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# COVID-19 Preparedness and Response Plan

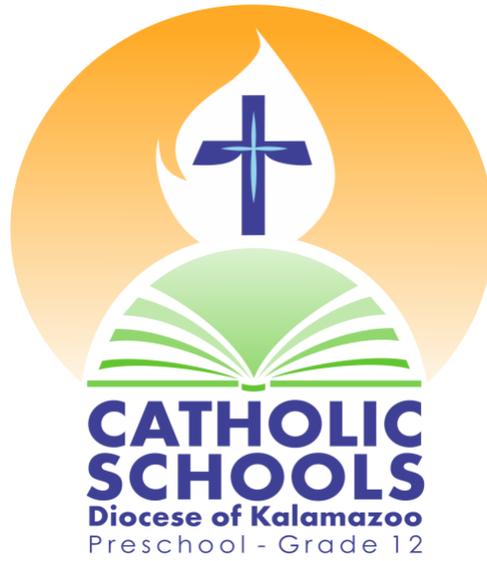
(Executive Order 2020-142 District Preparedness Plan)

**School Name:** Light of Christ Academy (PK - Grade 8)

**School Address:** 12648 E. D. Ave.

**School Code Number:** 390503411

**Web Address of the School:** [lightofchristacademy.org](http://lightofchristacademy.org)



**Name of Intermediate School District:**

Kalamazoo Regional Intermediate School District

**Name of Authorizing Body (if applicable):**

Office of Catholic Schools; Diocese of Kalamazoo

## Preparedness Plan Introduction

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

# Preparedness Plan Assurances

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

- ✓ The school assures that when it provides in-person instruction to its students without disabilities, the school will provide in-person instruction to its students with disabilities, consistent with the students' adjusted education plan (AEP).
- ✓ The school assures that when the school is closed to in-person instruction, the school will strive in good faith and to the extent practicable, based upon available resources, technology, training, and curriculum, as well as the circumstances presented by COVID-19, to provide equal access to any alternative modes of instruction to enrolled students with disabilities as identified through their AEP.
- ✓ The school assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will close its building to anyone except: (a) School employees or contractors necessary to conduct minimum basic school operations consistent with a Preparedness Plan, including those employers or contractors necessary to facilitate alternative modes of instruction, such as distributing materials and equipment or performing other necessary in-person functions. (b) Licensed child-care providers and families that they serve (if the school usually provides this service), and if providers follow all emergency protocols identified by the state.
- ✓ The school assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will suspend athletics, after-school activities, inter-school activities, and busing, if applicable.
- ✓ The school assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continued pay of school employees while redeploying staff to provide meaningful work in the context of the Preparedness Plan, subject to any applicable requirements of a collective bargaining agreement.
- ✓ The school assures that during **Phase 4** of the *Michigan Safe Start Plan* it will prohibit indoor assemblies that bring together students from more than one classroom except for planned religious activities, which will be held according to Diocese of Kalamazoo guidelines to the extent they are stricter than state requirements.
- ✓ The school assures cooperation with the local public health department if a confirmed case of COVID-19 is identified, and agree to collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present in school.

# Preparedness Plan

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

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

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

In the event that Light of Christ Academy is required to implement Phases 1, 2, or 3, education will be delivered to students via Microsoft 365, Zoom and Seesaw while utilizing electronic options for delivery and/or retrieval of required student work. Students who lack electronic access will be provided material pick up and drop off options.

- 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. **Effective April 26, 2021**, facial coverings are required in preschool classrooms.
    - d. All staff and students in grades PK-8 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.
    - e. 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.
    - f. 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*.

Light of Christ Academy will follow all established protocols outlined below with the exception of transportation as it is not utilized:

- 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 staff and all students in grades (preschool 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.
- c. **Effective April 26, 2021**, facial coverings are required in preschool classrooms.
- d. All staff and students in grades PK-8 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.
- e. 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.
- f. Facial coverings may be homemade or disposable level one/basic-grade surgical masks, and/or face shields.
- g. Extra masks will be made available at the entrance of the school for any student arriving without one. Extra masks will also be distributed to any staff member, if needed.

## 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*.

Light of Christ Academy will follow all established protocols outlined below with the exception of transportation as it is not utilized:

## 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, via **Global Compliance Network**, 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.

**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*.

Light of Christ Academy students will travel throughout hallways, moving forward, on the right with proper social distancing, adhering to the following established requirements:

**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.

**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*.

Light of Christ Academy will adhere to the following established requirements:

**4. Screening Students and Staff**

- a. Cooperate with the local public health department regarding implementing protocols for screening students and staff. Staff will self-assess at home and report any illness to the administrator by 6:00 a.m. each day. Students will approach the designated building entrance with a parent to be assessed upon arrival and before entry into the school.
- 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.

**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*.

Light of Christ Academy will follow required established protocols:

**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.

**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*.

Light of Christ Academy will prohibit indoor assemblies that bring together students from more than one classroom. Indoor Monday after-school MakerSpace sessions will be suspended during Phases 1, 2, 3, and 4. School Masses and other liturgical services will follow Diocese of Kalamazoo guidelines.

**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*.

Athletic protocols are not applicable to Light of Christ Academy.

### 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*.

Light of Christ Academy will adhere to all aforementioned established cleaning protocols.

### 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.

Busing and Student Transportation protocols are not applicable to Light of Christ Academy.

### 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 Light of Christ Academy administrator will provide contact information for resources addressing mental and social-emotional health needs of students, staff, teachers, and school families.

- 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**.

Light of Christ Academy does not plan to adopt additional protocols under Phase 4.

- 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.

Light of Christ Academy will resume normal operations under Phase 5 while keeping in place best practices for hygiene, cleaning, and screening.

## 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): Light of Christ Academy**

**Name of Administrator Submitting Plan: Carrie Jewett**

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

**Signature of Superintendent:**

**Each school’s approved plan will be posted collectively on the Catholic Schools of the Diocese of Kalamazoo’s website: [Catholicschools.diokzoo.org/covid-19](https://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:**