



COVID-19 Preparedness and Response Plan

School Name: St. Mary's Visitation School (Preschool-Sixth Grade)

School Address: 2455 146th Ave. Byron Center, MI 49315

School Code Number: 05173

Web Address of the School: www.smvschool.org



Name of Local Health Department:

Allegan County Health Department

Name of Authorizing Body (if applicable):

Office of Catholic Schools; Diocese of Kalamazoo

Preparedness Plan Introduction

This preparedness plan has been reviewed and edited by the St. Mary's Visitation School Covid-19 pandemic team. This team is made up of the administrators and staff of the school. The 2021-2022 preparedness plan uses the same outline as the original plan from the 2020-2021 school year. The goal is to ensure a safe and effective learning environment for our students and staff.

Virtual Instruction - St. Mary's Visitation School

Each classroom teacher has a plan for virtual instruction and will continue to fine-tune their plan. Due to the wide range of ages each teacher is choosing the online learning platform or communication model to the students and parents while virtual (Google Classroom, Daily parent/student emails, Seesaw). Teachers will post or send the daily email the evening prior to the next day of learning. This provides the parents or caregivers the opportunity to prepare for the learning materials the next day.

Various online learning sites will be used in each classroom. These choices are left to the teacher's discretion based on the curriculum and needs of their students. Some of these learning sites/apps are: Spelling City, Epic, Discovery Ed., and Formed (For faith based content). This is not an exhaustive list.

As school begins, during the first weeks of school, teachers will incorporate technology procedures to prepare students to be ready to go virtual if that is required.

SMV School is a one-to-one school with Chromebooks in grades 1-6. The Kindergarten teacher will continue to work with the 1st and 2nd grade teacher to provide technology opportunities for their students as needed.

During the school closure in the spring of 2020 many families provided personal devices for their child(ren) for virtual learning. Again, we will offer a sign out option for families that need device support. Parents will make a request for use of a Chromebook via their child's teacher and the device's number will be logged. Arrangements for pick-up or drop-off of the device(s) will be made between the teacher/staff, and parent(s).

Personal Protective Equipment - St. Mary's Visitation School

-All staff will wear facial coverings when in classrooms unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician.

-Any visitors to the school will be required to wear a mask prior to entering the school building. Masks will be available if there is a need.

-All passengers and drivers will wear facial coverings when on the SMV School bus unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician. SMV School will follow our Local Education Agency's (LEA) requirements for students that ride any Hopkins Public School bus.

-All staff and all students in grades kindergarten (young 5's) and up will wear facial coverings when in indoor hallways and common areas (except during meals) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician

-All staff in preschool are required to wear masks. Preschool students do not have to wear masks in their cohort classroom.

-School Masses and other liturgical services will be allowed provided that all Diocese of Kalamazoo Mass guidelines are followed.

-Facial coverings may be homemade or disposable.

-The dress code adjustment for masks can be found in the student/parent handbook.

Hygiene -St. Mary's Visitation School

-St. Mary's Visitation School has supplies and 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 signage reinforcing proper handwashing techniques).

- The St. Mary's Visitation School staff will consistently and routinely 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.
- Each classroom will have their own scheduled mid morning bathroom/hand washing break.
- The St. Mary's Visitation School staff will consistently and routinely remind students how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands cleaned immediately using proper hygiene techniques.
- Systematically and frequently check and refill soap and hand sanitizers will be done by each classroom teacher. Bathrooms and common areas will be monitored by the administration, office staff, and custodian.
- Teachers have well thought out plans for limiting sharing of personal items and supplies such as writing utensils (i.e students will have their own pencil boxes, etc.).
- Water fountains will be closed. The water bottle filler may be used and teachers will teach students how to use the bottle filler without having contact with it. Students are encouraged to bring an individual clean water bottle from home each day.
- Teachers and staff will continue reviewing and making adjustments to routines in this area as needed.

Space Movement and Access-St. Mary's Visitation School

Classrooms & Common Areas:

- At St. Mary's Visitation students will be spaced as far apart as feasibly possible in classrooms, whether desks or tables are utilized. Most classrooms will have desks facing all the same direction.
- Signs will be posted on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.

-Each participant must use a clearly marked water bottle for individual use. There should be no sharing of water bottles. Drinking fountains will not be available. Students are encouraged to bring an individual water bottle from home each day.

-Outdoor activities are allowed and encouraged while maintaining social distancing. Masks are not required outdoors.

Field Trips:

-Field trips will take place on a case by case basis. The administration and teacher(s) will meet to discuss the type of trip and the mitigation strategies needed. All staff and students are required to wear a mask on buses (Preschool included).

Screening Students and Staff -St. Mary's Visitation School

-St. Mary's Visitation School will cooperate with the local public health department (Allegan County Health Department) regarding implementing protocols for screening students and staff.

-Each SMV staff member will be required to monitor their individual symptoms daily.

-Parents are asked to closely monitor the symptoms/temperature of their child(ren) daily.

-If any student or staff show symptoms or signs of COVID-19 a call will be made and the student will need to be picked up. The staff member will leave for the day.

-The Marian Room will be used as a quarantine room in the event that a student or staff member develops COVID-19 symptoms, until the student is picked up by a parent/caregiver. 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.

Testing Protocols and Responding to Positive Tests Among Staff and Students

-St. Mary's Visitation School

- St. Mary's Visitation School will cooperate with the local public health department (Allegan County Health Department) regarding implementing protocols for screening students and staff.
- The school will 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.
- The school will follow recommendations/requirements given by the Allegan County Health Department if a confirmed case of COVID-19 is identified.
- 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 school will utilize the school tools and flowcharts as a guide/resource to reopen, screen, etc.
- The school administrator will continue to remain in close communication with the Allegan County Health Department as recommendations or requirements potentially change.

Food Service, Gathering, and Extracurricular Activities - St. Mary's Visitation School

Lunch Recess:

- At this time students will not be required to be in cohorts or zones on the playground.

Lunch:

- Students will eat lunch with their cohort in separate tables in the gym. Tables will be spaced apart.
- Two lunch sessions will take place.
- Students will wear masks while entering and exiting the gym for lunch.
- Students may remove their mask to eat once seated at their cohort table.
- St. Mary's Visitation School will follow Hopkins Public Schools protocols for prepping, serving, and picking up hot lunches. Hopkins public schools will pre-package as much food for hot lunch as possible. This will minimize time in the lunch line and safety while serving.
- Hot lunch is a daily option through Hopkins Public Schools. Students may also choose to bring a cold lunch.

Gatherings:

- School assemblies will take place on a case by case basis. Cohorting and distancing will be used to make these assemblies safe.
- School Masses and other liturgical services will be allowed provided that all Diocese of Kalamazoo Mass guidelines are followed.

After School Care:

- After school care will follow the same protocols as classrooms. More details will follow once after school care is ready to begin.

At this time, no athletics are offered at St. Mary's Visitation School, due to enrollment and interest. Students may participate in athletics through GRACEAC. Students and parents will follow all requirements/directives by GRACEAC.

Cleaning -St. Mary's Visitation School

- 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.
- Student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution mid-day (lunchtime). This cleaning will be done by each classroom teacher. Mid-day cleaning of the common areas of the school will be completed by the office staff, administrator, and/or custodian.
- The library, STREAM Lab, carts, and other hands-on classrooms will undergo cleaning with either an EPA-approved disinfectant or diluted bleach solution, at the end of each day or after each use.
- Playground structures will continue to undergo normal routine cleaning, but using an EPA-approved disinfectant is unnecessary.
- 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 will be maintained
- Staff must wear gloves and masks, when performing all cleaning activities.
- Parents are asked to ensure that student personal items return home each day and are washed and ready for the next day (masks, water bottles, etc.)

Busing and Student Transportation (Including Extra-Curricular Activities and Athletics)

-St. Mary's Visitation School

St. Mary's Visitation School utilizes busing through our LEA, Hopkins Public Schools. All guidelines will be followed.

St. Mary's Visitation School Bus:

- Students will require the use of hand sanitizer before entering a school bus. Hand sanitizer will be supplied on the bus.
- Tissues will be supplied on the bus.
- Cleaning materials will be provided on the bus.
- The bus driver, staff, and all students in grades preK-6, will wear facial coverings while on the bus.
- The bus driver will clean and disinfect transportation vehicles after every transit route. Children will not be present when a vehicle is being cleaned.
- Schools will clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) after each route.
- The school will communicate with parents if there is any reason a bus is unavailable.
- If a student becomes sick during the day, they will not use group transportation to return home and must follow protocols outlined above. If a driver becomes sick during the day, they will follow protocols for sick staff outlined above and will not return to drive students.
- Weather permitting, doors and windows will be open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.

School/Community Events:

- Mitigation strategies for any parent events will be discussed in preparation of the event.

-Traditional events such as walk-a-thon, grandparents day, Thanksgiving dinner, concerts, etc. will be cancelled or adjusted based on the phase at the time of the event. Virtual options will be discussed/considered.

-Sacramental retreats and ceremonies will be discussed and adjusted based on requirements from the Diocese of Kalamazoo.

St. Mary's Visitation teachers and staff will monitor students individually for mental and/or social-emotional health changes or concerns. If a change or concern is present the child's teacher in collaboration with the school administrator will communicate with the child's parents.

SMV teachers will incorporate read alouds and/or various activities that focus on positive messages/lessons for the students at their grade level. This will support open and ongoing conversations among the teacher and their students, providing the opportunity for the children to feel safe and able to talk about their possible concerns. This will be ongoing and will be incorporated into the regular curriculum map for each grade level or classroom.

In the event the administrator, in collaboration with the teachers/staff, notices a need for more mental and/or social-emotional health support the administrator will connect with professionals in this area for more support for the student(s) in need.

At this time all protocols are included in the St. Mary's Visitation School preparedness and response plan. This plan will continue to be reviewed consistently and adjusted as needed or required.

Professional Development:

The administration and staff work together to ensure safety is priority at any staff training/events.