



## COVID-19 Handbook Appendix 2020-2021

### Important Links for Parents to Review

[Michigan Safe Schools: Michigan's 2020-21 Return to School Roadmap](#)

[Living our Mission in Today's Reality: DOGR Return to School Plan](#)

[Kent County Health Department: School and Administrators COVID-19 Toolkit](#)

[CDC: Preparing K-12 School Administrators for a Safe Return to School in Fall 2020](#)

### Before Arriving to School

- If your student is experiencing signs of illness, please do not send them to school.
- Before leaving home, confirm that your student does not have a fever of 100.4 or higher.
- Review the health screening questions for your students before arriving at school.
- All students should come to school with disinfected hands.

### Masks - [Document for Parents](#)

- Facial coverings must always be worn in hallways and common areas by preK-12 students in the building except for during meals.
- Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.
- Homemade facial coverings must be washed daily.
- Disposable facing coverings must be disposed of at the end of each day. Lanyards will be provided for students for clipping masks.
- Cloth masks must be washed daily. Disposable masks must be thrown out each day after use.
- Parents must label masks on both the inside and outside of the mask.
- Students may wear masks with school appropriate designs or patterns. No words other than small print are permitted. All Saints Academy reserves the right to determine the appropriateness of the mask.

### **Drop Off (Elementary)**

- Preschool parents will continue to drop off students through the main entrance (Door 1). Parents and students are required to wear masks upon entering the building. Parents will be asked to sign in their students outside of the classroom and will not be allowed to enter the classroom.
- K-2 students will be dropped off in the courtyard and enter through Door 10. Please do not pull into the courtyard. Please see the attached map for details. Parents will not be allowed to enter the building and students must wear masks upon entrance.
- The drop off window for K-2 students is 8:00 AM-8:15 AM.
- Students arriving after 8:15 AM must enter at the main school entrance and check in at the school office (Door 1)

### **Drop Off (Middle School)**

- Doors open at 7:45 AM. The drop off window for 3rd-8th grade is 7:45 AM - 8:00 AM.
- Parents will not be allowed to enter the building and students must wear masks upon entrance.
- 6th, 7th & 8th grade students will enter the building through the entrance by the Totem Pole (Door 2) A new traffic flow map will be coming soon.
- 3rd, 4th and 5th grade students will enter the building through the main school entrance (Door 1)
- Students arriving after 8:00 AM must enter at the main school entrance and check in at the school office (Door 1)

### **Shuttle**

- Our goal is to alleviate shuttle capacity as best we can.
- The shuttle will be reserved for students in child care and for those who walk to and from school.
- Facial coverings must be worn by preK-8 students, staff, and bus drivers during school transportation.

### **Childcare (K-8 Before and After School)**

- Masks will be required for all students while inside the building.

- Parents are asked to use Door 13 to drop off and pick up students from child care.

### **Morning Prayer (Elementary)**

- Google Meet at 8:20 AM

### **Morning Prayer (Middle School)**

- Google Meet at 8:05 AM

### **Social Distancing**

- Markers in hallways will note proper social distancing intervals
- All requirements for spacing will be met within classroom
- Extra furniture will be removed for this school year so that classrooms can be set up allowing students comfortable and cautiously distances personal working spaces

### **Bathroom Breaks (both campuses)**

- Will be scheduled
- All kids will need to wash their hands with soap and water at each bathroom break even if they don't use the bathroom.

### **Lunch (Elementary)**

- No milk or hot lunch
- Will be in the classroom
- Students will clean desks before and after eating
- Students will wash their hands prior to and after eating lunch

### **Lunch (Middle School)**

- No milk or hot lunch
- Will be in homerooms
- Students will clean desks before and after eating
- Students will wash their hands prior to and after eating lunch

### **Recess**

- Students in general will not be grouped together for recess, rather as a single class.
- When multiple classes are outside at the same time they will be limited to a particular section (playground, blacktop, field)

### **Dismissal (Elementary)**

- No changes to preschool dismissal other than sign out sheets will be in the hall.
- K-2 Students will be dismissed through Door 10, similarly to arrival.
- Our pick up procedure will be similar to last year as we will load up all cars within sight and release cars once all students are loaded.
- Please be patient as this process may be slower than normal.

### **Dismissal (Middle School)**

- 3rd, 4th & 5th grade will exit through the parish doors
- 6th, 7th & 8th grade will exit through the main school doors
- Dismissal car loop will be similar to last year - see map
- Please be patient as this process may be slower than normal as students will stay with their class as they exit the building and wait for their rides

### **Specials**

- Specials will be taught in homerooms until further notice
- Class trips to school libraries will be suspended until further notice, although teachers may bring selections of books to their homerooms as needed.

### **Mass**

- Diocesan Mass guidelines for school Masses will be followed

### **Cleaning**

- Frequently touched surfaces including light switches, doors, benches, bathrooms, must undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.
- Libraries, computer labs, arts, and other hands-on classrooms must undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.
- Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution prior to new learner cohort transitions.
- Playground structures must continue to undergo normal routine cleaning, but using an EPA-approved disinfectant is unnecessary.
- 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.

- Staff must wear gloves, surgical mask, and face shield when performing all cleaning activities.

### **Water Bottles and Drinking Fountains**

- Only water bottle filling will be permitted.
- No drinking from drinking fountains.
- Parents must provide labeled water bottles.

### **Uniform Exchange**

- We are not accepting outside clothing at this time.
- Please contact the office to set up a time to go through any available school inventory.

### **Birthdays**

- Store bought, individually wrapped, treats to celebrate birthdays.

### **General**

- PBIS Teach Days will include daily routine as well as health and hygiene practice
- No hugging, high fives in person
- Rest items will be sent home weekly for cleaning
- When in doubt, please label school and clothing items.
- Routinely check with your student(s) to make sure they have school supplies like pens and pencils.
- Extra items such as personal toys should stay at home.
- Practice mask wearing at home. For example, students could wear their mask during any screen time.