

SAFETY

PERSONAL PROTECTIVE EQUIPMENT – FACIAL COVERINGS

STAFF (ONLY PHASE 4)

- Facial Covering will be worn in all classrooms, hallways, common areas and during band transport
 - Facial covering do not need to match the uniform but MUST be school appropriate to wear in a Catholic, Faith oriented school
 - Staff must wear a face mask - face shields will be provided for all staff

STUDENTS (ONLY PHASE 4)

- (K-8) Facial Coverings will be worn in all hallways and common areas
- (K-5) Facial Coverings may be taken off while in the classroom
- (K-8) Facial Coverings will be worn in the classroom and during band transport

POINTS TO CONSIDER

- Any student that is unable to medically tolerate a facial covering must not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance must not wear one.
- Homemade facial coverings must be washed daily.
- Disposable facing coverings must be disposed of at the end of each day.
- Students with significant disabilities preventing the use of facial coverings are referred to forthcoming guidance from MDE.

SAFETY

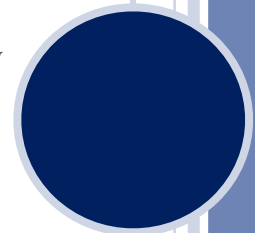
HYGIENE

BUILDING SUPPLIES

- Adequate supplies will be provided to support healthy hygiene behaviors.
 - [Click here to see location of hand sanitizer stations](#)
 - Staff will systematically and frequently check and refill as needed

CLASSROOM/STUDENT ITEMS

- Students will wash their hands or use hand sanitizer after changing any classroom; teacher in the classroom will wash their hands or use sanitizer every time a new group of students enters their room.
- Students and teachers will have scheduled hand washing with soap and water every 2-3 hours.
- Sharing of personal items and supplies such as writing utensils will be limited
 - Students will have individual caddies with personal writing utensils
- Students' personal items will be kept separate in individually labeled cubbies, containers, or lockers.



- All cubbies will be labeled with additional labeled bins for students to place items
- Limit use of classroom materials to small groups and disinfect between use, or provide adequate supplies to assign for individual student use
- Desks will be six feet apart in classrooms where possible. Class sizes should be kept to the level afforded by necessary spacing requirements.
 - K-5 grade classrooms allow for 21 people to keep with the 6 foot social distance
 - 6th grade classroom allows for 16 people to keep with the 6 foot social distance
 - 7th and 8th grade classroom allows for 26 people to keep with the 6 foot social distance
- In classrooms where large tables are utilized, students will sit as far apart as feasible.
- All desks will be facing the same direction toward the front of the classroom when possible

INSTRUCTION

- Staff will support the instruction and reinforcement of hand washing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol
- Staff will support the instruction and reinforcement of coughing and sneeze into elbows, or to cover with a tissue. Used tissues will be thrown in the trash and hands washed immediately using proper hand hygiene techniques.

SAFETY

SPACING, MOVEMENT AND ACCESS

BUILDING

- Staff will monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their classrooms and vice-versa
- Arrival to School
 - School building will open at 7:20am for 7th and 8th grade students
 - School building will open at 8:30am for K-6th grade students to enter
 - 7th and 8th graders will enter through main entrance beginning at 7:20am
 - 4th,5th and 6th graders will enter through the south doors
 - Kindergarten and 2nd graders will enter through the main entrance
 - 1st and 3rd graders will enter through the north doors
 - Staff members will welcome students and take their temperatures at the designated entrances
- Dismissal from school
 - Committee is still working on the process/procedure
- Family members or other guests will not be permitted in the school building during school hours
 - Tables will be set up outside of the main entrance for parents to place items that were forgotten at home.

- ~~A lock box will be located at the main entrance for parents who need to drop off private documents or money for their children or school secretary.~~
- Parents will be able to speak to the secretary or school staff through the speaker system located at the main entrance.
- Child appropriate signage will be posted around the school to support the instruction and reinforcement of social distancing. Sit spots will be placed on the carpet outside of the bathrooms to support six-foot intervals when waiting for the bathroom. Sit spots will be used in the classroom to support teachers use of student distancing while working away from their desks. Child appropriate signs will be posted on the doors of restrooms to indicate proper social distancing, hand hygiene techniques and capacity of restroom.
- Sit Spots or other indicators will be used at six-foot intervals where line formation is anticipated.
- Social distancing floor/seating markings in waiting and reception areas
- Signs will be posted on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.
- Efforts should be made to keep six feet of distance between people in the hallways. Staggered movements at incremental intervals will be used if feasible to minimize the number of persons in the hallways as able.

CLASSROOM/STUDENT ITEMS

- Desks will be six feet apart in classrooms where possible. Class sizes should be kept to the level afforded by necessary spacing requirements.
 - K-5 grade classrooms allow for 21 people to keep with the 6 foot social distance
 - 6th grade classroom allows for 16 people to keep with the 6 foot social distance
 - 7th and 8th grade classroom allows for 26 people to keep with the 6 foot social distance
- In classrooms where large tables are utilized, students will sit as far apart as feasible.
- All desks will be facing the same direction toward the front of the classroom when possible
- Sit Spots or other indicators will be used at six-foot intervals where line formation is anticipated.
- If a classroom has windows that can open, they should be open as much as possible, weather permitting. Considerations should be made for students with allergy-induced asthma
- St. Mary School will try to cohort groups of students that can be monitored for positive cases if there is a COVID-19 exposure.

INSTRUCTION

- Teachers will maintain social distancing when possible
- As able, enrichments (Art, Spanish, Technology, Library and Music) will be brought to the classrooms instead of having students move to different locations
- When possible, physical education will be held outside and social distancing of six feet will be practiced
- St. Mary Staff will support the instruction of students to always walk on the right hand side of the hallway keeping distance between one another

POINTS TO CONSIDER

- ✚ If an adult guests MUST enter the building he/she will be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, will be kept of guests entering and exiting the building
- ✚ St. Mary is looking at purchasing tents to support instruction outside. With social distancing outside, students would not need to wear their masks all day.

SAFETY

SCREENING STUDENTS AND STAFF

BUILDING

- St. Mary Schools will cooperate with the local public health department regarding implementing protocols for screening students and staff.
- The room next to the office will be designated for the quarantine area for students who become ill at school.

STUDENTS

- Families will check their child's temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 or greater must stay home and consider coronavirus testing if symptoms of COVID-19 are present
- Families will monitor their children for symptoms of COVID-19. The presence of any symptoms, including cough or shortness of breath, may prompt the family to keep the student home from school and to follow up with a primary care provider.
- If any member of a household has a COVID test administered due to symptoms or suspected/direct exposure, all students in that home must stay home until test results come back.
 - If household member's test comes back positive, student(s) must remain home and wait for Barry/Eaton Health department to contact
 - If household member's test comes back negative, students may return to school unless member of family begins to develop symptoms.
- Staff will monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their classrooms and vice-versa
- Arrival to School
 - School building will open at 7:20am for 7th and 8th grade students
 - School building will open at 8:30am for K-6th grade students to enter
 - 7th and 8th graders will enter through main entrance beginning at 7:20am
 - 4th, 5th and 6th
 - graders will enter through the south doors
 - Kindergarten and 2nd graders will enter through the main entrance
 - 1st and 3rd graders will enter through the north doors
 - Staff members will welcome students and take their temperatures at the designated entrances
- Students who become ill with symptoms of COVID-19 will be placed in an identified quarantine area with a surgical mask in place until they can be picked up. Identified school staff caring for these children will wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required.
- Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines

STAFF

- Staff will conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they must stay home.
- All employees will complete an electronic monitoring form daily and have their temperature taken when they arrive to work daily.

SAFETY

RESPONDING TO POSITIVE TESTS AMONG STAFF AND STUDENTS

BUILDING

- In the event of a lab or clinically diagnosed case of COVID-19 among staff or a student, the classroom or areas exposed must be immediately closed until cleaning and disinfection can be performed.
 - If the person was in the school building without a facial covering, or large areas of the school were exposed to the person, short term dismissals may be required to clean and disinfect the larger areas. This decision must be made in concert with the local public health department.
 - Cleaning staff must wear a surgical mask when performing cleaning of these areas along with gloves and face shield
- St. Mary Schools will cooperate with the local public health department regarding implementing protocols for screening students and staff.
- All schools, public and private, must cooperate with the local public health department 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 the school.
 - [Click here for consent letter](#)
- 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. The Local Health Department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self-quarantine for up to 14 days after exposure. Local health officials, depending on the situation, may identify other contacts while require quarantine. Schools can help the local health department by collecting data and contact information of those exposed. Note: schools should provide staff with guidance on confidentiality laws and statutes that protect student and staff health information. Student communicable disease related information is protected health information. (Even if a family/ student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test).
 - [Click here for consent letter](#)
- Cleaning of smaller areas such as individual classrooms may need to be closed for 24 hours before cleaning to minimize the risk of any airborne particles.

STUDENTS

- Students who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing if parent chooses testing.
- Symptomatic students and staff sent home from school must stay home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.
- Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.
 - [Click here for letter](#)
- 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 student or staff member in a 24 hour period) so that they can be quarantined for 14 days at home. Students and staff should be closely monitored for any symptoms of COVID-19. At this time, empiric testing of all students or staff members in the class is not recommended. Only those that develop symptoms require testing for COVID-19.
 - [Click here for letter](#)

STAFF

- Staff who develop a fever or become ill with COVID-19 symptoms at school will wear a mask and be transported for off-site testing
- Symptomatic students and staff sent home from school must stay home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.
- Employees with a confirmed case of COVID-19 can only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.

SAFETY

FOOD SERVICE, GATHERING AND EXTRACURRICULAR ACTIVITIES

- St. Mary Students will attend Mass following the guidelines set forth by the Diocese of Lansing.
- Students will eat in the Parish Hall at assigned tables following social distancing procedures.
- Meal times will be staggered to create seating arrangements with six feet of distance between students. Serving and cafeteria staff will use barrier protection including gloves, face shields, and surgical masks. Students, teachers, and food service staff will wash hands before and after every meal
- Students, teachers, and staff will wash hands before and after every event.
- Large scale assemblies of more than 50 students are suspended
- Off-site field trips that require bus transportation to an indoor location are suspended
- Recess will be conducted outside whenever possible with appropriate social distancing and cohorting of students.
- St. Mary School will stream daily morning prayer, announcements and pledge to each classroom
- ~~Extracurricular activities may continue with the use of facial coverings~~

- Robotics

SAFETY

CLEANING

- Frequently touched surfaces including light switches, doors, benches, bathrooms, must undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.
 - [Click here for schedule checklist](#)
- 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.
 - Enrichment class instruction will be delivered in the grade level classrooms.
 - PE will be conducted outdoors when possible
 - Library will be suspended during phase 4 and 5
 - Chrome books will be assigned to individual students in grades 4-8
 - Chrome books will be cleaned between individual users in grade K-3
- Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.
- Playground structures must continue to undergo normal routine cleaning, but using an EPA approved disinfectant is unnecessary.
 - [Click here for schedule checklist](#)
- 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 uses products.
- Staff must wear gloves, surgical mask, and face shield when performing all cleaning activities.

SAFETY

STUDENT TRANSPORTATION

- St. Mary staff and students will wear facial covering to and from band class.

SAFETY

MEDICALLY VULNERABLE STUDENTS AND STAFF

- Systematically review all current plans (e.g. Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19.
 - Create a process for students/families and staff to self-identify as high-risk for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements or work reassignments.

- Pertaining to medically vulnerable students, revise the school's remote learning plan to incorporate feedback and input from teachers, families, students, and school leaders and improve its effectiveness. Share it with all involved stakeholders.
- Staff caring for children and providing any medical care that include aerosol generating procedures (e.g., nebulizers) should have N95 masks.