-Phase 4
St. Therese Catholic School, Wayland Michigan

Screening Students and Staff

Parents will complete a daily health/Covid-19 symptom screening for all children in the family and are encouraged to take children’s temperatures before leaving for school. During the arrival protocol, staff will monitor compliance with screening.

Protocols for screening students may be found in the Arrival and Dismissal protocol found on pages 19-21. St. Therese Catholic School will work in partnership with Allegan County Public Health for all determinations of who may be allowed in school and when it is necessary to close school due to a potential outbreak.

Students who become ill or begin to manifest symptoms while at school will be quarantined in the front office until their parents arrive to pick them up from school. Students who begin to exhibit symptoms will be required to wear a mask while in quarantine.

All staff will be required to complete a daily health/Covid-19 symptom screening before arriving at school. Staff are encouraged to take their temperatures before leaving for school. Staff who have not completed the electronic screening will be required to have their temperature taken at school and will complete the daily health/Covid-19 symptom screener on site. Staff will not be allowed to be present in the school building without a completed daily health/Covid-19 symptom screening.

Visitors and volunteers will be limited to those who are necessary to operation of the school day. Visitors and Volunteers will complete a daily health/Covid-19 Symptom Screener as they sign in each day. Volunteers will also provide contact information in the event of exposure. The Volunteer-Visitor Handbook can be found on pages 24-30.

Pages 31-32 contain the guidelines for travel developed for business employees by Allegan County Public Health.
Please note: Under the guidelines of the MI Safe Start School Roadmap, during Phase 4 of MI Safe Start, the principal holds the final authority for determining who will be allowed in the building.
Diocese of Kalamazoo Catholic Schools

Dynamic-Distinctive-Devoted

Jesus said, "Go, therefore, and make disciples of all nations..." (Mt 28:19). Today's Catholic schools are the current bearers of a long and rich tradition that can be traced right back to the early centuries of the Church's existence. That tradition, the teaching mission of the church, comes from Christ Himself. Catholic education remains critically important in the formation of the human person by teaching how to live well now so as to be able to live with God for all eternity.

The Catholic Diocese of Kalamazoo spans 9 counties in southwest Michigan and has 21 Catholic schools educating students in preschool-grade 12 in mind, body, and spirit. Faith, knowledge, and service are the pillars of Catholic education. In all three of those areas, we strive to be dynamic, distinctive and devoted.

Faith: Our school communities have a dynamic way of living our faith. Our Catholic schools are distinctive in what a Catholic faith is and brings to each individual and their relationship with Jesus Christ. In all things, we are devoted to our faith.

Knowledge: Each of our schools offers their own dynamic learning environment. Our teachers educate in distinctive and innovative ways rooted in the Catholic faith. Our parents, teachers, and administrators are devoted to the success of each student.

Service: Students participate in service opportunities that provide a dynamic impact. Our schools provide distinctive opportunities for students to serve all of God's creations. Graduates of our Catholic schools are devoted to serving others.
Philosophy of St. Therese Catholic School
At St. Therese Catholic School we believe that each child has the right to a complete education: one that promotes spiritual, academic, social, and physical growth and development.

We believe that each child is a unique individual worthy of being treated with dignity and being loved as a child of God. Every child has a right to feel safe and happy in his or her learning environment.

We believe every child can learn when taught and directed as an individual. Each child has a right to an education that will enable him or her to gain knowledge and make sound decisions based on Christian principles and Catholic teachings. We believe in a curriculum that both challenges and fulfills each individual.

We believe that parents are their children’s primary educators. We believe it is our responsibility to support, assist and involve parents in this role by helping develop their children’s academic skills and instilling in them a sense of responsibility.

Vision Statement of St. Therese Catholic School
Without a vision, the people perish.
—Proverbs 29:18

We, the staff of St. Therese, will strive to create a caring and stimulating learning environment. We are dedicated to quality instruction that is prayerfully guided by a Christ centered curriculum. Our vision is that all students will leave St. Therese with:

- Spiritual and moral values that recognize the worth of all of God’s creation
- A strong sense of self worth tempered by the teaching of Jesus Christ
- A complement of learning skills, providing a solid base for future growth
- High personal expectations fueled with a desire for knowledge
- The ability to incorporate technology as an effective learning tool.

We value the partnership that must exist between school, parents, and Church community, fully recognizing the role that each plays in realizing this vision. We are dedicated to educational excellence and high expectations for every child, every day!

Statement on Our School's Catholic Identity
We are a preschool through 6th grade Catholic elementary school with proven academic excellence. As a part of our school community, all students study our religion curriculum, pray with the school community and participate in school liturgies through prayer and song. All members of our community practice, develop, and live Catholic values.
Introduction Because faculty, staff, and volunteers substantially determine the success of our school, you are vitally important to St. Therese Catholic School. To ensure that you can live your vocation in faith, a positive spirit of hope should pervade our school. Staff, students, and parents alike should be appreciated, respected, and should feel “at home”.

To enable us to work together, all members of the St. Therese Catholic School family are responsible for:
1. implementing the St. Therese Catholic School mission and philosophy
2. knowing the material in the parent/student handbook and representing it to the students
3. following this faculty/staff handbook.

Academics The Michigan Department of Education and the Diocese of Kalamazoo determine the curriculum taught at St. Therese Catholic School.

Accreditation St. Therese Catholic School is accredited through the MANS Michigan Non-Public Schools Accrediting Association (MNSAA). We were accredited in 2017 and will be up for reaccreditation in the 2021-2022 school year.

Contact Information: All volunteers must complete a contact information form. Any changes in address or other contact information should be updated with the school office. See Appendix I

Signing In and Out of the School: Upon entering the school building, all volunteers and visitors must sign in and out at the main office. Failure to check in at the office either upon entering or before leaving, may result in a visitor/volunteer being denied access to the school.

Self-Screening for Covid-19 Symptoms: Upon entering the building, all volunteers must sign in at the main office and complete the Covid-19 Symptom Screener. The questions on the screener are provided by the Allegan County Public Health Department. There is a copy of the questions in Appendix II.

Safe Environment:
1. All volunteers who visit classrooms on a regular basis as defined by Safe Environment standards will complete Protecting God’s Children training and complete the monthly training bulletins. Any one who is more than two months behind on bulletins, may not have contact with students during the school day.
2. 
3. All volunteers must have a current Criminal Background Check on file with the school office. (Diocese of Kalamazoo Policies and Procedures #4101.2-R)
4. 

Masks: In keeping with the Governor’s MI Safe School Roadmap, at MI Safe Start Phase 4 all adults in the building must wear a mask at all times except when eating. Per Allegan County Public Health, the wearing of a face screen does NOT replace wearing a face mask.
In the event that our area is moved to Phase 5, the wearing of masks is strongly recommended but not required.

Professional Ethics Professional ethics are required not only of teaching staff, but all who interact with our students. Professional ethics requires discrete interactions with all involved in an educational community. Whether on or off campus, when associated with St. Therese Catholic School volunteers should maintain exemplary conduct.
Any academic or personal student issues must be discussed only with the immediate staff on professional terms. It is expected that the privacy of the student and family will be respected. Parents should not discuss the academic needs of any student with anyone outside of the school. When a problem arises, the Principal must be advised immediately.

The actions of volunteers and the teaching abilities of faculty members shall be discussed only in a professional manner. All volunteers and faculty members should be considered as equally important members of our team.

Administration: Mutual respect, loyalty, and support between the volunteers, administration and the faculty are required for a good working relationship. Communication must be honest and direct. Volunteers should refrain from discussing professional differences with students or parents. Any breach of professional confidence may be cause for loss of the opportunity to serve as a volunteer in the school.

**Safety** Unsafe building or grounds conditions are to be reported to the Principal or other appropriate person. The school building will remain locked from 8:00 AM to 4:00 PM.

**Smoking** St. Therese Catholic School is a smoke-free, tobacco-free building; therefore, smoking or use of tobacco products is prohibited in the building and anywhere on campus.

**Social Networking Sites** Any photographs or statements made on an individual's social networking site may be cause for refusing access to our students. This includes defamatory comments made about the school administration, teachers, other parents, students, or the parish.
Appendix I.
Contact Information Form

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<tr>
<th>Name:</th>
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<tr>
<td>Street:</td>
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<td>Email Address:</td>
<td>Phone:</td>
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<tr>
<td>Emergency Contact:</td>
<td>Phone:</td>
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I have received and agree to comply with the guidelines in the Volunteer and Visitor Handbook.

Name ___________________________ Date __________

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Appendix II.
Daily Screening questions for Staff and Volunteers

Before leaving for school, please make sure of the following:

- Do you feel feverish or have a temperature over 100.4?
- Have you started to have any of the following, not due to some other known health problem?
- Cough
- Runny nose and/or congestion
- Tired and/or achy
- Short of breath
- Vomiting and/or diarrhea
- **New** loss of taste and smell
- Have you had close contact with someone diagnosed with COVID-19?
- Since you were last at school, have you been diagnosed with COVID-19?

If the answer is YES to any of these questions, you must not enter the school building. Call the school as soon as possible to let them know the reason you won’t be there today. Call your healthcare provider right away. If you don’t have one or cannot be seen, go to [www.mi.gov.coronavirustest](http://www.mi.gov.coronavirustest) or call 2-1-1 to find a location to be tested for COVID-19.

(Source: ACPD FAQ Document for School Leaders)
Allegan County Health Department: Travel Recommendations for Employers June 8, 2020

The following document provides recommendations for employers as states begin to reopen and employees request time off for traveling. Travel plans are to be assessed on an individual basis, regardless if plans are personal or for business. The COVID-19 pandemic poses some unique challenges in terms of traveling that are important to note, such as the type of transportation, non-pharmaceutical practices while traveling, and the position of the employee traveling. Because travel increases your chances of getting infected and spreading COVID-19, staying home is the best way to protect yourself and others from getting sick. Legal disclaimer: The contents of this document are made available to you for informational purposes only and should not be construed as legal, financial or medical advice on any matter. This material may not reflect the most current COVID-19 developments and is subject to revision. In no event will Allegan County Health Department be liable for any decisions made or action taken in relation upon the information provided through this document.

Recommendations for Employers: • Monitor www.cdc.gov/travel for recent travel health advisories. © The travel location may have a higher rate of transmission, which would increase the risk for individual. • Reconsider Travel Plans © If traveling can be postponed until a later date, this would be the safest option for the individual. © Determine what type of transportation will be used Travel increases your chances of getting and spreading COVID-19. Airports, bus stations, train stations, and rest stops are all places travelers can be exposed to the virus in the air and on surfaces. Travel Type Description Risk Level Air Travel Air travel requires spending time in security lines and airport terminals, which can bring you in close contact with other people and frequently touched surfaces. Most viruses and other germs do not spread easily on flights because of how air circulates and is filtered on airplanes. However, social distancing is difficult on crowded flights, and you may have to sit near others (within 6 feet), sometimes for hours. This may increase your risk for exposure to the virus that causes COVID-19. High Bus or Train Travel Traveling on buses and trains for any length of time can involve sitting or standing within 6 feet of others. High Car Travel Making stops along the way for gas, food, or bathroom breaks can put you and your traveling companions in close contact with other people and surfaces. Low RV Travel You may have to stop less often for food or bathroom breaks, but RV travel typically means staying at RV parks overnight and getting gas and supplies at other public places. These stops may put you and those with you in the RV in close contact with others. Low

Allegan County Health Department: Travel Recommendations for Employers June 8, 2020

• Non-pharmaceutical interventions © If an individual chooses to travel, educate on non-pharmaceutical practices the individual can do while traveling: © Clean your hands often. © Wash your hands with soap and water for at least 20 seconds, especially after you have been in a public place, after touching surfaces frequently touched by others, after blowing your nose, coughing, or sneezing, and before touching your face or eating. © If soap and water are not available, bring and use hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub your hands together until they feel dry. © Avoid touching your eyes, nose, or mouth. © Avoid close contact with others. © Keep 6 feet of physical distance from others. © Wear a cloth face covering in public. © Cover coughs and sneezes. © Pick up food at drive-thru’s, curbside restaurant service, or stores. © While traveling, employees should limit public interactions, practice social-distancing, and self-monitor for symptoms consistent with COVID-19. Face coverings that cover the nose and mouth, such as a homemade cloth mask, bandana or scarf must be worn in public.

• Employees who participate in large gatherings (indoor or outdoor) where social distancing cannot be practiced (within 6 feet of others) should quarantine for 14 days and self-monitor for symptoms consistent with COVID-19. During this time, working remotely is strongly encouraged.

Considerations for Employees thinking of traveling away from your local community:

• Is COVID-19 spreading where you’re going? You can get infected while traveling. • Is COVID-19 spreading in your community? Even if you don’t have symptoms, you can spread COVID-19 to others while traveling. • Will you or those you are traveling with be within 6 feet of others during or after your trip? Being within 6 feet of others increases your chances of getting infected and infecting others. • Are you or those you are traveling with more likely to get very ill from COVID-19? Older adults and people of any age who have a serious underlying medical condition are at higher risk for severe illness from COVID-19. • Do you live with someone who is more likely to get very ill from COVID-19? If you get infected while traveling you can spread COVID-19 to loved ones when you return, even if you don’t have symptoms. • Does the state or local government where you live or at your destination require you to stay home for 14 days after traveling? Some state and local governments may require people who have recently traveled to stay home for 14 days. Allegan County Health Department recommends individuals to consider quarantine.
and work remotely for 14 days post travel. If this is not possible due to the individual’s position or time off, then non-pharmaceutical practices must be ensured. • If you get sick with COVID-19, will you have to miss work or school? People with COVID-19 disease need to stay home until they are no longer considered infectious.
Testing Protocols and Responding to Positive Tests Among Staff and Students

Cooperate with the local public health department regarding implementing protocols for screening students and staff.

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.

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.

Please see pages 34 and 35.
MI Safe Start-Phase 4

St. Therese Catholic School, Wayland Michigan

St. Therese Catholic School will cooperate with Allegan County Public Health if a confirmed case of Covid-19 is identified, and in particular, must 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 school.

St. Therese Catholic School will notify Allegan County Public Health, staff and families of 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.

The relevant confidentiality policies and procedures for St. Therese Catholic School can be found in the Family Handbook and the Staff Handbook.
## MI Safe Start-Phase 4
St. Therese Catholic School, Wayland Michigan

<table>
<thead>
<tr>
<th>Contact Tracing/Quarantine</th>
<th>If it is determined that a student must quarantine, the determination of whether or not siblings or classmates must also quarantine will be determined in conjunction with the Allegan County Health Department.</th>
</tr>
</thead>
</table>

**Necessity of Quarantine**
- If a student tests positive for COVID-19, how will other students in attendance be handled in terms of tracing, testing, and quarantining?

If a student test positive for COVID-19, how will other students in attendance be handled in terms of tracing, testing, and quarantining? Depending on the COVID-19 prevention used (such as face coverings), distancing between students, if students sit by the same people every day, symptoms (coughing/sneezing/etc or minimal) and how many days in class with symptoms, the need for quarantine may only apply to the students nearest the case or to the entire classroom. Health Department staff will contact the students that need to be quarantined.

Contacts of contacts do not need to be notified. Example: Bob sits next to Fred in class. Fred gets sick with COVID-19. Bob needs to be in quarantine but is healthy at this time. Bob plays on the football team. No one on the football team has been near Fred. Therefore, the football team doesn't need to be notified about Fred being sick or worry about Bob being on quarantine at this time. Odds are, Bob will not get sick and will be back to school and football in a couple of weeks.

<table>
<thead>
<tr>
<th>Return to School Scenario 1 Child or Staff has symptoms of COVID-19 and tests positive for COVID-19</th>
<th>If they have symptoms, they must stay out of school until test results are available.</th>
</tr>
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<tbody>
<tr>
<td>Return to School Scenario 2 Child or Staff has symptoms of COVID-19 and no testing for COVID-19 was done</td>
<td>- Keep out of school until it has been at least 10 days from the first day they had symptoms, they have not had a fever in 24 hours, and other symptoms are improving.</td>
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<td>- They may return to school if their health care provider diagnoses them with another cause for their symptoms (e.g., urinary tract infection, strep throat, allergies) and presents a note from the provider.</td>
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</table>

*They may return based on guidance for their diagnosis (see “Managing Communicable Diseases in Schools”)*

<table>
<thead>
<tr>
<th>Return to School Scenario 3 Child or staff has symptoms of COVID-19 and tests negative for COVID-19</th>
<th>- Otherwise they may return based on the guidance for their symptoms (see “Managing Communicable Diseases in Schools”).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Return to School Scenario 4 Child or staff that have been exposed to COVID-19 but has no symptoms</td>
<td>- Must be in quarantine (exclude from school) for 14 days from the last day of exposure.</td>
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Source document: ACPH FAQ Document


6. Food Service, Gathering, and Extracurricular Activities

Prohibit indoor assemblies that bring together students from more than one classroom.

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.

Please see pages 37-40.
Food Service,

MI Safe Start-Phase 4
St. Therese Catholic School, Wayland Michigan

Food Service:

Food Service at St. Therese Catholic School is provided by Wayland Union Schools. Food is delivered to St. Therese and served by a volunteer and a member of the St. Therese staff.

- Face coverings will be worn from the classroom to the cafeteria.
- Students and staff will wash hands before and after eating.
- Meal times are staggered to minimize overlap between classrooms.
- Students will have assigned seats to ensure physical distancing while seated.
- At their seats, students will be provided with a paper bag to hold their face coverings while they are eating.
- Lunches will be served in self-contained bags or individual trays. There will be no self-serve food bar. All utensils are disposable.
- After they have eaten, classrooms will wash hands and then proceed outside for a staggered recess schedule.
- Students will wash or sanitize their hands upon re-entering the building.

Gathering:

St. Therese Catholic School will comply with the prohibition against indoor assemblies that bring together students from more than one classroom.

A 20*40 foot tent will be provided in the valley area behind the church building for use by teachers for a place to bring their class to gather in an appropriate physically distanced manner while taking advantage of being out of doors.

As addressed under Spacing, Movement and Access, when students arrive, the kindergarten and first grade class will be met by their teacher to line up while maintaining physical distancing in the gym. All other students will progress through the gym and go directly to their classrooms.

St. Therese students will attend weekly Mass at the Church. All worship activities which involve students will be closed to the general public for the duration of Phase 4.

- Students will wear their facial coverings to the Church.
- Students will sit with their class, with space between each child, and remain physically distanced from other classrooms during Mass.

Recess will be conducted out of doors whenever possible. Classroom recess will be supervised by the teacher and classes will refrain from being on the playground at the safe time.

Physical education will be conducted out of doors whenever possible. In the event that physical education in indoor, care will be taken to structure activity to maximize physical distancing and minimize the sharing of equipment. All equipment used for physical education must be sanitized before being used by another class.

Extracurricular Activities

St. Therese Catholic School is pleased to partner with parish religious education and the Boy Scouts of America to provide extracurricular activities for our students. The guidelines for sharing space may be found on the pages 37-39.
MI Safe Start-Phase 4

St. Therese Catholic School, Wayland Michigan

Religious Education

Because we are sharing space and want to provide a clean and safe environment for all of the children of the parish, whether they are part of the school, religious education, or another group, we will work together to make sure that all expectations are cohesive.

Personal Protection Equipment

Students

Facial coverings must always be worn in hallways and common areas by preK-12 students in the building except for during meals.

*Question:* Does it matter what kind of face covering my child wears?

Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. *(Road map)* A face shield is not the same thing as a mask. *(ACPH)* All masks should comply with general dress code standards. If a child wears a mask which contacts inappropriate graphics or is a distraction to the learning environment of the school, they will be provided with a disposable mask for the remainder of the day. The principal holds the final determination on what is considered consistent with the general purpose of the dress code standards.

*Question:* What if my child is unable to medically tolerate wearing a facial covering?

For the safety and protection of your child, if they are unable to medically tolerate wearing a facial covering in the school, you are asked to contact the religious education director prior to the start of school to develop an educational plan for your child which does not include participation in face-to-face instruction under Phase 4 of MI Safe Start.

Facial coverings must be worn in the classrooms by all students grades 6-12. This guideline was clarified under Executive Order 2020-142 that schools who serve students PK-8th grade may not release students from the state directive to wear a mask because they are in a self-contained classroom (strict co-hort).

Staff:

It is required by MI Safe Start School Roadmap that facial coverings be worn by staff except when they are eating.

*Question:* Does it matter what kind of mask I wear?

Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. *(Road map)* A face shield is not the same thing as a mask. *(ACPH)*

*Question:* What if I cannot medically tolerate wearing a mask?

Staff members who cannot medically tolerate wearing a facial covering must not wear one. If a staff member claims that he or she is medically unable to tolerate a face mask, the school has an obligation under the Americans with Disabilities Act (and Michigan’s counterpart) to engage in the interactive process with the staff member and determine whether and to what extent the school can reasonably accommodate the staff member’s alleged disability. As part of this process, the school can require the staff member to provide medical documentation that substantiates the staff member’s claim that he or she cannot medically tolerate wearing a mask. If the documentation corroborates the staff member’s claim that he or she can’t tolerate a mask, the school can then explore reasonable accommodations for the staff member, such as unpaid leave, a modified schedule that permits minimal close contact with the general public, and possibly a face shield if the staff member’s position doesn’t involve frequent close contact with others. *(Guidance from Diocese)*

Hygiene and Cleaning

Students will sanitize their hands upon entering the building both when arriving at school and when returning in from the play-
Signs will be posted in the bathroom to reinforce appropriate handwashing technique.

Appropriate supplies to support healthy hygiene behavior will be provided. Each classroom will be supplied with a basket of supplies for cleaning and a copy of the protocol for cleaning the room at the end of religious education class.
MI Safe Start-Phase 4
St. Therese Catholic School, Wayland Michigan

Cleaning Protocol

Frequently touched surfaces including light switches, doors, benches, bathrooms, must undergo cleaning at least every 4 hours with an approved disinfectant (provided in classroom cleaning basket). Teachers are asked to complete the protocol at noon and the end of each school day. Religious Education Catechists are asked to complete the protocol following every class period. The cleaning basket must be stored out of the reach of young students. This protocol should be kept on a clipboard in the cleaning basket.

Protocol:

- Using spray bottle, spray down all desks, chairs, door knobs, and other frequently touched areas. The surface needs to remain wet for 10 minutes.

- Empty trash.

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7. Athletics

Schools will comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).

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. 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).

All equipment must be disinfected before and after use.

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

Handshakes, fist bumps, and other unnecessary contact must not occur.

Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.

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.

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.

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.

St. Therese Catholic School does not sponsor any athletic programs nor do we have any athletic programs run by other groups currently on site.
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**.

Please see page 43.
MI Safe Start-Phase 4
St. Therese Catholic School, Wayland Michigan

Frequently touched surfaces including light switches, doors, benches, bathrooms, must undergo cleaning at least every 4 hours with either an EPA-approved disinfectant or diluted bleach solution. Because each classroom is used by only one group of students, desks must cleaned at least every 4 hours or before being used by another student. See page 39 for cleaning protocol and tracking document.

Libraries, computer labs, arts, and other hands-on classrooms must undergo cleaning after every class period with either an EPA approved disinfectant or diluted bleach solution after every class period. St. Therese Catholic School will provide all classes such art, Atrium, and other hands on classes within the home room classroom for the duration of Phase 4.

Playground will undergo routine cleaning as necessary.

Each classroom will be provided with a basket containing necessary EPA approved cleaning supplies, copies of cleaning protocols and forms for documentation of adherence to cleaning protocols. Cleaning baskets must be stored securely away from children. Opening a window to allow circulation of air is recommended when using chemicals for sanitization.

When performing required cleaning, all staff will wear a surgical mask, gloves, and a face shield. These devices are available in the school office.
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.

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

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.

Schools will clean and disinfect transportation vehicles before and 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) prior to morning routes and prior to afternoon routes.

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

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

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.

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

St. Therese Catholic School does not provide transportation to students nor does it have any buses. Students who ride buses from Wayland Union Schools will be expected to follow all of Wayland Union School transportation policies and protocols.
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.

Please see page 46.
MI Safe Start

St. Therese Catholic School, Wayland Michigan

Spiritual, Mental, and Social Emotional Health

Regardless of how learning is happening, St. Therese is committed to supporting their students and families spiritually and in such a way as to help families maintain good mental and social-emotional health.

For Adults; parents and staff:

RENEW is a new program created in response to the current pandemic. In light of the distress experienced by many people, Trauma Recovery Associates presents information about Refreshing, Enriching, and Nourishing Essentials for Wellbeing. People are different, so distress can show up in a variety of ways. The program uses a holistic model, because each person is made up of thoughts, emotions, and actions, encompassing a mind, a physical body, and an essence. The independently guided course will examine the issue from these different viewpoints so that you can see how the pandemic may be affecting you.

There are six units — each one has a short video introduction, prepared instruction with examples, and exercises to help you apply the information and begin to put it into practice. Some units also have an appendix or two so that you can dive deeper into a particular topic if you wish. [https://www.traumarecoveryassociates.com/renew/](https://www.traumarecoveryassociates.com/renew/)

Teachers will track student participation through contact with parents. Our attendance feature in the SIS will have a indicator so that teachers can track how often and how they communicate with parents. It is expected that teachers will interact with families on a daily basis.

For Students:

All teachers will include time in Zoom “Recess” as part of their educational plans. Zoom “Recess” is time for students to share, converse. It may include activities such as show and tell, introduce your pet, at home scavenger hunts, etc.

We will include celebrations of Saint Days and other important milestones of the Church year in our schedules, just as we would during the year.

Instruction in the Virtues: We will continue to provide families information on the virtues and how they help us to leave our beliefs.

In the event that the school building is closed, Mrs. W. will once again be hosting weekly Bedtime Stories with guest readers.

For Families:

Included in the communication plan is daily check ins with families in the event of a return to remote instruction.

For Staff:

In the event of the closure of the school building, the principal will implement weekly Zoom calls:

- with the entire staff to continue to work together on curriculum/project based learning/common issues
- with individual teachers to offer support and provide time for 1:1 conversation
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 included in the responses already found in this document.
As the State transitions to Phase 5, indicate which highly recommended protocols under the following areas from the Return to School Roadmap the district will include in its Preparedness Plan.

Type school response here:

Personal Protective Equipment: We will comply with current executive orders in the event the MI Safe Start transitions to Phase 5.

Hygiene: We will comply with current executive orders in the event the MI Safe Start transitions to Phase 5. Cleaning: We will continue to clean highly frequency touch areas every 4 hours.

Food Service, Gathering & Extra-curriculars: We will comply with current executive orders in the event the MI Safe Start transitions to Phase 5.

Athletics: We will comply with current executive orders in the event the MI Safe Start transitions to Phase 5.

Screening: We will comply with current executive orders in the event the MI Safe Start transitions to Phase 5.

Testing: We will comply with current executive orders in the event the MI Safe Start transitions to Phase 5.

Busing and Student Transportation: We will comply with current executive orders in the event the MI Safe Start transitions to Phase 5.
Clarification of Unfamiliar Terms:

Close Contact: Less than 6 feet apart for 15+ minutes

Facial Coverings - A facial covering is a cloth material that covers the nose and mouth. Facial coverings may be secured to the head or simply wrapped around the lower face. They can be made of a variety of materials, such as cotton or linen, and may be factory made or made by hand.

LMS: Learning Management System - A Learning Management System is an online platform integrated into the Family Portal which allows parents and students to access instructional materials, links for Zoom calls and reference materials, and to hand in work completed at home.
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. Therese Catholic School

Name of Administrator Submitting Plan: Sheryl A. O’Connor

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