

ARCHDIOCESE OF INDIANAPOLIS

**ST. MICHAEL  
CATHOLIC SCHOOL**



ST. MICHAEL CATHOLIC SCHOOL  
BROOKVILLE, INDIANA

*COVID-19 HEALTH AND SAFETY  
RE-ENTRY PLAN  
2020-2021 SCHOOL YEAR*

**UPDATED: 7-30-20**

**St. Michael School Brookville Mission Statement**

*The mission of St. Michael School is to provide all students with a sound Catholic and scholastic education which will serve them as children of God in this life and in the next.*

*We are dedicated to encouraging each student to develop his or her spiritual, mental, physical and social gifts to the fullest in the context of a Christian way of life.*

*“Everything has suddenly changed. What we previously took for granted seems to be uncertain: the way we relate with others at work, how we manage our emotions, study, recreation, prayer, even the possibility of attending Mass.....”*

-Pope Francis

*Strong in the Face of Tribulations:  
A Sure Support in Time of Trial*



**ARCHDIOCESE  
OF INDIANAPOLIS**  
*The Church in Central and Southern Indiana*

**Catholic Schools in the Archdiocese of Indianapolis believe:**

- in fostering positive relationships that exemplify the love of God;
- that Catholic school communities are enriched by the unique image and likeness of God that is present in each individual;
- that formation best occurs within faith-filled cultures of learning that are inclusive;
- that parents are the primary educators of each young person and that it is the responsibility of Catholic schools to support the domestic church;
- that Catholic schools are part of the evangelizing mission of the Church, forming disciples through the intentional integration of faith, culture, and life; and
- that “excellence” is defined by and achieved through the growth and holistic development – spiritual, intellectual/academic, social, emotional, and physical – of the individual within the context of community.

## 2020-2021 ST. MICHAEL CATHOLIC SCHOOL RE-ENTRY PLAN (July 13, 2020)

Implementation of this Catholic School Re-Entry Plan is subject to change at the direction of the Archdiocese of Indianapolis in collaboration with the Indiana Department of Health. It is based on the best available information and conditions related to the COVID-19 pandemic at the time of publication. This plan will evolve and be adjusted when information becomes available as the status of the COVID-19 pandemic changes. St. Michael Catholic School will continue to engage with the Office of Catholic Schools and other educational partners as part of this important process.

This plan is founded with the safety of students, teachers, and staff as priority. A committee was formed to address and create protocols for the return of students in the fall. Guidance from the Office of Catholic Schools, the Indiana Department of Education, Indiana State Health Department, Franklin County Health Department, and Center for Disease Control was used to create a plan that speaks to the local subsidiary of St. Michael Catholic School. At all times St. Michael Catholic School leadership will make decisions based on the safety of all while continuing to ensure student learning is taking place. The school leadership, while in consultation with the Office of Catholic Schools, has the flexibility to do what is best for the St. Michael Catholic School community.

St. Michael school will take every precaution possible to protect students and adults. Heightened protocols related to cleaning and sanitization are in place. Expectations of proper handwashing, physical distancing to the extent possible, and minimal sharing of resources to the extent possible will be enforced. Guidance from IDOE, CDC, and local authorities will be employed as best fits our Catholic school community as determined by administration. A more comprehensive plan follows.

### **Health Protocols:**

It is essential for the St. Michael School and community to work together to prevent the introduction and spread of COVID-19 in the school environment while still providing a quality education program. The Franklin County Health Department has the authority to exclude students from school and may order students and others to isolate or quarantine (IC 16-41-9-1.6). St. Michael Catholic School will work closely with the local health department when making these decisions.

### **Symptoms Impacting Consideration for Exclusion from School**

All school employees will receive training to recognize COVID-19-related symptoms:

- A fever of 100.4° F or greater
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
  
- Diarrhea
- Vomiting

Students and employees will be excluded from school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19. The local health department will be offering guidance on the length of the exclusion from school.

### **Return to School After Exclusion**

Once a student or employee is excluded from the school environment, they may return if they satisfy the following guidelines recommended by the CDC:

#### **Untested**

Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following three conditions are met:

- They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and

- At least 10 calendar days have passed since your symptoms first appeared.

### **Tested Positive- Symptomatic**

Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following conditions are met:

- The individual no longer has a fever (without the use medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- At least 10 calendar days have passed since symptoms first appeared; or
- The individual has received two negative tests at least 24 hours apart.

### **Tested Positive- Asymptomatic**

Persons who have not had symptoms but test positive for COVID-19 may return when they have gone 10 calendar days past their test without symptoms and have been released by a healthcare provider.

### **Screening**

St. Michael School will rely on self-screening of all students and employees for COVID-19 symptoms and history of exposure. Please check for symptoms and take your child's temperature before leaving for school each morning. Any student or employee exhibiting symptoms of COVID-19 will be sent home immediately. Even without symptoms, if a student or employee has recently had contact with a person with a suspected or confirmed case of COVID-19, has someone in their home being tested for COVID-19, or has recently traveled from somewhere considered to be a "hot spot" by the CDC, the district/school may exclude the student or employee from the school building and recommend that they self-quarantine for 14 calendar days.

### **Clinical Space COVID -19 Symptomatic**

St. Michael School will have a room or space separate from the nurse's clinic where students or employees who are feeling ill are evaluated or are waiting to be picked up. COVID -19 symptomatic students will not be transported home on a school bus. St. Michael School will maintain a record of all persons who entered the room and it will be disinfected following each use.

If a student or staff member has a fever, for any reason, they must be fever-free, without the use of fever-reducing medications, for 72 hours before returning to school.

Additionally, all staff and students with fevers or symptoms associated with COVID-19 should be encouraged to seek medical attention for further evaluation and instructions. Students and staff may return before the 72 hour window has elapsed if they are approved to do so in writing by a healthcare provider.

### **Confirmed Case of COVID-19 on St. Michael School Property**

When there is confirmation that a person infected with COVID-19 was on school property, St. Michael School will contact the Franklin County Health Department and the Office of Catholic Schools. St. Michael School will work with the Franklin County Health Department to assess factors such as the likelihood of exposure to employees and students in the building, the number of cases in the community, and other factors that will determine building closure.

It is the responsibility of the Franklin County Health Department to contact the person confirmed with COVID-19, inform direct contacts of their possible exposure, and give instructions to those involved with the confirmed case, including siblings and other household members regarding self-quarantine and exclusions. The individual who tested positive will not be identified in communications to the school community at large but may need to be selectively identified for contact tracing by the Franklin County Health Department.

If a closure is determined necessary, St. Michael School will consult with the Franklin County Health Department to determine the status of school activities, including extracurricular activities.

As soon as St. Michael School becomes aware of a student or employee who has been exposed to or has been diagnosed with COVID-19, the custodial staff will be informed, so that the impacted areas, furnishings, and equipment are thoroughly disinfected. If possible, based upon student and staff presence, the custodial staff will wait 24 hours or as long as possible prior to disinfecting. However, if that is not possible or school is in session, the cleaning will occur immediately.

### **Preventive Measures**

The three most important mitigation strategies to prevent the spread of COVID-19 are **social distancing**, **frequent handwashing**, and appropriate **personal protective equipment**. Students are expected to adhere to preventive measures whenever possible.

**Social Distancing:** Several protocols and procedures will be implemented on the school bus, in the school building, and in the classroom to facilitate social distancing.

**Handwashing:** Handwashing and avoiding touching your face, eyes, nose, or mouth are also important to avoid becoming sick or spreading germs to others. Each school will reinforce healthy habits regarding handwashing, especially in key situations: start of the day; before eating; after using the restroom; after blowing your nose; after using shared equipment. In situations where soap and water are not readily available, St. Michael School will provide the use of hand sanitizer. Water fountains will not be utilized in school until further notice. St. Michael will provide touchless water bottle refill stations for students and staff.

**Personal Protective Equipment:** St. Michael School is required to follow Governor Holcomb's [Executive Order 20-39](#), regarding a face covering:

### 3. Special Requirements for K-12 Educational Institutions:

Paragraph 6 of Executive Order 20-37(Face covering requirement) is rescinded and is superseded by the following provisions which now apply. Additions and modifications from the original directive are noted in italics within each paragraph.

- a. Building, Facilities and Grounds: Effective at 12:01 a.m. on Monday, July 27 2020, and continuing *throughout the public health emergency* unless rescinded or modified by me, all public and private K-12 educational institutions shall require all students in grades 3-12 regardless of age, all faculty, all staff, all vendors, all contractors, all volunteers, and all visitors to their educational institutions to wear a face covering or a face shield while physically present in any building, facility or grounds at all times who do not otherwise fall within an exemption listed in paragraph 4 in *Executive order 20-37* or who fall within an exemption listed below.
- b. School Buses or School-sponsored Modes of Transportation: All students regardless of age or grade, all faculty, all staff, all vendors, all contractors, all volunteers, and all visitors shall wear a face covering or a face shield while on a school bus or other school-sponsored mode of transportation except those who fall within an exemption listed in paragraph 4b-f in this Executive Order.
- c. Additional Exemptions to Face Covering Requirement for K-12 Educational Institutions:
  - i. Food consumption: Face coverings or face shields are not required while eating or drinking;
  - ii. Faculty/Staff Areas: Faculty and staff, while working-other than to prepare food or meals-along with other individuals who are in a room, office or place, where all persons not of the same household can maintain six feet of social distance from each other;
  - iii. Children between ages 2 & 8: Except when on school buses or on other school-sponsored modes of transportation, children, whether or not students, who are over the age two (2) years and under the age of eight (8) years are not required to wear face coverings or face shields. Such children, however, are strongly encouraged to wear a face covering or a face shield. children under the age of two (2) years should not wear a face covering because of the risk of suffocation;
  - iv. Classroom settings:
    1. where a classroom or place of instruction can be configured so that all students and instructors can maintain six feet of social distancing from one another at all times, face coverings or face shields do not need to be worn during in-person educational instruction; or
    2. *where a classroom or place of instruction can be configured so that all students can maintain at least three feet of social*

*distancing from one another at all times, and where students are positioned to face in the same direction, face coverings or face shields do not need to be worn during in-person educational instruction by students. Instructors must wear a face covering or face shield unless the instructor(s) can maintain six feet of social distancing from students; or*

3. Where a classroom or place of instruction cannot be configured so that all students can maintain *either six feet of social distance or at least three feet of social distancing from one another with students facing the same direction* at all times, face coverings or face shields must be worn during in-person educational instruction by students. Instructors must wear a face covering or face shield unless the instructor(s) can maintain six feet of social distancing from students. At the direction of the instructor, a student may be permitted to remove his or her mask on an intermittent and temporary basis.
  - v. Recess: Face coverings and face shields may be removed during recess periods provided social distancing can be maintained.
  - vi. Extracurricular & Co-Curricular Activities: Students, teachers, instructors, directors, coaches, trainers, volunteers, and other personnel, when not engaging in strenuous physical activity or subject to an exemption specified above, shall wear face coverings or face shields unless six feet of social distancing can be achieved and maintained.
- d. Enforcement: Schools are responsible for developing and implementing an enforcement plan.

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### **Personal Protective Equipment cont:**

Face coverings can be any color but should be school appropriate.

Classroom seating will be arranged so that students are distanced as much as possible and facing one direction when receiving whole group instruction or when working independently on assigned projects or tasks. Face coverings may be removed and stored in personal ziploc bags, pockets, or desks at these times.

Students who ride school buses shall be **required** to wear face coverings due to the inability to social distance effectively. If a student does not have a face covering, one will be provided. Bus drivers and some employee groups shall be required to wear face coverings.

### **Franklin County Community School Corporation Bus Transportation**

For some St. Michael students, the school bus is the student's first contact with the school in the morning and the last point of contact in the afternoon. FCCSC has established the following

protocols regarding student transportation to minimize the spread of COVID-19 and protect both students and drivers.

- To the extent possible, buses will be thoroughly disinfected between routes.
- FCCSC will provide bus transportation, but social distancing of 6-feet will not always be possible.
- All students and bus drivers must wear face covering while on the bus. Face coverings will be provided if a student does not have one.
- Students will be assigned a seat and siblings will be seated together.
- Students will be required to remain in their assigned seats for the duration of the school bus trip.
- The loading and unloading of buses will be controlled to allow for the greatest separation possible.
- Parents/guardians may only use one or two addresses to create a Monday through Friday bus schedule that will be used for the entire school year.
- In the event a permanent change in the student's bus schedule is needed, parents/guardians shall contact the transportation department.
- Daily changes to a child's transportation schedule will no longer be permitted, with the exception of becoming a car rider or walker for that day.
- Guest riders will not be allowed to ride a different bus (sleep overs, play dates, birthday parties, etc.).
- Students are encouraged to social distance at bus stops.
- Students that have a temperature of 100.4 degrees will not be transported at the end of the school day.
- Failure to comply with these modifications may result in loss of school bus privileges for the student.

### **Distance/Online Learning Scenarios**

St. Michael School is planning for the two following scenarios for distance/online learning:

#### **Distance learning at home during a quarantine or a building closure**

In the event that a student, a group of students, a whole class of students is quarantined or the building is closed, the educational process will continue through support of the St. Michael classroom teacher and using distance learning. With every K-8 student having a device, classroom participation could occur in real time. When possible, students will be able to participate in live class instruction using Google Meet video conferencing. All remote learning work will follow the same due date as the student participating in traditional classroom instruction. Individual situations that may prevent

a student from attending remote instruction sessions will be addressed on a case-by-case basis by the principal.

### **Distance learning at home if St. Michael school is closed**

In the event that St. Michael school closes due to a community increase in COVID-19 cases, distance learning will be used for all students. Every student in grades 1-8 will be supplied a Chromebook that may be taken home. Every student in Kindergarten will be supplied an IPAD that may be taken home. Preschool students will utilize a hybrid of online learning utilizing family owned devices and paper packet learning. St. Michael students in grades K-8 will utilize Google Classroom which will assist teachers in course delivery and student assessment. A schedule that allows for direct instruction of classes while students are at home will be used to eliminate overlap of classes in grades 6-8. All teachers in grades K-8 will be utilizing Google Classroom in a uniform manner and will post lessons and receive homework in a uniform manner. Classroom teachers will provide clear due dates for each individual assignment.

**\*The elearning procedures and practices from the 2019/2020 school year no longer apply in the new distance learning environment.**

### **Student Attendance**

A student absent for COVID-19 reasons will be recorded as a student illness absence. If a student is not ill, but is absent because of a required quarantine, the student will be recorded as “quarantined absence”. An absence for a required quarantine will be an “excused absence” from school. The student will be expected to participate in distance learning while quarantining. Attendance policy will be liberalized for COVID-19 related absences. Attendance awards and perfect attendance incentives for students will be suspended.

**Students must participate in distance learning activities daily to be counted present. If a student does not participate, he/she will be counted as absent.**

### **Classroom Environment**

The following modifications will be implemented when possible:

- The same group of students stay with the same staff as much as possible.
- Rearrange classroom desks or tables to increase space between students.
- Face desks or tables in the same direction.
- Require students to remain seated in the classroom as much as possible.
- Students will be assigned a seat.
- Limit student transitions.
- Desks wiped down prior to students leaving the classroom during transition period for grades 6-8 and during special classes such as art and music.

- Class activities that combine grade levels will be suspended.
- Whole school assemblies in the gymnasium will be suspended.
- Hand sanitizer will be available in every classroom.
- Limit sharing of supplies and equipment by one group of children at a time and clean and disinfect between uses.
- Avoid sharing of electronic devices.
- Students will be provided with multiple opportunities for handwashing.
- Classroom parties are suspended.
- Field trips will be suspended.
- High-touch surfaces will be cleaned throughout the school day.
- Scheduled restroom breaks to avoid overcrowding.
- Students may carry hand sanitizer.
- Water fountains will not be used. Touchless bottle fillers will be available.
- Student lockers in grades 5-8 will not be used throughout the school day.

### **Cafeterias/Common Areas/Offices**

#### **Cafeteria**

The following modifications will be implemented when possible:

- Pre-packaged and grab and go meals will be available for students and staff.
- Self-serve food items will be eliminated.
- Disposable napkins and silverware.
- The cafeteria and gymnasium areas as well as any additional areas in the building will be used for lunch to increase space between students.
- Hand sanitizer will be available.
- Plan to serve medically fragile students separately from other students.
- Floor markings to promote social distancing while waiting in line.
- Food-sharing will be eliminated.
- Students will be assigned a seat.
- New Online Family /Single Child lunch accounts need to be utilized for payments.
- Breakfast will still be served until 8:00 a.m. only. This is subject to change.

#### **Common Areas, Offices, and Hallways**

The following modifications will be implemented when possible:

- Directional signage to indicate walking patterns.
- The use of face coverings is required for students in grades 3 through 8.

- Scheduled restroom breaks.
- Floor markings to encourage social distancing.
- Playground equipment will be disinfected between each use. Zones for individual grade levels will be set up during recess.
- Vendor access will be limited.

### **Medically Fragile Students**

Medically fragile students are at high risk of medical complications if exposed to COVID-19. Those students unable to attend will be provided with remote learning opportunities. This determination will be made during a meeting with the principal, parents/guardians, and anyone else deemed necessary.

### **Special Education**

St. Michael School and East Central Indiana Special Services(ECISS) will continue to communicate with families to discuss the best method of instruction for students with disabilities. These services will be discussed and decided on a case-by-case basis. Annual case conferences will be conducted, regardless of school closure status.

### **Before and After School Care**

The before and after school care program will continue to operate. Employees and students will follow all safety protocols that have been implemented during the school day. More information is located in the before/after school care handbook on the school website.

### **Visitors and Volunteers**

Visitors and volunteers will not be permitted beyond the main office lobby area until they have had their temperature checked by a school employee and have been asked if they have any symptoms of covid-19 listed, all visitors must wear a mask:

- A fever of 100.4° F or greater
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Diarrhea
- Vomiting

## **Mass**

Mass will continue so that each student in grades 1-8 will attend Mass once a week. Social distancing will occur, thus limiting the number of students allowed in Church at a time. It is hopeful that Preschool and Kindergarten students can be added to the groups, as the year progresses and it is determined that they can do so safely.

## **Morning Drop off**

School will open at 7:50 a.m. for student drop off. No parents will be permitted to enter the building with their child(ren). Students will enter through the A8 gym lobby doors. Preschool, kindergarten, and newly enrolled students will be met by staff to ensure that they arrive to the classroom safely. If a parent needs to come to the office, they must enter through the A1 main office ramp door at 8:00 a.m. to receive a temperature check.

## **Afternoon Pickup**

Afternoon release/pickup will remain in the same location. Students will exit through the B2 doors, following social distancing guidelines.

## **Water**

The water fountains in school are not to be used and will be disabled. Each student will be required to bring their own spill proof water bottle with their name on it. Students will fill them at the newly installed touchless filling stations in school. No sharing of water bottles. Students should take their water bottle home each day to have it washed.

## **Extra Curricular Activities**

St. Michael School administration and the coaches understand the following plan is subject to change as more information becomes available. Recommendations come from the Indiana Department of Education, the Indiana High School Athletic Association (IHSAA), the Governor of Indiana and the local Franklin County COVID Task Force.

The following guidelines will be in place for athletic extra curricular practices:

- Each student will be required to bring their own water bottles with their name on them, filling them at the touchless filling station in school. No sharing of water bottles. If a student forgets their water bottles the athletic department will have water bottles available for use.
- Students should not share towels, clothing, shoes, etc.
- Coaches will not be required to wear a face covering.
- Hand sanitizer will be available and frequent use will be required during practice.
- Students will be kept in small groups as much as possible.

- Students will be required to leave school grounds immediately after practice. No congregating in the locker room or parking lot.
- All equipment used that day will be sanitized after practice. When practical, equipment will be sanitized during practice sessions if not in use.
- The locker rooms will not be used by more than two students at one time.
- Practices scheduled at times where students come directly from home will require athletes to come dressed in practice clothes, shoes can be changed upon arrival.

The following guidelines will be in place for athletic events:

- Athletic practices and competitions will follow the guidelines set forth by CDC & IHSAA.
- The Athletic Director &/or school principal will be responsible for addressing protocol with coaches.
- Athletes MUST bring their own water bottle or bottled water and should have their name written on it to reduce the risk of using a teammate's water bottle. Water fountains will be disabled and not available for use. Re-filling stations will be available for use as needed.
- All equipment used must be cleaned by the coach or coaching staff before leaving.
- Locker rooms will not be in use. Athletes from both teams will be asked to come to the game in their uniforms. Halftime team meetings will take place in a designated spot where coaches and athletes can have privacy, but also have the ability to socially distance themselves.