

Saint Basil



Catholic School

2020-21 Reopening Plan

Goals/Rationale:

- To safely reopen school for grades K-8 based on CDC, State of Michigan, MDE, Diocese of Kalamazoo, and local guidelines and recommendations
- To safely reopen our 3 year old and 4 year old preschools based on CDC and State of Michigan guidelines and recommendations
- To have a plan in place for all day in school learning-first day back August 31 (phases 4 & 5 of the MI Safe start plan)
- To have a plan in place for distance learning should it be needed (phase 3 of the MI Safe Start plan)

**Should your family need to consider a different arrangement, please contact the principal to further discuss other learning possibilities.

**We recognize that there are precautions in this plan that do not reflect the family atmosphere and culture of our school; however, the safety of our students, staff and families is paramount. This plan allows for flexibility in that areas can be “loosened” or “tightened” depending on the federal, state, and local recommendations. While SBCS cannot eliminate the risk of the spread of COVID-19, the school will do its best to minimize it.*

Communications-Summer 2020

- Parents (current & new): Updates via emails, Facebook, website
- Staff: Updates via emails and a staff meeting planned for early July, staff meeting week before school starts, website, Facebook, phone calls (as needed)
- LCAB: Updates via emails and during June and August meetings
- Priest: Updates via emails and other meetings as needed
- Parish: Updates via parish bulletin, Facebook, website
- Others (SHPS, Bangor, outside vendors): Updates via emails, phone calls, face to face meetings as needed

*****Reopening plan will be shared with families and community via email and website.***

Communications-School year 2020-21

| In School Learning Updates | Distance Learning Updates |
|---|--|
| <ul style="list-style-type: none">● Staff: Formal and informal staff meetings, emails, Parent Alert, website, phone calls (as needed)● Parents: Emails, weekly school and classroom newsletters, Parent Alerts, Facebook, website **Phone call if child becomes ill.● Students: Via teacher and office announcements, Google Classroom● Parish: Parish bulletin, Facebook, website● Others: Email, phone calls, meetings as needed | <ul style="list-style-type: none">● Staff: Email, weekly online meetings● Parents: Daily principal and teacher emails, Facebook, website, Google Classroom● Students: Google Classroom● Parish: Parish bulletin, Facebook, website● Others: Emails, phone calls |

Communications from Outside Resources

- **CDC:** Principal receives notices via email
- **LARA:** Principal receives notices via email and child care consultant
- **Van Buren Sheriff's office:** Principal receives notices via email
- **State of Michigan:** Principal receives notices via email
- **Michigan Department of Education:** Principal receives notices via email
- **Van Buren County Health Department:** Principal receives notices via email
- **South Haven Public/Bangor Public:** Emails, phone calls, face to face meetings
- **Diocese of Kalamazoo:** Emails, phone calls, face to face meetings

Staff Safety-Per CDC & Diocese of Kalamazoo

- Wash hands often or use hand sanitizer (with at least 60% alcohol)
- Stay home if sick (fever of 100.4 degrees or more, continual coughing/sneezing/runny nose-if not related to allergies, vomiting, diarrhea, etc.).
- Masks required unless otherwise noted-waivers will be accepted ONLY from licensed physicians.
- Maintain social distancing (about 6 feet from others)
- Wash hands frequently and especially after sneezing, coughing, blowing nose
- Clean and disinfect frequently touched surfaces throughout the day as noted.
- **STAY HOME if exposed to (close contact with someone who has it), develop symptoms of (new symptoms not related to any known health condition you may have), or are diagnosed with COVID-19. Report this immediately to the administrator.**
- Watch required training video: COVID-19 Employee Training
- Report unsafe work conditions to administrator.

**Additional information and details can be found in the Staff Handbook.*

Distance Learning (phase 3)

- Move to distance learning if state or local officials mandate it, or if Saint Basil must close for a period of time. **If feasible, have a parent “training” night in the fall to better prepare our families. If unable to schedule one, “how-to” videos will be available by a link, on Google Classroom or a school YouTube channel for viewing.
- School will be open at certain times during shut down for parents to come in a seek assistance with technology, pick up items, etc.
- Bins will be used in the South Lobby of the church for drop off/pick up of student work and materials as needed.
- Students PreK-8 will be sent home with needed materials such as Go Bags, textbooks, Chromebooks for K-8 (we are 1:1), etc. as determined by each classroom teacher.
- We will follow basic procedures set forth in March, 2020 (there may be some modifications based on updated diocesan requirements/guidelines or modifications set forth by Saint Basil)
- Google Classroom will be our schoolwide common platform
- Students will be regularly assessed, both formatively and summatively, during closure.
- Lessons and work will be based on the diocesan curriculum and include high quality instructional materials and activities suitable for remote engagement.
- Teachers will engage with students on a regular basis each week via Google Meet and Google Classroom
- Attendance will be taken each day
- Teachers will be available during school hours to answer questions or provide additional assistance, with optional considerations for those parents needing to contact staff in the evenings.

**Additional information and details can be found in the Family Handbook and Staff Handbook.*

Distance Learning (phase 3)

- Students are expected to “engage” in distance learning and to complete assigned work. Student work will be graded and used to determine mid-quarter and end of quarter grades.
- Teachers will provide regular feedback to students and parents as to student progress.
- To ensure the success of all students:
 - ~Targeted academic support for individual students-individualized video conferencing with at risk students and their parents on a weekly basis (or face-to-face socially distanced meetings if allowed)
 - ~Targeted social-emotional support for individual students through our faith (available diocesan resources, priest, nun and deacon support), our theology curriculum and Education in Virtues program, and additional support from the Van Buren ISD, Van Buren County Health Department, and Van Buren Community Mental Health. Students may be referred by staff/teachers to the administrator for further referral to the ISD.
 - ~A tech support contact (staff member) to assist parents/students
 - ~Collaborate with the ISD, Bangor Public and SHPS as to specials and students with IEPs (through SHPS) or those participating in Title services
- There will be no clubs or other after school activities.
- There will be no CCD or adult religious education classes.
- School will be deep cleaned by custodial staff while closed.
- Students will return to school/CCD when it is deemed safe to do so (as determined by state/local officials; local health department)

**Additional information and details can be found in the Family Handbook and Staff Handbook.*

Staff/Student Safety (phase 4)

In School Learning (Prek-8)

Entering the Building:

- Everyone-staff, Prek-8 students, parents, visitors-required to have masks on unless medically unable per licensed physician documentation.
- Temperature checks upon entering-staff and students. Each classroom will have a touchless thermometer.
- Sick staff/students remain home or are sent home (fever of 100.4+, cough, shortness of breath, other illness-diarrhea, stomach flu, pink eye, etc.) *Parents are encouraged to check their child for temperature or illness before leaving home.
- **Update (9-8-2020):** Any student with a fever will be sent home immediately, along with any siblings. If your child has a fever while not at school, please keep them and siblings home until everyone is fever free, without medication, for 24 hours.
- Questionnaire for staff and families as they enter-exposure, feeling ill **Parents are required to report any exposure to COVID or if they/child/others in household or anyone whom they have had close contact have tested positive for COVID.*
- Limit parents in building-not to go beyond drop off points or breezeway
- Limit visitors in building-remain in breezeway. Floor dots to encourage social distancing.
- **Update (2-12-21):** Visitors may be admitted for the purpose of touring the school for possible enrollment. Efforts will be made to limit this to before/after school hours.
- Staggered arrivals (by family)/staggered dismissals by classroom
- Arrivals use 2 south entrances (one for those going upstairs and one for those remaining on the main floor)
- Late arrivals use main entrance
- Hand sanitizer will be available in hallways.
- Staff to ensure no congregating in the hallways.

**Additional information and details can be found in the Preschool Handbook, Family Handbook and Staff Handbook.*

Distance Learning

- Staff & students conduct school via online learning per plan (Prek-8)

Staff/Student Safety (phase 4)

| In School Learning (Prek-8) | Distance Learning |
|---|--|
| <p>In the Building-Hallways:</p> <ul style="list-style-type: none">• Everyone-staff, Prek-8 students, parents, visitors-required to have masks on unless medically unable per licensed physician documentation.• Staggered locker assignments as necessary• 6 feet distancing as much as possible• Lines down middle of hallways to separate traffic; floor dots on floor for 6 feet distancing. Signage on walls to be mindful of social distancing.• Increase/intensify daily disinfecting during and after school-common areas, offices, lounge (by teachers during the day and custodian after school). Spray door handles and lockers every 4 hours.• Limit access to water fountains-use bottle filling function only. All students have their own water bottles.• Hand sanitizer available in hallways• Staff to ensure no congregating in the hallways. <p><i>*Additional information and details can be found in the Preschool Handbook, Family Handbook and Staff Handbook.</i></p> | <ul style="list-style-type: none">• Staff & students conduct school via online learning per (Prek-8) |

Staff/Student Safety (phase 4)

In School Learning (Prek-8)

In the Classrooms:

- **Update (9-27-2020)** Students K-4: Masks required except during meals unless medically unable per licensed physician documentation.
- Students gr. 5-8: Masks required except during meals unless medically unable per licensed physician documentation.
- Staff: Masks required except during meals unless medically unable per licenses physician documentation.
- Each classroom will have a touchless thermometer.
- Minimize student movement-teachers move v. students as much as possible
- 6 feet distancing as much as possible for staff and students; students all facing one direction. Use plexiglass or trifold barrier to divide students K-8.
- Increase cleaning of surfaces throughout day (staff)-every 4 hours clean frequently touched surfaces: light switches, doors, desks, chairs, lockers, cabinet handles, bathrooms, etc. with an EPA approved disinfectant or diluted bleach solution. Staff to wear gloves, surgical mask, and face shield while performing all cleaning activities.
- Increase/intensify daily disinfecting during and after school (by staff during the day and custodian after school).
- Cleaning activities will take place with proper ventilation and while students are not in the classroom/area being cleaned/disinfected. All cleaning materials will be stored out of reach of students in closets or cabinets.
- No soft items allowed.

**Additional information and details can be found in the Family Handbook and Staff Handbook.*

Distance Learning

- Staff & students conduct school via online learning per (Prek-8)

Staff/Student Safety (phase 4)

In School Learning (Prek-8)

In the Classrooms (cont.):

- Frequent hand washing (every 2-3 hours)/hand sanitizer use-hand sanitizer in each room
- Teachers to train students to cough/sneeze into elbows or cover mouth with tissue. Students will be directed to wash hands after sneezing/coughing (teachers will train/reinforce on proper hand washing technique).
- Other available staff or a substitute teacher will take over should a staff member fall ill. If too many adults/students are ill, school will close for a period of time for cleaning and isolation.
- Ensure proper ventilation-open windows/doors as much as possible
- No sharing of any items/equipment-each student will have a caddy of supplies, crate for books, etc.

**Additional information and details can be found in the Family Handbook and Staff Handbook.*

Distance Learning

- Staff & students conduct school via online learning plan (Prek-8)

Staff/Student Safety (phase 4)

| In School Learning (Prek-8) | Distance Learning |
|--|---|
| <p>Recess/Playground:</p> <ul style="list-style-type: none">● Staggered recesses-by cohort or separated by class. Utilize games that provide social distancing. If more than one class outside at a time, students are to be in masks unless classes are separated.● Clean equipment after use-may use a non-EPA approved disinfectant● Indoor recess: Each student to keep in their locker an item from home to use during indoor recess (book, game, cards, coloring books, etc.)● Painted dots on the parking lot to distance students as they line up to come inside <p>Bathrooms:</p> <ul style="list-style-type: none">● Only one student at a time in the bathroom● Signage on walls as to proper handwashing technique● Soap and paper towels provided in each bathroom● Signage on walls to remind all to be mindful of social distancing <p><i>*Additional information and details can be found in the Preschool Handbook, Family Handbook and Staff Handbook.</i></p> | <ul style="list-style-type: none">● Staff & students conduct school via online learning plan (Prek-8) |

Staff/Student Safety (phase 4)

In School Learning (Prek-8)

Others:

- Masks may be disposable or homemade (cloth). Disposable masks are to be thrown out at the end of each day. Cloth masks are to be washed daily.
- K-8 students to wear masks while on a school bus unless medically unable per licensed physician documentation.
- Students will remain with their class during the day. If any mingling with other classes, all students required to wear masks unless medically unable per licensed physician documentation.
- Isolate those who fall ill during the day in principal's office; masked (surgical) if exhibiting symptoms of COVID until picked up by parent/guardian.
- Symptomatic students/staff sent home from school are to remain home until testing negative for COVID-19 or have been released from isolation per physician or CDC guidelines.
- Provide gloves for those staff members wanting/needing them
- Ensure proper ventilation-open windows/doors as much as possible
- SBCS will remain in contact with the VBDHHS regarding any protocols for screening, cleaning and/or needed closure due to exposure, etc.
- Report any COVID exposure to VBDHHS and parents; health department to provide further guidance as to cleaning and closure. School is required collect information concerning any close contacts of the affected individual. Appropriate confidentiality will be maintained.
- Limit items brought from home-these should be stored in lockers.
- Distancing/hygiene posters in hallways/bathrooms/classrooms
- Extracurricular activities may continue with use of facial coverings.
- Staff and students will be provided regular (every 2-3 hours) daily opportunities for handwashing with soap and water.

**Additional information and details can be found in the Preschool Handbook, Family Handbook and Staff Handbook.*

Distance Learning

- Staff & students conduct school via online learning per (Prek-8)

Staff/Student Safety (phase 4)

In School Learning (Prek-8)

Others:

- Targeted support for at risk students through our faith (available diocesan resources, priest, nun and deacon support), our theology curriculum and Education in Virtues program, and additional support from the Van Buren ISD, Van Buren County Health Department, and Van Buren Community Mental Health. Students may be referred by staff/teachers to the administrator for further referral to the ISD.
- Targeted support for staff/teachers/administrators through our faith (available diocesan resources, priest, nun and deacon support, staff and admin support), and additional support from the Van Buren Health Department and Van Buren Community Mental Health.
- Targeted support for families through our faith (available diocesan resources, priest, nun and deacon support), and additional support from the Van Buren ISD, Van Buren County Health Department, and Van Buren Community Mental Health.
- In the event of a death in the school community (student/parent/etc.) the VBISD will be contacted to bring in social workers/counselors.
- A list of social-emotional resources has been shared with staff and will be updated as other resources become available.

**Additional information and details can be found in the Preschool Handbook, Family Handbook and Staff Handbook.*

Distance Learning

- Staff & students conduct school via online learning per (Prek-8)

Staff/Student Safety-Preschool per LARA (in addition to those listed above)

| In School Learning (3 year old and 4 year old preschool)-phase 4 | Distance Learning |
|---|---|
| <ul style="list-style-type: none">● Rooms divided so as to split class in half between the teacher and aide● Students remain with their designated groups/teacher● Can maintain our current ratios (split between teacher/aide)● Disinfect playground equipment between use● Bag up sleep mats after each use and store in lockers-mats to go home once a week for washing● Staff required to wear masks unless medically unable per licensed physician documentation.● Children not required to wear masks except in hallways/common areas unless medically unable● Staff to wear gloves as needed● Daily sanitizing of toys (no soft/plush toys or items)● Reduce/eliminate common spaces-water/sensory tables, etc.● Sign in procedures to include temperature checks and questionnaire● No sharing of food or lunch items● Snack items are to be brought from home● Update (2-12-21): Visitors may be admitted to the school for the purpose of touring the school for possible enrollment. Efforts will be made to limit this to before/after school hours. Visitors will not be allowed into the preschool rooms. | <ul style="list-style-type: none">● Staff & students conduct school via online learning plan (Prek-8) |

**Additional information and details can be found in the Preschool Handbook, Family Handbook and Staff Handbook*

Staff/Student Safety-Other considerations (phase 4)

- **Bathrooms:** Students go one at a time, ensure handwashing, other hygiene
- **Staff Lounge:** Limit numbers based on social distancing; wear masks unless eating or medically unable per licensed physician documentation; disinfect tables/chairs/appliance and cabinet handles between use
- **Breezeway (front entrance):** Maintain social distancing, parents/visitors to wear masks unless medically unable per licensed physician documentation
- **Offices:** Maintain social distancing, come to school by appointment, advance notice by phone when picking up/dropping off students or items, parents/visitors to wear masks unless medically unable per licensed physician documentation. Office staff to document sign in/out dates/times. If parent signature needed, they are to use their own writing utensil. If need to borrow one, it will be disinfected between use.
- **School library:** Applies only to grades K-4: Students go in small groups within their cohort, bin for books that need to be sanitized/checked back in, disinfect areas between groups. Should a student remove a book from the shelf to look at it but decide against checking it out, it will go into a bin for disinfecting purposes before being put back on the shelf.
- **Atrium:** Applies only to Prek-grade 1. Will be conducted within each individual classroom-students will remain with their cohorts. Any atrium materials used by students will not be shared and will be disinfected between use.
- **CCD:** See next slide
- **Student/parent/someone in household has COVID or has been exposed to COVID:** Families are notified (respecting confidentiality). School to contact the local health department for further guidance and assist with contact tracing.
- **Family/parent/student international/intercontinental travel:** If traveling internationally, must self-quarantine for 14 days before returning to school. **Update (9-8-2020):** If traveling to an area in the US that has a known high concentration of Covid cases, students may be required to quarantine for 14 days.

**Additional information and details can be found in the Preschool Handbook, Family Handbook and Staff Handbook.*

Staff/Student Safety: CCD (phase 4)

- Students will enter through one entrance
- Students/staff/parents to wear masks unless medically unable per licensed physician documentation. Staff to wear at all times unless medically unable.
- Students K-5 while in classrooms: masks optional but recommended unless medically unable per licensed physician documentation.
- Students gr. 6-8 while in classrooms are to wear masks at all times unless medically unable per licensed physician documentation.
- Staff will take temperatures and ask parents/students basic questions concerning exposure/travel
- Only students or adults participating in adult religious education to enter building beyond check in point. Masks required while in the classroom/building unless medically unable per licensed physician documentation.
- 6 feet distancing as much as possible; students all facing one direction.
- Teachers to disinfect classroom tables/chairs/door handles, bathrooms, etc. after use with EPA approved disinfectant.
- Frequent hand washing/hand sanitizer use-hand sanitizer in each room
- Ensure proper ventilation-open windows/doors if possible
- No sharing of any items/equipment
- Limit items brought from home.
- Staff/students: Stay home if sick (fever of 100.4 degrees or more, continual coughing/sneezing/runny nose-if not related to allergies, vomiting, diarrhea, etc.).
- Staff/students: STAY HOME if exposed to (close contact with someone who has it), develop symptoms of (new symptoms not related to any known health condition you may have), or are diagnosed with COVID-19. Report this immediately to the DRE.
- If there has been exposure to COVID-19: DRE to contact school administrator, who will then contact the local health department for further guidance. DRE to contact CCD parents concerning the exposure (maintain appropriate confidentiality) and assist with contact tracing.

Liturgical Celebrations (phase 4)

- **Mass:** K-8 Students will attend Mass on staggered days (M-W) or dependent on current situation and diocesan requirements; Preschool will not attend Mass unless current situation allows it.
- **Holy Days:** Dependent on current situation
- **Stations of the Cross:** Dependent on current situation
- **Jesse Tree:** Observance conducted over intercom
- **Retreats:** Utilize large spaces-basement, outdoors, the bluff, off-site locations
- **Adoration:** Go during designated times when other classes are not there
- **Confessions (gr. 2-8):** Go during designated times when other classes are not there

*****Staff and students will abide by current mask/distancing requirements set forth by the state, the Bishop, and our parish for any liturgical/other activities. Masks to be worn unless medically unable per physician documentation.***

Extracurriculars (phase 4)

- **Field trips:** There will be no field trips during phase 4.
- **Before care:** In Sue's room, confine students to an area, clean before others come in, spread students out. All students to be in masks unless medically unable per licensed physician documentation due to mixing of students of different cohorts.
- **After care:** In Ana's room (and possibly Sue's to spread kids out), YDC runs this and will need to clean before leaving, keep kids to certain areas/activities, follow their YDC protocols
- **Athletics:** Follow LMC protocols
- **Band/orchestra:** Follow SHPS protocols. **Update (9-18-2020):** If SHPS should close due to exposure, all band/orchestra students, and their siblings, will likely have to quarantine for 14 days. If SHPS does not close but isolates a particular class or group of students, we will assess the situation based on their information and advice from the Van Buren Health Department. Again, depending on the situation, students and siblings may have to quarantine for 14 days.
- **Art:** In the individual classrooms, no sharing of materials/supplies
- **PE:** Outside weather permitting; in basement with social distancing, split bigger groups, students will remain with their cohorts. Masks are to be worn if inside unless medically unable per licensed physician documentation . Equipment to be cleaned after each use.
- **Professional development:** Screen any outsiders (temp/exposure); socially distance participants
- **Project 64:** Screen volunteer teacher each week
- **Christmas Program:** Dependent on situation at that time
- **Grandparents Day:** Possibly have it in the spring, dependent on situation at that time
- **Assemblies:** No indoor assemblies that bring together students from more than one classroom.

Food/Food Service (phase 4)

- **Food & Water:** No sharing of food or water bottles. Snack items for all students are to be brought from home. Only individually packaged food for holiday parties/celebrations, no “unwrapped” or “unpackaged” fruit (whole bananas, oranges, apples, etc.). Food to only be distributed by staff. Each student to have their own water bottle. Staff and students will wash hands with soap/water before and after every meal/snack.
- **Milk delivery:** Those accepting delivery wear gloves and mask. Crates go directly to basement fridge (no going through school building).
- **Lunch delivery:** Those picking up/accepting delivery wear gloves and mask. Delivery to breezeway-staff will take it from there to be safely plated elsewhere.
- **Lunch:** Eat in classrooms, begin school year with sack lunches-this may continue. If have hot lunch at some point, food server to distribute to plates and deliver to classrooms. Server to wear face shield, surgical mask and gloves.
- **Update 2-12-21:** Per administrator discretion, a classroom celebratory lunch may be allowed as long as all above protocols are followed-see “lunch”. Food must come from a licensed restaurant. Parent permission will be required.

Staff/Student Safety (phase 5)

In School Learning (Prek-8)

Entering the Building:

- Everyone-staff, Prek-8 students, parents, visitors-strongly recommended to have masks on unless medically unable per licensed physician documentation.
- Temperature checks upon entering-staff and students. Each classroom will have a touchless thermometer.
- Sick staff/students remain home or are sent home (fever of 100.4+, cough, shortness of breath, other illness-diarrhea, stomach flu, pink eye, etc.). *Parents are encouraged to check their child for temperature or illness before leaving home.
- Questionnaire for staff and families as they enter-exposure, feeling ill **Parents are required to report any exposure to COVID or if they/child/others in household or anyone whom they have had close contact have tested positive for COVID.*
- Maintain limits to parents in building-not to go beyond drop off points or breezeway
- Limit visitors in building-remain in breezeway. Floor dots to encourage social distancing.
- **Update (2-12-21):** Visitors may be admitted for the purpose of touring the school for possible enrollment. Efforts will be made to limit this to before/after school hours.
- Staggered arrivals (by family)/staggered dismissals by classroom
- Arrivals use 2 south entrances (one for those going upstairs and one for those remaining on the main floor). Staff to discourage congregating in hallways.
- Late arrivals use main entrance
- Hand sanitizer will be available in hallways.
- Staff to discourage congregating in the hallways.

**Additional information and details can be found in the Preschool Handbook, Family Handbook and Staff Handbook.*

Distance Learning

- Staff & students conduct school via online learning per plan (Prek-8)

Staff/Student Safety (phase 5)

| In School Learning (Prek-8) | Distance Learning |
|---|--|
| <p>In the Building-Hallways:</p> <ul style="list-style-type: none">● Staggered locker assignments as necessary● Strongly recommended to maintain 6 feet distancing as much as possible● Lines down middle of hallways to separate traffic; floor dots on floor to encourage 6 feet distancing. Signage on walls to be mindful of social distancing.● Staff, parents, all Prek-8 students & volunteers: Masks strongly recommended unless medically unable per licensed physician documentaiton.● Maintain an increase of daily disinfecting during and after school-common areas, offices, lounge (by teachers during the day and custodian after school). Spray door handles and lockers.● Limit access to water fountains-use bottle filling function only. All students have their own water bottles.● Hand sanitizer available in hallways● Staff to discourage congregating in the hallways. | <ul style="list-style-type: none">● Staff & students conduct school via online learning per (Prek-8) |
| <p><i>*Additional information and details can be found in the Preschool Handbook, Family Handbook and Staff Handbook.</i></p> | |

Staff/Student Safety (phase 5)

In School Learning (Prek-8)

In the Classrooms:

- Students K-4: Masks optional but strongly recommended except during meals or medically unable per licensed physician documentation.
- Students gr. 5-8: Masks strongly recommended except during meals or medically unable per licensed physician documentation.
- Staff: Masks strongly recommended except during meals or medically unable per licensed physician documentation.
- Each classroom will have a touchless thermometer.
- Continue to minimize student movement-teachers move v. students as much as possible
- Continue to maintain 6 feet distancing as much as possible for staff and students; students all facing one direction. Use plexiglass or trifold barrier to divide students where necessary.
- Maintain an increase of cleaning of surfaces throughout the day (staff)-every 4 hours clean frequently touched surfaces: light switches, doors, desks, chairs, bathrooms, etc. with an EPA approved disinfectant or diluted bleach solution. It is recommended that staff to wear gloves, surgical mask, and face shield while performing all cleaning activities.
- Maintain an increase of daily disinfecting during and after school (by staff during the day and custodian after school).
- Cleaning activities will take place with proper ventilation and while students are not in the classroom/area being cleaned/disinfected. All cleaning materials will be stored out of reach of students in closets or cabinets.
- No soft items allowed in the classrooms.

**Additional information and details can be found in the Family Handbook and Staff Handbook.*

Distance Learning

- Staff & students conduct school via online learning per (Prek-8)

Staff/Student Safety (phase 5)

In School Learning (Prek-8)

In the Classrooms (cont.):

- Continue frequent hand washing (every 2-3 hours)/hand sanitizer use-hand sanitizer in each room
- Teachers to continue reinforcing with students to cough/sneeze into elbows or cover mouth with tissue. Students will be directed to wash hands after sneezing/coughing (teachers will train/reinforce on proper technique).
- Other available staff or a substitute teacher will take over should a staff member fall ill. If too many adults/students are ill, school will close for a period of time for cleaning and isolation.
- Ensure proper ventilation-open windows/doors as much as possible
- Limit sharing of any items/equipment-each student will have a caddy of supplies, crate for books, etc. Disinfect shared items between use.

**Additional information and details can be found in the Family Handbook and Staff Handbook.*

Distance Learning

- Staff & students conduct school via online learning plan (Prek-8)

Staff/Student Safety (phase 5)

| In School Learning (Prek-8) | Distance Learning |
|--|---|
| <p>Recess/Playground:</p> <ul style="list-style-type: none">● Staggered recesses-strongly recommended by cohort or separated by class. Limit mixing of classes. Utilize games that provide social distancing.● Clean equipment after use-may use a non-EPA approved disinfectant● Indoor recess: Each student to keep in their locker an item from home to use during indoor recess (book, game, cards, coloring books, etc.). Limit any sharing of items and disinfect between use. <p>Bathrooms:</p> <ul style="list-style-type: none">● 2 or 3 students may go in at one time (except Prek-4 bathrooms)● Signage on walls as to proper handwashing technique● Soap and paper towels provided in each bathroom● Signage on walls to remind all to be mindful of social distancing <p><i>*Additional information and details can be found in the Preschool Handbook, Family Handbook and Staff Handbook.</i></p> | <ul style="list-style-type: none">● Staff & students conduct school via online learning plan (Prek-8) |

Staff/Student Safety (phase 5)

In School Learning (Prek-8)

Others:

- Masks may be disposable or homemade (cloth). Disposable masks are to be thrown out at the end of each day. Cloth masks are to be washed daily.
- K-8 students to wear masks while on a school bus unless medically unable per licensed physician documentation or requirements of SHPS.
- Students will remain with their class during the day. If any mingling with other classes, it is strongly recommended that students wear masks unless medically unable per licensed physician documentation.
- Isolate those that fall ill during the day in principal's office; masked (surgical) if exhibiting symptoms of COVID until picked up by parent/guardian.
- Symptomatic students/staff sent home from school are to remain home until testing negative for COVID-19 or have been released from isolation per physician or CDC guidelines.
- Provide gloves for those staff members wanting/needing them
- Ensure proper ventilation-open windows/doors as much as possible
- SBCS will remain in contact with the VBDHHS regarding any protocols for screening, cleaning and/or needed closure, etc.
- Report any COVID exposure to VBDHHS and parents; health department to provide further guidance as to cleaning and closure. School is required collect information concerning any close contacts of the affected individual. Appropriate confidentiality will be maintained.
- Limit items brought from home-these should be stored in lockers.
- Distancing/hygiene posters in hallways/bathrooms/classrooms
- After school activities may continue-it is strongly recommended that all involved wear facial coverings.

**Additional information and details can be found in the Preschool Handbook, Family Handbook and Staff Handbook.*

Distance Learning

- Staff & students conduct school via online learning per (Prek-8)

Staff/Student Safety (phase 5)

In School Learning (Prek-8)

Others:

- Targeted support for at risk students through our faith (available diocesan resources, priest, nun and deacon support), our theology curriculum and Education in Virtues program, and additional support from the Van Buren ISD, Van Buren County Health Department, and Van Buren Community Mental Health. Students may be referred by staff/teachers to the administrator for further referral to the ISD.
- Targeted support for staff/teachers/administrators through our faith (available diocesan resources, priest, nun and deacon support, staff and admin support), and additional support from the Van Buren Health Department and Van Buren Community Mental Health.
- Targeted support for families through our faith (available diocesan resources, priest, nun and deacon support), and additional support from the Van Buren ISD, Van Buren County Health Department, and Van Buren Community Mental Health.
- In the event of a death in the school community (student/parent/etc.) the VBISD will be contacted to bring in social workers/counselors.
- A list of social-emotional resources has been shared with staff and will be updated as other resources become available.

**Additional information and details can be found in the Preschool Handbook, Family Handbook and Staff Handbook.*

Distance Learning

- Staff & students conduct school via online learning per (Prek-8)

Staff/Student Safety-Preschool per LARA

| In School Learning (3 year old and 4 year old preschool)-phase 5 | Distance Learning |
|---|---|
| <ul style="list-style-type: none"><li data-bbox="160 244 1406 369">● Saint Basil will follow LARA protocols outlined in phase 4 until provided further guidance from LARA as to any changes from the initial requirements/recommendations. <p data-bbox="131 467 1398 547"><i>*Additional information and details can be found in the Preschool Handbook, Family Handbook and Staff Handbook.</i></p> | <ul style="list-style-type: none"><li data-bbox="1518 244 1837 503">● Staff & students conduct school via online learning plan (Prek-8) |

Staff/Student Safety-Other considerations (phase 5)

- **Bathrooms:** Students may go in groups of 2 or 3 (except in Prek-4 bathrooms: to remain one at a time), ensure handwashing, other hygiene, distancing
- **Staff Lounge:** Limit numbers based on social distancing; recommended to wear masks unless eating or medically unable per licensed physician documentation ; disinfect tables/chairs/appliance and cabinet handles between use
- **Breezeway (front entrance):** Maintain social distancing, parents/visitors recommended to wear masks unless medically unable per licensed physician documentation
- **Offices:** Maintain social distancing, come to school by appointment, advance notice by phone when picking up/dropping off students or items, parents/visitors recommended to wear masks unless medically unable per licensed physician documentation . Office staff to document sign in/out dates/times. If parent signature needed, they are to use their own writing utensil. If need to borrow one, it will be disinfected between use.
- **School library:** Applies only to grades K-4: Students go in small groups, bin for books that need to be sanitized/checked back in, disinfect areas between groups. Should a student remove a book from the shelf to look at it but decide against checking it out, it will go into a bin for disinfecting purposes before being put back on the shelf.
- **Atrium:** Applies only to Prek-grade 1. Will be conducted within each individual classroom-students will remain with their cohorts. Any atrium materials used by students will not be shared and will be disinfected between use.
- **CCD: See next slide**
- **Student/parent/someone in household has COVID or has been exposed to COVID:** Families are notified (respecting confidentiality). School to contact the local health department for further guidance and assist with contact tracing.

**Additional information and details can be found in the Preschool Handbook, Family Handbook and Staff Handbook.*

Staff/Student Safety: CCD (phase 5)

- Students will enter through one entrance
- Students/staff/parents strongly recommended to wear masks unless medically unable per licensed physician documentation. Staff strongly recommended to wear at all times unless medically unable.
- Students K-5 while in classrooms: masks optional but strongly recommended unless medically unable per licensed physician documentation.
- Students gr. 6-8 while in classrooms are strongly recommended to wear masks at all times unless medically unable per licensed physician documentation.
- Staff will take temperatures and ask parents/students basic questions concerning exposure/travel
- Only students or adults participating in adult religious education should enter building beyond check in point. Masks strongly recommended while in the classroom/building unless medically unable per licensed physician documentation.
- Maintain 6 feet distancing as much as possible; students all facing one direction.
- Teachers to disinfect classroom tables/chairs/door handles, bathrooms, etc. after use with EPA approved disinfectant.
- Frequent hand washing/hand sanitizer use-hand sanitizer in each room
- Ensure proper ventilation-open windows/doors if possible
- Limit sharing of any items/equipment-disinfect between use
- Limit items brought from home.
- Staff/students: Stay home if sick (fever of 100.4 degrees or more, continual coughing/sneezing/runny nose-if not related to allergies, vomiting, diarrhea, etc.).
- Staff/students: STAY HOME if exposed to (close contact with someone who has it), develop symptoms of (new symptoms not related to any known health condition you may have), or are diagnosed with COVID-19. Report this immediately to the DRE.
- If there has been exposure to COVID-19: DRE to contact school administrator, who will then contact the local health department for further guidance. DRE to contact CCD parents concerning the exposure (maintain appropriate confidentiality) and assist with contact tracing.

Liturgical Celebrations (phase 5)

- **Mass:** K-8 Students will attend Mass on staggered days (M-W) or dependent on current situation or diocesan requirements; Preschool will not attend Mass unless current situation allows it.
- **Holy Days:** Dependent on current situation
- **Stations of the Cross:** Dependent on current situation
- **Jesse Tree:** Observance conducted over intercom
- **Retreats:** Utilize large spaces-basement, outdoors, the bluff, off-site locations
- **Adoration:** Go during designated times when other classes are not there
- **Confessions (gr. 2-8):** Go during designated times when other classes are not there

**Staff and students will abide by current mask/distancing requirements set forth by the state, the Bishop, and our parish for any liturgical/other activities.*

Extracurriculars (phase 5)

- **Field trips:** Limit, preschool-parents only to transport, only go to “safe” venues (ie: outdoors), screen drivers/chaperones (temp check, questionnaire), facial coverings strongly recommended or subject to SHPS bus protocols.
- **Before care:** In Sue’s room, confine students to an area, clean before others come in, spread students out. Masks are strongly recommended unless medically unable per licensed physician documentation.
- **After care:** In Ana’s room (and possibly Sue’s to spread kids out), YDC runs this and will need to clean before leaving, keep kids to certain areas/activities, follow their YDC protocols
- **Athletics:** Follow LMC protocols
- **Band/orchestra:** Follow SHPS protocols
- **Art:** In the classrooms, limit sharing of materials and disinfect between use
- **PE:** Outside weather permitting; in basement with social distancing, split bigger groups. Masks strongly recommended if inside. Equipment to be cleaned after each use.
- **Professional development:** Screen any outsiders (temp/exposure); socially distance participants
- **Project 64:** Screen volunteer teacher each week
- **Christmas Program:** Dependent on situation at that time
- **Grandparents Day:** Possibly have it in the spring, dependent on situation at that time
- **Assemblies:** Dependent on current executive orders that set caps on congregations of people.

Food/Food Service (phase 5)

- **Food & Water:** No sharing of food or water bottles. Snack items for all students are to be brought from home. Only individually packaged food for holiday parties/celebrations, no “unwrapped” or “unpackaged” fruit (whole bananas, oranges, apples, etc.). Food to only be distributed by staff. Each student to have their own water bottle. Staff and students will wash hands with soap/water before and after every meal/snack.
- **Milk delivery:** Those accepting delivery wear gloves and mask. Crates go directly to basement fridge (no going through school building).
- **Lunch delivery:** Those picking up/accepting delivery wear gloves and mask. Delivery to breezeway-staff will take it from there to be safely plated elsewhere.
- **Lunch:** Eat in classrooms, begin school year with sack lunches-this may continue. If have hot lunch at some point, food server to distribute to plates and deliver to classrooms. Server to wear face shield, mask and gloves.
- **Update 2-12-21:** Per administrator discretion, a classroom celebratory lunch may be allowed as long as all above protocols are followed-see “lunch”. Food must come from a licensed restaurant. Parent permission will be required.
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We would like to thank all our families for their collaboration and patience during these uncertain times. Keeping our students, staff, and families as safe as possible can only happen if we work together. As this is a continually changing situation, actions listed in our reopening plan may be modified at points throughout the school year to meet new criteria or safety measures. We will do our best to keep our families as up to date as possible and notify you should there be any changes.

Thank you again for your support in helping us bring our students back to school this fall.

Fr. Jim Morris, Camille DeLano, Brian Peterson, Annika Otto, Sue Petersen, Phil Durden, Chad LaRowe, and the Saint Basil School Staff