

St. Mary Catholic School, Royal Oak

Phase 4 Return to School Plan

July 2020



Introduction

This document presents the plans and actions of St. Mary Catholic School to meet the requirements of the **Phase 4 MI Safe Schools 2020-2021 Return to School Roadmap**, as well as the Archdiocese of Detroit COVID-19 Preparedness and Response Plan for our K-8 program. A separate preschool plan will be shared soon.

In Phase 4, in-person instruction is permitted with required safety protocols.

With the positive impact that mitigation efforts have had on our local area over the last several months, we remain optimistic that these trends will continue so that we may safely welcome students, staff, and families back to St. Mary Catholic School this fall.



St. Mary COVID-19 Planning & Preparations



St. Mary is planning and preparing for the following scenarios, based on the state of Michigan MI Safe Start Phases.

Phase(s)	Virus Status	School Operating Status	St. Mary Plans
1-3	1-Uncontrolled Growth 2- Persistent Spread 3- Flattening	Remote only	All students utilize online learning. A St. Mary Distance Learning Plan is in development based on AOD recommendations, parent feedback, and our experience with distance learning this past year.
4	Improving	In-person instruction is permitted with required safety protocols.	Parents may choose from 2 options: 1) In-person instruction 2) Parent-selected online learning *Online learning will also be used for students who are home due to illness. *More information on online learning during phases 4 and 5 is coming soon.
5	Containing	Schools open for in-person instruction with minimal required safety protocols.	
6	Post-Pandemic	Open for in-person instruction.	All students in school for in-person instruction.

Phase 4 Guiding Principles

Phase 4 of the MI Safe Start Plan is categorized as “improving.”

At St. Mary Catholic School, we are taking an approach that allows us to make informed and thoughtful decisions to make our school as safe as possible for our students and staff, based on the conditions of our local area.

We are adopting a “slow re-entry” approach, that focuses on providing in-person instruction as safely as possible. Our priorities as we come back to school during Phase 4 are 1) student and staff safety and 2) student learning.

This means that some components of regular “school life” will not be in place when we start the 2020-2021 school year.

If conditions remain stable or improve, we will make decisions regarding “adding back” programs that we are removing to begin this school year.



Phase 4 Assumptions

- Keeping students in distinct and separate “cohorts” will help to mitigate any potential spread of the COVID-19 virus.
- Adjusting routines to allow for increased social distancing, screening of students and staff, and additional disinfecting and hygiene procedures will help to mitigate any potential spread of the COVID-19 virus.
- Minimizing the number of non-St. Mary student and staff who enter the school building will help to mitigate any potential spread of the COVID-19 virus.
- During this phase, many businesses and places of school parent employment will offer a “work from home” option, with flexible work schedules continuing.
- A gradual return to school will allow us to make any necessary adjustments to routines and allow students and staff to better adjust to new requirements.



Phase 4 Challenges based on State of MI and AOD Requirements

- Requirement for a longer arrival and dismissal period to allow for social distancing requirements.
- Allowing more time for parents to assess their child's health before school.
- Need for consistency in keeping students in cohorts during the day and preventing mixing of cohorts during before and aftercare (latchkey), and St. Mary-sponsored afterschool activities, including athletics.
- COVID-19 licensing limits on group size in latchkey.
- Working parent needs for care of children.



Phase 4: Start of Year Approach

- We will begin the 2020-2021 school year with no before or after-school latchkey program.
- We will be shifting the start time and dismissal time of our school day in order to end dismissal at 4:00PM on a regular school day. Full-day preschool classes will also end at 4:00PM on regular school days.
- Morning caravan will begin at 8:15. K-8 students will enter the school building, sanitize their hands, stop in front of the temperature scanner, and go directly to their classrooms. Arrival time will be from 8:15- 8:40AM. Classroom instruction will begin at 8:40. Preschool arrival and dismissal information will be sent separately.
- The dismissal caravan will begin at 3:40PM and end at 4:00PM.
- There will be no afterschool activities at St. Mary to begin the school year. This includes latchkey, full-day preschool, scouts, clubs, and sports.
- At the end of September, (or sooner if we move into Phase 5 before then) we will assess the feasibility and prudence of adding limited preschool and K-8 aftercare hours.



Phase 4: Personal Protective Equipment

MI Safe Start Plan/AOD COVID-19 Preparedness Plan Requirements	Additional St. Mary Policies/Actions/Clarification
<p>All staff will wear facial coverings when in classrooms, except (1) during meals and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician.</p>	<ul style="list-style-type: none">• Each St. Mary staff member will be provided with 2 cloth masks and a face shield.
<p>All passengers and drivers will wear facial coverings when on a school bus, except (1) during meals and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician, with parental consent.</p>	<ul style="list-style-type: none">• Field trips are not allowed at St. Mary during Phase 4.• No bussing will be in use by St. Mary during Phase 4.
<p>All staff and all students in grades pre-kindergarten and up will wear facial coverings when in indoor hallways and common areas, except (1) during meals and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician, with parental consent for students.</p>	<ul style="list-style-type: none">• Facial masks must be worn by all adults and children when entering and exiting the school, in hallways, bathrooms, and in common areas.

Phase 4: Personal Protective Equipment, continued

MI Safe Start Plan/AOD COVID-19 Preparedness Plan Requirements	Additional St. Mary Policies/Actions/Clarification
<p>Facial coverings are not required in preschool classrooms by children ages 3 and 4.</p>	<ul style="list-style-type: none"> • No change from requirement.
<p>All students in grades kindergarten through 5 will not be required to wear facial coverings in their classrooms, unless (1) students do not remain with their cohort class throughout the school day and (2) come into close contact with students in another class.</p>	<ul style="list-style-type: none"> • Students in grades PK-5 will be kept in cohort groups separate from other classes. • Students in grades PK-5 are allowed to remove their masks in their classrooms. • Safety lanyards have been purchased for all students PK-8, to prevent losing/dropping masks. • Students in grades PK-5 are allowed to wear masks in the classroom, and will be asked to wear masks in certain situations (i.e. working in small groups or during specials classes)
<p>All staff and students in grades 6-12 will wear facial coverings, except (1) during meals and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician, with parental consent.</p>	<ul style="list-style-type: none"> • Students in grades 6-8 will be kept in cohort groups separate from other classes. • Students in grades 6-8 are required to wear masks in the classroom. • Teachers will plan outside breaks and utilize outside spaces for learning, as feasible based on weather and activity.

Phase 4: Personal Protective Equipment, continued

MI Safe Start Plan/AOD COVID-19 Preparedness Plan Requirements	Additional St. Mary Policies/Actions/Clarification
<p>AOD schools will not conduct indoor assemblies that bring together students from more than one classroom.</p> <ul style="list-style-type: none">• School Masses may be allowed provided that all AOD Mass guidelines are followed.	<ul style="list-style-type: none">• Students from more than one classroom (cohort) will not be brought together in an indoor setting.• This applies in all areas of the school, including classrooms, cafeteria, and fellowship center.• All-school Masses or mixed-cohort Masses, will not be held at St. Mary during Phase 4.• If conditions are stable at St. Mary, we may add Masses by grade level at the end of September.• We are exploring the feasibility of livestreaming weekly Mass to the classrooms.
<p><i>Facial coverings may be homemade or disposable level one/basic-grade surgical masks, and/or face shields.</i></p>	<ul style="list-style-type: none">• Italicized because we are awaiting guidance on the use of face shields as a substitute for face masks.• Face masks must be “school-appropriate.”

Phase 4: Hygiene

MI Safe Start Plan/AOD COVID-19 Preparedness Plan Requirements	Additional St. Mary Policies/Actions/Clarification
<p>Provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).</p>	<ul style="list-style-type: none">• Supplies and signage have been ordered.• Air hand dryers are being replaced with touchless paper towel dispensers in all bathrooms.• Paper towel dispensers will also be installed in the classrooms.
<p>Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.</p>	<ul style="list-style-type: none">• Teachers will instruct students on proper protocols.
<p>Educate staff and students on how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.</p>	<ul style="list-style-type: none">• Teachers will instruct students on proper protocols.

Phase 4: Hygiene, continued

MI Safe Start Plan/AOD COVID-19 Preparedness Plan Requirements	Additional St. Mary Policies/Actions/Clarification
Systematically and frequently check and refill soap and hand sanitizers.	<ul style="list-style-type: none">• A schedule and log will be in use to ensure this.
Provide opportunities for handwashing with soap and water by students and teachers.	<ul style="list-style-type: none">• Touchless-faucet sinks and touchless-flush toilets are being installed in the school.• Additional handwashing sinks will be added to both the first and second floor hallways of the school.• Bathroom/handwashing breaks will be scheduled for every class.
Limit sharing of personal items and supplies such as writing utensils.	<ul style="list-style-type: none">• St. Mary is using a school-wide program for obtaining student supplies. The per student cost will be added to PK-8 FACTS accounts.• Systems will be in place in the classrooms to limit shared items.• Electronic textbooks have been purchased for many subjects/grades.• Drinking fountains will be disabled, but bottle-filling stations will be operational.• We continue to explore the use of 1:1 iPads in grades 4 and 5 in order to minimize contact points from paper assignments. (Grades 6-8 are already 1:1. Grades 4-8 are “departmentalized” and see different teachers for each subject, resulting in greater exposure for both teachers and students.)

Phase 4: Spacing, Movement, and Access

MI Safe Start Plan/AOD COVID-19 Preparedness Plan Requirements	Additional St. Mary Policies/Actions/Clarification
<p>Space students as far apart as feasible in classrooms, whether desks or tables are utilized.</p>	<ul style="list-style-type: none">• Class sizes have been capped to allow for maximum social distancing.• An additional teacher has been hired to allow for class sizes under 15 in grades K-3.• All grades (PK-8) will be kept in strict “cohort” groups throughout all parts of the school day.• “Specials” teachers will go to the classrooms, instead of having students move.• Additional middle school lockers have been ordered so that each middle school student has his/her own locker. Locker assignments will be spaced out by grade, and time will be scheduled for students to go to lockers by grade level and in small, moderated groups.
<p>Post signage to indicate proper social distancing</p>	<ul style="list-style-type: none">• Signage is purchased and will be posted.
<p>Place markers at six-foot intervals where line formation is anticipated.</p>	<ul style="list-style-type: none">• Markers are purchased and will be in place.

Phase 4: Spacing, Movement, and Access, continued

MI Safe Start Plan/AOD COVID-19 Preparedness Plan Requirements	Additional St. Mary Policies/Actions/Clarification
<p>Provide social distancing markers in waiting and reception areas.</p>	<ul style="list-style-type: none">• Markers are purchased and will be in place.
<p>Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.</p>	<ul style="list-style-type: none">• Signage is purchased and will be posted.• Systems are being developed to indicate to students how many students are in the bathroom and if they may enter or need to wait.
<p>Restrict entrance to the school to students and staff only, with the following allowances: Family members or other non-staff adults are not allowed in the school building except under extenuating circumstances determined by school officials. All non-staff adults entering the building must be screened for symptoms using a monitoring form, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, should be kept of all non-staff adults entering and exiting the building.</p>	<ul style="list-style-type: none">• Visitors (including school parents) will be restricted as we start the school year.• Systems will be in place for dropping off student items forgotten at home.• Appointments must be scheduled for meeting with any school staff, if communication cannot be accomplished via phone, email, or Zoom. (Including Administration, Office, Teachers)• All visitors into the school will be screened and records kept.• All visitors into the building must wear masks.• St. Mary afterschool Faith Formation classes will be online for 2020-2021, and no other groups may use our building.

Phase 4: Screening Students and Staff

MI Safe Start Plan/AOD COVID-19 Preparedness Plan Requirements	Additional St. Mary Policies/Actions/Clarification
<p>Cooperate with the local public health department regarding implementing protocols for screening students and staff.</p>	<ul style="list-style-type: none">• Families are encouraged to check their child's temperature at home every morning. Students with a temperature of 100.4 or higher should stay home from school.• Families are encouraged to monitor their children for symptoms of COVID-19. Student health should be assessed by parents every morning before school. Students who exhibit symptoms of illness should stay home from school.• St. Mary WILL BE using a temperature screening kiosk to screen students for temperatures over 100.4. This will NOT screen all COVID-19 symptoms, but we feel this is an important step in student, staff, and visitor screening.
<p>Identify and designate a quarantine area and a staff person to care for students and staff who develop signs or symptoms of COVID-19 at school.</p>	<ul style="list-style-type: none">• The current teacher's lounge will be used as our quarantine room due to ventilation, access to bathrooms, and proximity to the main office.• Our quarantine room will be referred to as the Care Room.

Phase 4: Screening Students and Staff, continued

MI Safe Start Plan/AOD COVID-19 Preparedness Plan Requirements	Additional St. Mary Policies/Actions/Clarification
<p>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. Identified person caring for these children/staff will wear a facial covering.</p>	<ul style="list-style-type: none">• Identified staff person caring for students/staff will be in face mask, face shield, gown, and gloves.
<p>Symptomatic students and staff sent home from school will stay home until they have tested negative or have completely recovered according to CDC guidelines.</p>	<ul style="list-style-type: none">• Oakland County health department guidance will be followed.
<p>Staff will conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any new or unusual symptoms as reported on the COVID-19 school monitoring form, they will stay home. Staff member will contact the school administrator.</p>	<ul style="list-style-type: none">• An electronic COVID-19 monitoring form will be used for staff screening.

Phase 4: Testing Protocols for Students and Staff

MI Safe Start Plan/AOD COVID-19 Preparedness Plan Requirements	Additional St. Mary Policies/Actions/Clarification
<p>Cooperate with the local public health department regarding implementing protocols for screening students and staff.</p>	<ul style="list-style-type: none">• St, Mary will follow Oakland County guidelines regarding screening and testing students and staff.
<p>Symptomatic students and staff will be kept home until they have tested negative for COVID-19 or have been released from isolation according to CDC guidelines.</p>	<ul style="list-style-type: none">• St. Mary will follow Oakland County health department and CDC guidelines in determining when students and staff can return to school.
<p>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.</p>	<ul style="list-style-type: none">• St. Mary will notify families via email as soon as possible.

Phase 4: Responding to Positive tests Among Students and Staff

MI Safe Start Plan/AOD COVID-19 Preparedness Plan Requirements	Additional St. Mary Policies/Actions/Clarification
<p>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.</p>	<ul style="list-style-type: none">• St. Mary will notify families via email as soon as possible.
<p>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.</p>	<ul style="list-style-type: none">• St. Mary will follow the instructions from Oakland County health officials regarding return to school/work, using the most current guidelines from the CDC for this determination.

Phase 4: Food Service, Gathering, and Extracurricular Activities

MI Safe Start Plan/AOD COVID-19 Preparedness Plan Requirements	Additional St. Mary Policies/Actions/Clarification
<p>Prohibit indoor assemblies that bring together students from more than one classroom.</p> <ul style="list-style-type: none">School Masses may be allowed provided that all AOD Mass guidelines are followed.	<ul style="list-style-type: none">Students from more than one classroom (cohort) will not be brought together in an indoor setting.This applies in all areas of the school, including classrooms, cafeteria, and fellowship center.Due to the importance of keeping students in cohort groups for the mitigation of the spread of COVID-19, St. Mary will NOT be holding or sponsoring afterschool and/or extracurricular activities, as we begin the school year in Phase 4.If conditions are stable at St. Mary, we will re-assess extracurricular activities at the end of September. All-school Masses or mixed-cohort Masses, will not be held at St. Mary during Phase 4.If conditions are stable at St. Mary, we may add Masses by grade level at the end of September.We are exploring the feasibility of livestreaming weekly Mass to the classrooms.

Phase 4: Food Service, Gathering, and Extracurricular Activities, continued

MI Safe Start Plan/AOD COVID-19 Preparedness Plan Requirements	Additional St. Mary Policies/Actions/Clarification
<p>If cafeterias are used and six feet of distance between students is not possible, meal times should be staggered or physical barriers should be used. Serving and cafeteria staff will use barrier protection including gloves, face shields, and surgical masks.</p>	<ul style="list-style-type: none">• Students will be eating lunch in their classrooms and remain in their cohort group.• The Food Lunch Program will continue with a limited menu, and most likely as a “boxed lunch” meal. Meals will be brought to the classrooms on carts. Students will not go to the cafeteria.
<p>Classrooms or outdoor areas can be used for students to eat meals at school.</p>	<ul style="list-style-type: none">• Students will be eating lunch in their classrooms and remain in their cohort group.• Outdoor areas may be utilized for lunch, as weather and schedules allow.• Students will remain in cohort groups during recess. Outdoor recess will use a “zone” approach, with cohorts scheduled in rotation for the playground area and the parking lot area. The West Street side of the school will also be used for grades 4-8.• We will be asking for donations of playground equipment (balls, jump ropes, etc.) for each cohort group so that equipment is not shared by more than one cohort.

Phase 4: Athletics

MI Safe Start Plan/AOD COVID-19 Preparedness Plan Requirements	Additional St. Mary Policies/Actions/Clarification
<p>Schools will comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).</p>	<ul style="list-style-type: none">• Due to the importance of keeping students in cohort groups for the mitigation of the spread of COVID-19, St. Mary will NOT be holding or sponsoring Athletic Program activities, as we begin the school year in Phase 4.• If conditions are stable at St. Mary, we will re-assess Athletic Program activities at the end of September.• If St. Mary Athletic programming is offered during Phase 4, all requirements in this area will be followed.
<p>Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering.</p>	<ul style="list-style-type: none">• See above
<p>Every participant should confirm that they are healthy and without any symptoms prior to any event. On non-school days Monitoring Form needs to be completed by all participants (this includes all adult volunteers, coaches and administrators)</p>	<ul style="list-style-type: none">• See above

Phase 4: Athletics, continued

MI Safe Start Plan/AOD COVID-19 Preparedness Plan Requirements	Additional St. Mary Policies/Actions/Clarification
All equipment must be disinfected before and after use.	<ul style="list-style-type: none">• See previous page
Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.	<ul style="list-style-type: none">• See previous page
Handshakes, fist bumps, and other unnecessary contact must not occur.	<ul style="list-style-type: none">• See previous page
Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.	<ul style="list-style-type: none">• See previous page
Large scale indoor spectator events are suspended. Large scale outdoor spectator or stadium events are limited to 100 people, and people not part of the same household must maintain six feet of distance from one another.	<ul style="list-style-type: none">• See previous page
Spectators are allowed provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times. Attention must be given to entry and exit points to prevent crowding.	<ul style="list-style-type: none">• See previous page

Phase 4: Cleaning

MI Safe Start Plan/AOD COVID-19 Preparedness Plan Requirements	Additional St. Mary Policies/Actions/Clarification
<p>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.</p>	<ul style="list-style-type: none">• Cleaning of frequently-touched surfaces will be scheduled and responsible staff indicated.
<p>Libraries, computer labs, arts, and other hands-on classrooms will undergo cleaning after every class period or when cohorts change classrooms, with either an EPA-approved disinfectant or diluted bleach solution.</p>	<ul style="list-style-type: none">• Cohorts will not change classrooms.• Teachers of Art, Music, Spanish, Technology, Library, and Gym will travel to each classroom.• Shared items will be minimized.• Shared items will be disinfected between use.
<p>Student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period, or when cohorts change classrooms.</p>	<ul style="list-style-type: none">• Cohorts will not change classrooms.• Student desks will be disinfected before and after lunch, every evening, and as needed based on classroom activities.

Phase 4: Cleaning, continued

MI Safe Start Plan/AOD COVID-19 Preparedness Plan Requirements	Additional St. Mary Policies/Actions/Clarification
Playground structures will continue to undergo normal routine cleaning, but using an EPA-approved disinfectant is unnecessary.	<ul style="list-style-type: none">• A mister has been purchased to regularly disinfect the playground structures.
Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use products.	<ul style="list-style-type: none">• Classroom cleaning products will be stored out of reach of children.
Staff must wear gloves, surgical masks, and face shields when performing all cleaning activities.	<ul style="list-style-type: none">• Appropriate staff PPE has been purchased.

Phase 4: Busing and Student Transportation

MI Safe Start Plan/AOD COVID-19 Preparedness Plan Requirements	Additional St. Mary Policies/Actions/Clarification
<p>Schools who use public school district busing will defer all safety guidelines to those providers. The requirements in this section of both the Phase 4 <u>MI Safe Schools 2020-2021 Return to School Roadmap</u>, as well as the <u>Archdiocese of Detroit COVID-19 Preparedness and Response Plan</u> are intended for schools who are the direct provider of busing services.</p>	<ul style="list-style-type: none">• Not applicable

Phase 4: Mental & Social-Emotional Health

MI Safe Start Plan/AOD COVID-19 Preparedness Plan Requirements	Additional St. Mary Policies/Actions/Clarification
<p>Schools are to identify a point person or establish an access navigator to facilitate mental health referrals, communications to families/ students, and public-facing wellness materials.</p>	<ul style="list-style-type: none">• We are in-process on hiring a part-time school counselor who will have regularly scheduled times to meet with all classes grades K-8, as well as work with small groups and individual students, as needed.• These services would continue whether we are in-person or fully online.
<p>Provide all staff with timely, responsive, and ongoing training/professional development.</p>	<ul style="list-style-type: none">• We are purchasing an online training program for use with all school staff. Available topics pertaining to this section include:<ul style="list-style-type: none">- Coronavirus: Managing Stress & Anxiety- Stress Management- Student Mental Health- Conflict Management• Additional supports will be available.

Conclusion

Please know that the St. Mary Catholic School Phase 4 plans may be altered based on changes and updates to local data and new best practices.

We express our sincerest gratitude for the incredible support of our St. Mary family.

Fr. Paul, Mrs. Irwin, Mrs. Conlin, our St. Mary School Advisory Committee, Mr. Steve, Mr. Jim, and our St. Mary teachers have added to our plan in so many different ways.

Thank you to everyone, for keeping our St. Mary students, staff, and families in your daily prayers.

Jesus, we trust in You.

