



COVID-19 CSGK 2020-2021

SCHOOL YEAR PLAN

CATHOLIC SCHOOLS
of Greater Kalamazoo



A Letter from Fr. Jeff Hanley

Through the integral development of the whole person—body, mind, and heart—the mission of the Catholic Schools of Greater Kalamazoo (CSGK) is to form disciples of Jesus Christ.

In the midst of a changing world, particularly marked at this time by the worldwide novel Coronavirus pandemic, CSGK is recommitting itself to its mission of Catholic Education. We are committed to do all that we can to safeguard the health and safety of our staffs, teachers, coaches, and students. In the pages that follow, CSGK outlines the resultant work from its Health, Facilities, Guidelines, Academic, Extra-Curricular, and Ancillary Services Committees who guided the proposal of this overarching plan-of-action to be implemented with specific details at each Catholic Elementary, Middle, and High School within the CSGK collaboration.

As we navigate these uncharted territories, we do so with extra caution and concern for the well-being of our communities. As Catholics, we set out with firm hope and courage to provide a year of both intellectually rigorous and faith-based content in an uninterrupted, yet flexible, 2020-2021 School Year.

Fr. Jeff Hanley

Chaplain, Hackett Catholic Prep High School



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Introduction

Dear CSGK Community,

We present the “COVID-19 CSGK 2020-2021 School Year Plan”. The plan for on-site learning during Phase 4 of the Michigan Safe Start Plan is the result of two months of work by administrators, faculty, staff and parents. We are grateful to all who participated in the process, sharing their time and expertise with the goal of bringing our students and staff back to school safely.

We have received thoughtful feedback, suggestions for consideration and prayerful support from our community throughout the process. We are blessed to be able to implement the safety measures outlined in the MI Safe Start Plan Michigan’s 2020-21 Return to School Roadmap, Center for Disease Control and Prevention Preparing K-12 School Administrators for a Safe Return to School in Fall 2020, and the Diocese of Kalamazoo COVID-19 Preparedness and Response Plan. We trust in the Holy Spirit to guide us, and grant us wisdom and diligence in this important work.

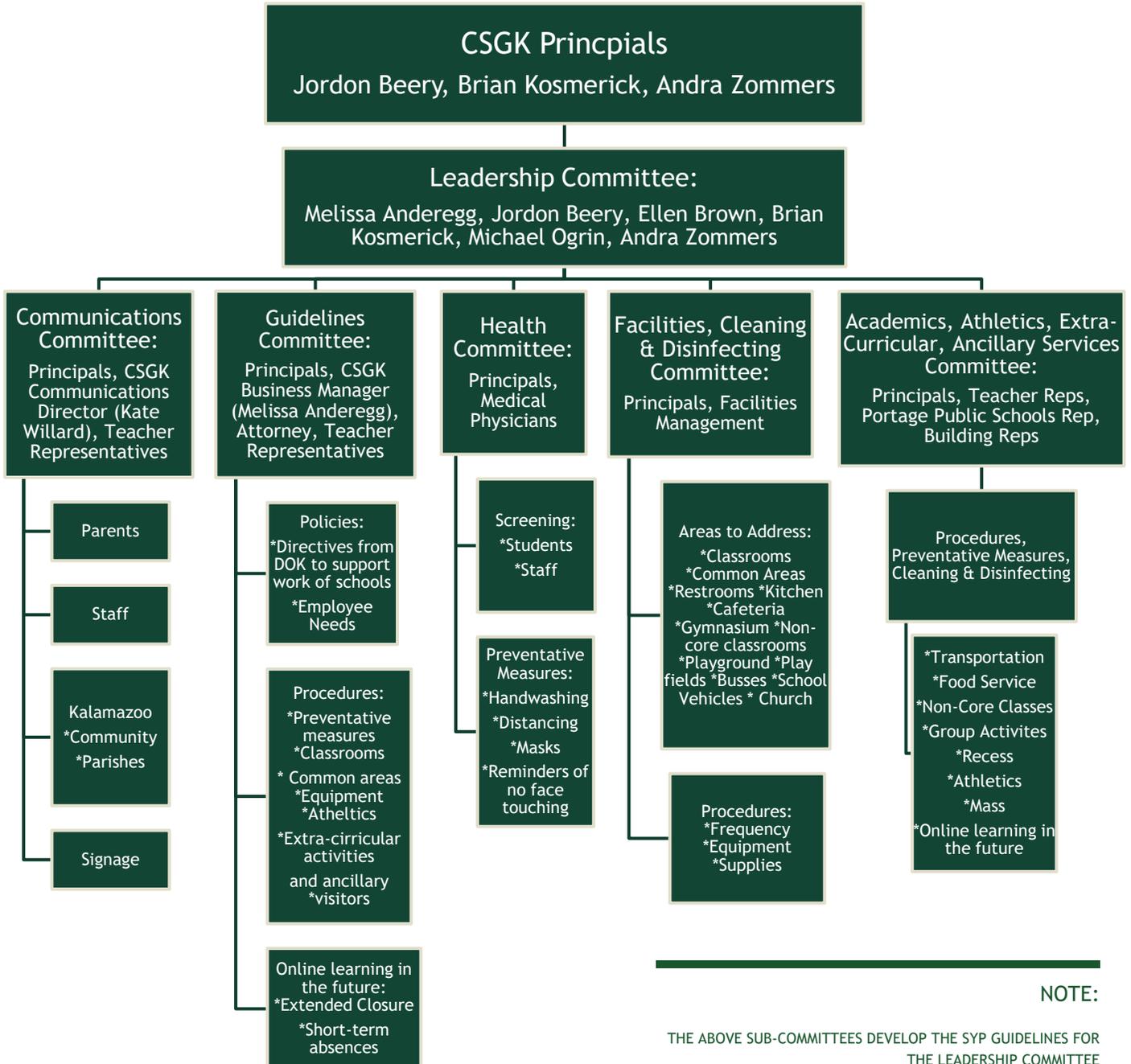
This document describes procedures and protocols that will be followed to keep our students and staff safe when returning to our buildings. CSGK is also offering an online option for families not ready to return to school on-site. The end of the document includes a brief overview of online learning, should we return to Phase 3 of the Michigan Safe Start Plan, requiring schools to close. And we wait in hope for the opportunity to move into Phases 5 and 6, when we will reflect on all we have learned and move forward as a community, transformed by our experiences.

This is a living document which may be periodically revised based on new information and guidelines from the CDC or the State of Michigan. Notice that some information is repeated under multiple headings. This is deliberate, as many of the procedures apply to multiple categories of our plan. We will notify families of any changes to the plan as they occur.

Thank you for choosing Catholic education for your family. We look forward to seeing your students in class again soon.

COVID-19 CSGK 2020-2021 School Year Plan Leadership Committee
August 3, 2020

Organizational Chart



NOTE:

THE ABOVE SUB-COMMITTEES DEVELOP THE SYP GUIDELINES FOR THE LEADERSHIP COMMITTEE

Timeline

May 19 - June 12:

LEADERSHIP COMMITTEE DEVELOPS OVER-ARCHING IMPLEMENTATION STEPS FOR COVID-19 CSGK 2020-2021 SCHOOL YEAR PLAN (SYP)

- Coordinate actions based on Diocese of Kalamazoo, State of Michigan and CDC recommendations
- Divide plan into five main categories
- Understand financial needs associated with supporting COVID-19 CSGK 2020-2021 SYP
- Identify experts in our community who would be willing to serve on category sub-committees
- Distribute communication to school community describing over-arching steps for COVID-19 CSGK 2020-21 SYP

June 15 - June 30:

IDENTIFY SPECIFIC NEEDS FOR COVID-19 CSGK 2020-2021 SYP IN COORDINATION WITH SUB-COMMITTEES

- Category sub-committees determine needs within the five main categories: communication, guidelines, health, facilities, academics
- Distribute COVID-19 CSGK 2020-2021 SYP next plan steps to school community via communication and organization chart
- Conduct survey to gain input and understanding of school community needs
- Conduct risk assessment

July 1 - July 31

FACILITIES ADJUSTMENTS MADE; PEOPLE FLOWS FINALIZED

- Order PPE, facilities and student, staff, administration support items
- Building adjustments implemented, furnishing reorganized, people flows established
- Diocese of Kalamazoo COVID-19 CSGK 2020-2021 SYP Approval

August 1 - August 7

CONFIRM ALL FACILITIES ADJUSTMENTS AND PLAN FOR PEOPLE FLOWS ARE COMPLETE

- Principals and leadership committee walk through buildings to confirm completion of all adjustments
- Hang all signage for people flows and reminders

August 10 - August 14

FACULTY & STAFF TRAINING

- Walk through COVID-19 CSGK 2020-2021 SYP playbook
- Question and answer sessions
- Review day one protocol

August 25

RETURN TO SCHOOL: DAY ONE

Committee Goals and Members

Leadership Committee: Melissa Anderegg, Jordon Beery, Ellen Brown, Brian Kosmerick, Michael Ogrin, Andra Zommers

Goals:

- *Coordinate actions based on Diocese of Kalamazoo, State of Michigan, and CDC Guidelines*
- *Have representation at all sub-committee meetings*
- *Understand and prepare for the financial needs associated with supporting COVID-19 CSGK 2020-2021 School Year Plan*
- *Maintain ongoing communication with school community*



Safety Procedures During Phase 4 of Michigan Safe Start Plan

Distancing, Transitions

- i. Cohort groups of students as possible. Limit mixing of cohorts, when possible.
 - a. **Preschool and Elementary School** - Students and teachers will remain with cohorts throughout the school day.
 - b. **Middle School** - Students will remain in cohorts, with schools using block scheduling to limit needed rotations.
 - c. **High School** - Limit mixing of students through isolated hallways and possible staggered passing times.
- ii. Arrival and Dismissal procedures will be established by school to limit traffic in hallways and to maintain distancing and directional flow of traffic.
- iii. Transition procedures will be established by school to limit traffic in hallways and to maintain distancing and directional flow of traffic.
- iv. Flow of traffic in hallways and/or stairways is one-directional, identified by signage or dividing of hallways using markers. Entrances and exits to ancillary buildings are one-directional and identified by signage.
- v. Student desks/tables in classrooms will be spaced six feet apart whenever possible. A minimum of four feet must be maintained.
- vi. Desks/tables will be arranged facing the same direction, toward the front of the classroom.
- vii. Teachers will maintain six feet of spacing between themselves and students as much as possible.
- viii. Seating arrangements in cafeteria will maintain six feet of distance between students. If distancing guidelines cannot be met, classrooms and outdoor areas will be used for students to eat meals.
- ix. **Preschool, Elementary and Middle School** - Recess will be scheduled outside, weather permitting. Masks are not required if distancing and cohorting will be maintained. If more than one cohort is outside, students will wear face coverings.
- x. Restroom procedures will be established by school to limit number of students in restrooms at all times. Face coverings must be worn.
- xi. Circulation of fresh air and effective ventilation are critical to the health and safety of our students and staff. Therefore, windows and doors will remain open and fans will be used throughout the school day.
- xii. Face coverings are required in common staff areas.

Face Coverings

- i. Face coverings must always be worn by staff except for meals.
- ii. Face coverings must be worn by K-12 students, staff and bus drivers during school transportation.
- iii. Face coverings must always be worn in hallways and common areas by preK-12 students except during meals.
- iv. Face coverings must be worn in classrooms by all students grades K-12. (9/29/20)

- v. An exemption from wearing a face covering requires documentation from a license healthcare provider. (9/28/2020)

Hygiene

- i. Schools will provide adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60% alcohol, paper towels, tissues, and signage.
- ii. Handwashing with soap and water for at least 20 seconds, and safe use of hand sanitizer will be taught and reinforced. Handwashing will be scheduled every 2-3 hours.
- iii. Staff and students will be educated on how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues will be thrown in the trash and hands washed immediately using proper hand hygiene techniques.
- iv. Personal items and supplies, such as writing utensils, will not be shared. Personal items will be kept separate in individually labeled cubbies, containers or lockers.
Preschool - Classroom materials and toys will be limited to use in small groups and disinfected between use.



Health Procedures

Screening Students and Staff

- i. Schools will cooperate with the local public health department regarding implementing protocols for screening students and staff. If schools notice a substantial increase in the number of students or staff missing school due to illness at any building, schools will communicate with each other, and will report to DOK Office of Schools and will report to the local health officials. (9/28/20).
- ii. Each family is asked to perform temperature screenings and symptom checks of their children each morning prior to coming to school. Preschool students will be screened upon arrival per LARA guidelines.
 - i. Students and staff with fever (38°C or 100.4°F or higher) or symptoms of illness are required to stay at home.
 - ii. Any student or staff who is found to have symptoms of illness or fever (38°C or 100.4°F) will be moved to an isolation room in the building. Parents will need to arrange for the student to be brought home immediately.
 - iii. **St. Augustine Cathedral School** - Isolation room is located in teachers' lounge. Student will be monitored by administrative assistant.
 - iv. **St. Monica Catholic School** - Isolation room is located in teachers' lounge. Student will be monitored by administrative assistant.
 - v. **Hackett Catholic Prep** - Isolation room is located in vacant office with separate entrance to foyer. Student will be monitored by administrative assistant. (8-14-2020)
- iii. Non-essential visitors will not be permitted to enter the school buildings.
- iv. Any essential volunteers and visitors entering the building will be formally screened with a temperature check and questionnaire prior to entry at the main office door. Essential volunteers and visitors are defined as those who cannot perform their task outside the school building.
- v. We are following the Center of Disease Control (CDC) guidelines to protect the students, teachers, staff and our families from the COVID-19 pandemic. To this extent, all individuals (parents and visitors) entering the building must be asked the following questions:
 1. I confirm that I am not presenting any of these COVID-19 symptoms: Fever; Shortness of breath; Cough; Sore throat; Muscle aches, body aches or headaches; New loss of taste or smell; Nausea, vomiting, diarrhea.
 2. I confirm that I have not been in contact with a person who has been diagnosed with COVID-19 within the past 14 days.
 3. I understand that air travel significantly increases my risk of contracting and transmitting the COVID-19 virus. The CDC recommends social distancing of at least six feet for a period of 14 days for anyone who has recently traveled. I verify that I have not traveled domestically within the United States by commercial airline, bus or train within the past 14 days.
 4. I verify that I have not traveled outside the United States within the past 14 days.
- vi. Recommended Procedure for Screening

1. Routine screening performed by teachers in classroom at beginning of day:
 - a. Upon their arrival, stand at least 6 feet away from the child.
 - b. Make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, cough.
 - c. Personal protective equipment (PPE) is not required if 6 feet of distance is maintained.
2. Screening performed by Front Office Staff for Essential Volunteers and Visitors:
 - a. Stand behind a physical barrier, such as a glass or plastic window or partition that can serve to protect the staff member's face and mucous membranes from respiratory droplets that may be produced if the person being screened sneezes, coughs, or talks.
 - b. Make a visual inspection of the volunteer for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), or fatigue.
 - c. Conduct temperature screening (follow steps below)
 - i. Perform hand hygiene: Wash your hands with soap and water for 20 seconds or use a hand sanitizer with at least 60% alcohol.
 - ii. Put on disposable gloves.
 - iii. Check the person's temperature, reaching around the partition or through the window.
 - d. Make sure your face stays behind the barrier at all times during the screening.
 - e. If performing a temperature check on multiple individuals, ensure that you use a clean pair of gloves for each person and that the thermometer has been thoroughly cleaned in between each check.
 - f. If you use disposable or non-contact (temporal) thermometers and you did not have physical contact with the person, you do not need to change gloves before the next check.
 - g. If you use non-contact thermometers, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each person. You can reuse the same wipe as long as it remains wet.
3. Screening performed when student/staff is identified as symptomatic:
 - a. Wash your hands and put on a facemask, eye protection (goggles or disposable face shield that fully covers the front and sides of the face), and a single pair of disposable gloves. A gown could be considered if extensive contact with a child is anticipated.
 - b. Make a visual inspection of the person for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness, and confirm that the person is not experiencing coughing or shortness of breath.
 - c. Take the person's temperature.
4. After each screening, remove and discard PPE, and wash hands.
 - a. Use an alcohol-based hand sanitizer that contains at least 60% alcohol or wash hands with soap and water for at least 20 seconds.

- b. If hands are visibly soiled, soap and water should be used before using alcohol-based hand sanitizer.

Preventative Strategies

- i. Staying Home When Appropriate
 1. Employees and students who are symptomatic or febrile should not enter the school building.
 2. Employees and students who have tested positive for COVID-19 should not enter the school building for 10 days from the onset of symptoms (or test if they are asymptomatic) and asymptomatic for 24 hours. Confirmed Positive COVID-19 patients in the school building may trigger school wide dismissal for cleaning and contact tracing in communication with the local department of health.
 3. Employees and students who have recently had close contact (less than 6 feet for more than 15 minutes) with a person with COVID-19 should stay home and monitor for symptoms. (see additional guidance on return to school)
 4. Employees and students who have traveled must evaluate precautions used during travel, and experiences during travel, to assess the need to stay home and monitor for symptoms for 10 days upon return from travel.

Return to School After Illness or Exposure to COVID-19

- i. The return of students/staff to in-person learning after confirmed COVID-19 illness (symptomatic individual)
 - i. Persons with COVID-19 who have symptoms may return to school after the following conditions are satisfied:
 - i. At least 24 hours have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
 - ii. At least 10 days have passed since symptoms first appeared.
 - ii. All close contacts of the student/staff will be notified and asked to quarantine for 10 days from the time of their exposure to the confirmed positive person.
- ii. The return of students/staff to in-person learning after confirmed COVID-19 (asymptomatic individual)
 - i. Persons with laboratory-confirmed COVID-19 who have not had any symptoms may return to school under the following conditions:
 - i. At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test.
 - ii. If they develop symptoms during this time frame, then the symptom-based strategy should be used:
 - *At least 24 hours have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and,*
 - *At least 10 days have passed since symptoms first appeared.*
 - ii. All close contacts of the student/staff will be notified and asked to quarantine for 10 days from the time of their exposure to the confirmed positive person. (1-10-21)

iii. Recommendations for asymptomatic “close contact” students and staff after exposure to confirmed COVID-19 patient.

Excluding:

- People who have tested positive for COVID-19 within the past 3 months and recovered do not have to quarantine or get tested again as long as they do not develop new symptoms.
- People who develop symptoms again within 3 months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.
- People who have been in close contact with someone who has COVID-19 are not required to quarantine if they have been fully vaccinated against the disease within the last three months and show no symptoms. (3-9-21)

What counts as close contact?

- You were within 6 feet of someone who has COVID-19 for at least 15 minutes
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (touched, hugged, or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

Steps to take: Quarantine and monitor your health

- Quarantine for 10 days after your last contact with a person who has COVID-19, provided the following conditions are met:
 - The Individual does not develop any symptoms or clinical evidence of COVID-19 infection during daily symptom monitoring for 10 days after the most recent exposure; and,
 - Daily symptom monitoring continues through day 14 after the most recent exposure. (1-10-21)
- Symptoms to watch for: Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19
- If possible, stay away others, especially people who are at higher risk for getting very sick from COVID-19
- Individuals who develop any symptoms at any time - including during or after a quarantine period - should be tested, even if they have tested negative previously.

Most symptoms will occur within 5-10 days after exposure to COVID-19. While the standard 14-day quarantine period remains in place for most individuals, the CDC now states that a 10-day quarantine is sufficient, providing the conditions outlined above have been met. (1-10-2021)

In the event that a student is confirmed positive, all of that student's siblings and household contacts or other close contacts will be asked to quarantine for the 10 day duration and monitor for symptoms. (1-10-2021)

In the event that a student is identified as a close contact of a confirmed positive, their siblings/household contacts in other classrooms ("a contact of a contact") will not be required to quarantine.

There is the potential here that families will have to restart quarantine if additional family members fall ill. With each new confirmed positive, an asymptomatic individual will need to restart quarantine from the day that the most recent person became symptomatic.

iv. Recommendations for returning to school after an illness (presumed non-COVID-19):

1. Employees and students who are symptomatic with respiratory illnesses or febrile should not enter the school building. Both employees and students are encouraged to seek counsel of their health care providers and get testing for COVID-19 as indicated. Testing in our community is currently widely available at multiple locations, some free of charge.
2. Return to school for presumed non-COVID-19 illness is recommended when the following conditions are satisfied:
 - a. At least 24 hours have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath) **AND**
 - b. Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA **OR**
 - c. A note from the individual's physician stating that testing for COVID-19 is not indicated and an alternative diagnosis is present and has been treated.

- i. Testing will not be required, however, it will reduce the time needed for self isolation after resolution of symptoms.
- ii. If a parent or employee chooses to not pursue testing or physician evaluation, the employee or student will be presumed positive and recommendations for return to school will be based on:

*At least 24 hours have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
At least 10 days have passed since symptoms first appeared.
Because the symptomatic individual will not be a confirmed positive, notifications will not be made to close contacts.*

Academics, Extra-Curriculars, Ancillary Services

Arrival and Dismissal

- i. All students are dropped off in the morning. During Phase 4, parents will not be allowed to walk students into building. Preschool students will be met at their cars by preschool staff each morning. Students will be walked to classrooms by staff.
- ii. Arriving bus students will enter through designated doors.
- iii. For students arriving by car, multiple doors will be monitored by staff, allowing for multiple points of entry.
- iv. **St. Augustine Cathedral School** - Doors open at 7:30am to limit students gathering in foyer. All stairways will move up during arrival time. Lockers are used for outerwear only.
St. Monica Catholic School - Gym doors open at 7:30am to eliminate students gathering in lobby. Preschool and Kindergarten students will gather in gymnasium with teacher. Grades 1 -8 students will proceed directly to classroom. Gym doors will remain staffed until 8:10am.
Hackett Catholic Prep - Doors open at 7:20am and students will gather in gymnasium, socially distanced, until 7:30am. At 7:30, students may drop off outerwear at their locker and will proceed to their first hour class. Students will not be allowed to gather by their lockers or in the hallways.
- v. **Dismissal** procedures will be established by school to limit traffic in hallways and to maintain distancing and directional flow of traffic.
- vi. Preschool students leaving at 10:50am will be walked outside through the front doors to meet parents.
- vii. **St. Augustine Cathedral School** - Students leaving at 2:50pm will be dismissed using 'rainy day dismissal' procedures. Parents are asked to wait in their cars. Students will be walked to your vehicle. Parents needing to drop off or pick up students outside of scheduled times must notify school ahead of time, park in area directly across from office windows and remain in car. Office staff will monitor students entering and exiting building to cars.
St. Monica Catholic School - Students leaving at 2:50 will follow traditional dismissal procedures with distancing. Preschool and Kindergarten students will be dismissed first. Students in grades 1-8 will be dismissed alphabetically by last name and parents are asked to meet them outside. Parents needing to drop off or pick up students outside of scheduled times must notify school ahead of time, park in front of the school and remain in the car. Office staff will monitor students entering and exiting building to cars
Hackett Catholic Prep - Students may be dismissed in two waves, according to last name, to maintain social distancing at lockers and in hallways. Parents are asked to wait in their cars. Parents needing to drop off or pick up students outside of scheduled times must notify school ahead of time, park in front of the main office and remain in car. Office staff will monitor students entering and exiting the school building.

Classroom Procedures

- i. Classrooms will be cleared of unnecessary furniture and supplies to allow for maximum spacing of desks/tables.
- ii. Personal items and supplies, such as writing utensils, will not be shared. Personal items will be kept separate in individually labeled cubbies, containers or lockers.
Preschool - Classroom materials and toys will be limited to use in small groups and disinfected between use.
- iii. Student desks/tables in classrooms will be spaced six feet apart whenever possible. A minimum of four feet must be maintained.
- iv. Desks/tables will be arranged facing the same direction, toward the front of the classroom.
- v. Teachers will maintain six feet of spacing between themselves and students as much as possible.
- vi. Desks/tables will be sanitized after eating snack and lunch, and after school.
- vii. Bathroom breaks will be staggered. Face coverings are required and a maximum of 3 students may be in restrooms at one time. Restrooms are sanitized every 4 hours.
- viii. Flow of traffic in hallways and/or stairways is one-directional, identified by signage or dividing of hallways using markers. Entrances and exits to ancillary buildings are one-directional and identified by signage.
- ix. Recess should be conducted outside whenever possible, with distancing and maintaining cohorts. If more than one cohort is outside, students will wear face coverings.
- x. Teachers should review all current Non-Public Service Plans and Accommodations Plans for any additional healthcare needs of students.

Food Service

- i. Students prepare for lunch by washing/sanitizing hands.
- ii. Food service procedures and lunch seating will adhere to distancing guidelines:
Preschool and Elementary School - Students will eat in cafeteria only if safe distancing can be maintained. Otherwise, students will eat lunch in classrooms. Lunch times are scheduled to allow for food service staff to properly pack hot lunches in carry-out containers. Food service will use pre-packaged napkins/utensils. Hot lunch meals and milk will be delivered to classrooms.
Middle School - Students will eat lunch in classrooms. Lunch times are scheduled to allow for food service staff to properly pack hot lunches in carry-out containers. Food service will use pre-packaged napkins/utensils. Hot lunch meals and milk will be delivered to classrooms.
High School - Students will eat in cafeteria or other designated areas only if safe distancing can be maintained. Otherwise, students will eat lunch in 5th hour classroom. (8-14-2020)

Non-Core Classes

- i. As able, non-core classes (elementary and middle school) should be brought to the classrooms instead of having students move to different locations. Where possible, physical education should be held outside and distancing should be maintained.

- ii. If materials and equipment are used by multiple cohorts in a school day, equipment must be sanitized between each class.
- iii. Band and music classes must follow CDC and State of Michigan guidelines, as well as recommendations from related professional organizations.

Extra-Curricular Activities

- i. Indoor assemblies that bring together students from more than one cohort are not allowed.
- ii. Off-site field trips will not be conducted during Phase 4 of the Michigan Safe Start Plan.
- iii. Extra-curricular activities, including retreats, para-liturg, school clubs and organizations, as well as service work will be evaluated for safety and adjusted accordingly.

Mass

- i. Mass will be celebrated according to an adjusted schedule and following all diocesan guidelines for safety.

Athletics

- i. Schools will comply with all guidance published by Michigan High School Athletic Association and National Federation of State High School Associations.
- ii. Dismissal/gathering of athletes prior to practice is organized to maintain distance. Athletes provide their own water bottles. Athletes refrain from any unnecessary contact.

Transportation

- i. Guidelines and procedures set up by transportation departments of Local Education Agencies are followed on LEAs busses and CSGK busses. (8-14-20)
- ii. Students must use hand sanitizer upon entering bus.
- iii. Driver, staff and students must wear face coverings while on the bus.

Preschool

- i. Students will be cohorted, as possible. Limit mixing of cohorts, when possible. Students and teachers will remain with cohorts throughout the school day.
- ii. Preschool students will be met at their cars by preschool staff each morning. Students will be walked to classrooms by staff. Preschool will be walked outside through the front doors to meet parents at dismissal.
- iii. Students will eat lunch in classrooms. Lunch times are scheduled to allow for food service staff to properly pack hot lunches in carry-out containers. Food service will use pre-packaged napkins/utensils. Hot lunch meals and milk will be delivered to classrooms.
- iv. Students' belongings should be stored in individual cubbies, bags or bins. Students' access to personal belongings should be staggered to maintain distancing.
- v. Classroom materials and toys will be limited to use in small groups and disinfected between use. If possible, materials such as writing and drawing instruments should not be shared between students.
- vi. Classrooms should be set up using furniture to form barriers, facilitate centers and promote distancing. Markings, small rugs or individual 'spots' should be considered to identify work zones, and maintain distance during group work on the floor.

- vii. Recess will be scheduled outside, weather permitting. Distancing and cohorting will be maintained. If more than one cohort is outside, students will wear face coverings
- viii. Whenever possible, instruction and activities should take place outside.

Atrium

- i. If students visit Atrium, cohorts are maintained and Atrium is sanitized between cohorts.
- ii. Students wash hands/use hand sanitizer prior to entering Atrium.
- iii. Materials will be evaluated and used only if they can be properly sanitized. Materials are rotated in and out of Atrium, as safe.

After School Care

- i. Multi-cohort groupings will be limited, as possible. All students and staff must wear face coverings when students from multiple cohorts are present.
- ii. Students must wash hands/sanitize hands before arriving to after school care, and after snack.
- iii. Arrival and check-in procedures will be established by each school, to maintain distancing.
- iv. Whenever possible, activities and homework time should take place outside, with distancing.
- v. All equipment and materials must be sanitized after use.

Social Emotional Needs of Students and Staff

- i. Staff will be provided with professional development, resources and implementation support focused on the needs of students and staff returning to school.
- ii. Intervention programs and services available to students will be inventoried.
- iii. Schools will ensure continuation of services for students, including occupational, physical, and/or speech and language therapy, including evaluations by school psychologists.
- iv. Available wellness resources will be compiled and regularly updated for staff and students.
- v. A mental health liaison to support the needs of staff and students will be designated and protocols established for reporting student and staff mental health needs.

Volunteers and Visitors

- i. Non-essential visitors will not be permitted to enter the school buildings.
- ii. Any essential volunteers and visitors entering the building, will be formally screened with a temperature check and questionnaire prior to entry at the main office door
- iii. Essential volunteers and visitors must wear face coverings. Essential volunteers are defined as those who cannot perform their volunteer task outside the school building.
- iv. Essential visitors are defined as those who cannot perform their task outside the school building and include, but are not limited to Diocesan employees, Title I tutors, Special needs staff, PPS observers, Maintenance staff.

Operational Vitality

Facilities

- i. School buildings will be audited with focus on number of classrooms available, size of each classroom, additional spaces available, ventilation.
- ii. Facilities walk-throughs will be conducted and documented together with custodial services to ensure that classrooms, common spaces and exterior are ready for return to school.
- iii. Necessary materials and supply chain for cleaning and disinfection supplies will be audited.
- iv. School safety protocols will be audited and adjusted as needed.
- v. Training will be provided for all staff on cleaning and disinfecting protocols.
- vi. Frequently touched surfaces including light switches, doors, benches, bathrooms must undergo cleaning at least every four hours with approved disinfectant.
- vii. Libraries, computer labs, arts and other hands-on classrooms must undergo cleaning after every class period with approved disinfectant.
- viii. Student desks must be wiped down with approved disinfectant between class periods, if used by multiple students, and/or at the end of the school day.
- ix. Playground structures must continue to undergo normal routine cleaning with approved disinfectant.
- x. Safe and correct use and storage of cleaning and disinfection products will be established, including storing products securely away from students, and adequate ventilation when staff use products.
- xi. Staff must wear gloves, mask and face shield when performing cleaning activities.
- xii. Signage or markers will be posted as needed and appropriate, reminding students of safety protocols and prevention practices.

Communications

- i. Additional communication systems will be implemented as needed to reach every family and student in their home language through multiple modes.
- ii. Resources will be provided that support parents as partners in their child's education, including:
 - i. Accessing and using necessary technology;
 - ii. Strategies to support their child's learning at home.

Professional Development

- i. Teachers will be given time for curriculum planning and professional development to ensure quality of instruction, whether school buildings are open or closed.

Plans for Alternative Learning Arrangements

- i. Schools will offer online learning option for families not wishing to return to on-site learning for comfort, illness, quarantine, or the closing of school building
- ii. Families choosing the option of full-time online learning at home must make that choice with the understanding that they remain with this option until the end of each quarter. At that time, families will have the option to return to learning on-site or to remain online at home for another quarter. The decision to return on-site or remain online is critical to maintaining cohorts in order to keep staff and students safe.

- iii. *Please contact your building principal to discuss the feasibility of transition to in-person learning sooner than end of first quarter. (9/8/20)*
- iv. All classes will be set up for livestreaming, as of the first day of school. Livestream schedules will be established by teachers within each school, appropriate to grade level and content area.
- v. Families choosing the option of full-time online learning will be offered support as the school year begins, including an understanding of livestreaming, accessing classwork and submitting homework.

Plans for return to online learning

- i. Online learning plans will be adjusted and revised based on feedback and input from educators, families and students, and will be communicated to all stakeholders.
- ii. Online learning will include synchronous and asynchronous learning, best practices to promote student engagement, consistency and differentiation will be integrated and implemented. Additional support for struggling learners and students with Special Needs will be provided
- iii. Technology will be distributed as needed when moving to online learning.
- iv. Student connectivity and access to online learning will be monitored, as well as attendance and assessment of student work.
- v. Additional communication systems will be implemented as needed to reach every family and student in their home language through multiple modes.
- vi. School will provide professional development to support teachers in providing high-quality online learning.

Plans for Phase 5 of Michigan Safe Start Plan

- i. Continue to follow safety procedures established in Phase 4, adjusting guidelines based on CDC, State of Michigan and Diocese of Kalamazoo recommendations, and approval of CSGK COVID-19 2020-2021 School Year Plan Health Committee.

Key Terms and Acronyms

Asymptomatic- Having no symptoms. The virus in an infected person runs its course without ever producing symptoms.

Asynchronous learning-Education, instruction, and learning that does not occur in the same place or at the same time (ex. watching pre-recorded instruction)

CDC-Center for Disease Control and Prevention

Cohort-A small group of students and staff who stay together throughout the school day.

CSGK- Catholic Schools of Greater Kalamazoo which include, Hackett Catholic Prep, St. Monica School, St. Augustine Cathedral School

Distancing-Maintaining recommended spacing between people

Face Covering- Cloth material that covers the nose and mouth. Face covering 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.

Isolation- A place of isolation in which people that have arrived from elsewhere or been exposed to infectious or contagious disease are placed

Livestream- Broadcasting classroom instruction in real-time through technology

Non-Core Classes-Classes that are not considered one of the five core content areas, but are graded i.e. band, music, foreign language, physical education, arts

PPE- Personal protective equipment

Quarantine - Restriction of movement intended to prevent spread of disease, when person has been exposed to communicable disease

Symptomatic- Showing symptoms. Symptoms are signs of disease or injury that are noticed by the person, i.e. cough, high fever, shortness of breath

Synchronous Learning- Education, instruction and learning in which the student learns from the instructor in real time but not necessarily in person or in the same place (ex. watching a live stream of teacher instruction from the classroom)