

## **St Michael Catholic Church Religious Education COVID-19**

### **Preparedness and Response Plan (8/19/2020)<sup>1</sup>**

St Michael will offer Religious Education classes during the 2020-21 academic year via two methods:

- In-person, which will be held weekly on Sunday (Grades 7-9) and Monday (Grades 1-6); and monthly on the second Thursday (Family Home Study, Grades K-6). Classes will meet in the Church Fellowship Hall in the basement of the church.
- Youth Group, which will be held in person weekly on Sundays in the Siena Room, gym, and Fellowship Hall (Grades 9-12).
- Online, which will be held weekly (Grades K-6).

This school year will look a little different from previous ones, with several new safety guidelines in place:

- All students and staff will complete health screenings before each class meeting. (Section I below)
- Masks are required for all persons while in communal spaces; younger children may be able to remove them during class as allowed by their catechist. (Section II below)
- Spatial social distancing will be required. (Section III below)
- Students and staff are expected to follow enhanced personal cleansing processes.
- All class materials and spaces will be sanitized before and after use. (Section IV below)
- Positive COVID cases should be reported to the Coordinator of Family/Child/RCIA in a timely manner. (Section V below)
- New pick-up and drop-off procedures will be in use for the 2020-21 school year. (Section VI below)

Please familiarize yourself with the Preparedness and Response Plan as outlined below. Note that guidelines may change depending on circumstances.

#### **I. Student and Staff Health Screening**

- Before the start of the school year, parents are asked to commit to completing a health screening questionnaire for their student each week before the start of class and will submit these to a Religious Education staff member.
- We ask parents to please keep your child at home if they are ill. Students can return when their COVID screening responses suggest that it is safe to do so.
- A designated quarantine area to care for students and staff will be provided in the hall for those who develop symptoms of COVID-19 while at the Fellowship Hall.
- Religious Education staff will conduct daily health screening, including a temperature check, prior to coming to work. If they exhibit any new or unusual symptoms associated with COVID-19 they will stay home and contact Jennifer or their catechist.

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<sup>1</sup> These required guidelines are set forth by the Parish Faith Formation Guidelines, the Diocese of Lansing Office of Catechesis, the Barry-Eaton Health Department and the CDC.

- Symptomatic students and staff sent home will stay home until they have tested negative or have completely recovered according to CDC guidelines and Barry-Eaton District Health Department.

## II. Drop-off and Pick-Up Procedures

- Families will be asked to pull up to the main canopy entrance at the church, forming a line along the sidewalks and having their child exit the car one at a time. Staff or catechists will greet the child. The pick-up process will be the same: parents will pull up along the main canopy church entrance and children will be dismissed when their parent arrives. Please line up cars along the sidewalk, children will be allowed to wait with their assigned sections or catechists. Facial coverings must be worn during pick up and drop off. There will be no student sign-out for elementary grades this year.
- Middle School and High School groups will follow similar instructions (one car entering at a time, maintaining distancing while entering), but exiting the students will not need to be escorted out (they can leave when they see their parents, and they will maintain distancing while exiting).
- **To limit traffic in the church and Fellowship Hall buildings, we ask that parents and other adults enter only in case of an emergency. To contact staff in case of emergency, call 627-8493 ext. 25. Reception in the basement is unpredictable; please call the Church Fellowship Hall number first, then call Jennifer at 989-327-0976.**

## III. Personal Protective Equipment

- **Students (and adults) entering the building must be wearing a facial covering** until they are in their assigned section. Students in 1<sup>st</sup>-6<sup>th</sup> grades may remove their facial coverings once they have reached their section, unless (1) they do not remain with their class throughout the session and (2) they come into close contact with students in another class. Students in 7<sup>th</sup>-12<sup>th</sup> grades must keep their facial coverings on until they have exited the building and have been picked up. Please let us know if your child has a medical condition and cannot wear a facial covering.
- All staff and catechists will wear facial coverings throughout the duration of class unless facial coverings cannot be medically tolerated.
- Facial coverings may be homemade or disposable, level one/basic-grade surgical masks. Face shields are not an acceptable form of face covering. Disposable masks must be disposed of at the end of each day, and cloth masks must be laundered prior to class attendance. Limited supply is available if your child arrives without a facial covering.

## IV. Hygiene

- St. Michael will provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques). Sanitizing stations with hand sanitizer (at least 60% alcohol for safe use by staff and students) and tissues will be at the entrance of each section in the hall. Upon arriving for religious education, students will be required to wash/sanitize their hands before entering the classroom for the start of class.
- Catechists will teach and review handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.

- Catechists will educate 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 washed immediately using proper hand hygiene techniques.
- St. Michael will provide personal supplies such as writing utensils and paper to eliminate the sharing of supplies. Supplies will remain in the hall and sanitized after class.
- Additional signage will be posted to indicate proper social distancing and handwashing techniques.

## **V. Spacing, Movement, and Access**

- Students will be separated into sections by grade, with 1<sup>st</sup> and 2<sup>nd</sup> grades together, 3<sup>rd</sup> and 4<sup>th</sup> together, and 5<sup>th</sup> & 6<sup>th</sup> together. Students will remain in their groups for the duration of their class. Students will be seated at 6-foot tables in order to allow for proper social distancing. Facial coverings must be worn in the building and common areas during transition periods.
- Middle and High School will be divided into two sections: 7<sup>th</sup> and 8<sup>th</sup> grade in one class, and the Confirmation, 9<sup>th</sup> grade in the other. These classes will meet in the Fellowship Hall. Students will be seated at the ends of 8ft tables, and facial coverings will be worn for the duration of the time spent in the building.
- High School Youth Group will be held in the Siena Room, gym, and Fellowship Hall. Facial coverings will be worn for the duration of the time spent in the building.
- Social distancing is required at all gatherings. Students will be spaced as far apart as possible in the Church Fellowship Hall.
- In situations where 6-foot distancing cannot be maintained, students may be as close as 4 feet apart if everyone is wearing a facial covering.
- If there are students who cannot wear a facial covering, then students should be at least 6 feet apart at all times.
- Signs on the doors of restrooms will be posted to indicate proper social distancing and hand hygiene techniques.
- Restroom breaks will be staggered by sections.
- Class sizes are limited to space available to meet the distance requirements. We are not otherwise bound by any number of participants. Room capacities are as follows: North Fellowship Hall: 29; South Fellowship Hall: 29; Center Fellowship Hall: 23; Entire Fellowship Hall (with no barriers): 110.

## **VI. Cleaning**

- Janitorial staff will clean and sanitize all the areas in the hall and restrooms before and after each use according to the CDC guidelines.
- Student tables and chairs along with frequently touched surfaces including light switches, doors, bathrooms, will undergo cleaning after each faith formation session with either an EPA-approved disinfectant or diluted bleach solution.
- Supplies used during class will undergo cleaning after every class period, with either an EPA-approved disinfectant or diluted bleach solution.
- St. Michael maintenance personnel will clean playground equipment 3 times per week according to CDC/EPA guidelines.

- We will 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.

## VII. Responding to Positive Tests Among Staff and Students

- St. Michael Catholic Church will cooperate with the local public health department (Barry-Eaton District Health Department) if a confirmed case of COVID-19 is identified. and will 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 religious ed.
- In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts will be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the students or staff member) so that they can be quarantined for 14 days at home. Students should be closely monitored for any symptoms of COVID-19.
- At this time, empiric testing of all students in the class is not recommended. Only those that develop symptoms require testing for COVID-19.
- Employees and students with a confirmed case of COVID-19 should only return to school after they are no longer infectious. Local health officials will provide instruction about return to school, using the most current guidelines from the CDC for this determination.
- Cleaning staff should wear surgical mask, gloves and a face shield when performing cleaning of these areas.
- If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles.

In addition to these steps taken at St. Michael, you can prevent the spread of COVID-19 at home by following these CDC recommendations:

- **Clean hands often** using soap and water or alcohol-based hand sanitizer.
- **Avoid people who are sick** (coughing and sneezing).
- **Put distance between your children and other people** outside of your home. Keep children at least 6 feet from other people.
- **Children 2 years and older should wear a facial covering** over their nose and mouth when in public settings where it is difficult to practice social distancing. This is an additional public health measure people should take to reduce the spread of COVID-19 in addition to (not instead of) the other everyday preventive actions listed above.
- **Clean and disinfect high-touch surfaces daily** in household common areas (like tables, hard-backed chairs, doorknobs, light switches, remotes, handles, desks, toilets, and sinks).
- **Launder items** including washable plush toys as needed. Follow the manufacturer’s instructions. If possible, launder items using the warmest appropriate water setting and dry items completely. Dirty laundry from an ill person can be washed with other people’s items.
- Make sure your children are up to date on well-child visits and immunizations.

Thank you for helping to keep St Michael a safe and healthy environment!