



SAINT MARY SCHOOL REOPENING PLAN

Diocese of Kalamazoo
Office of Schools

July 2020

Dear families of Saint Mary School,

The staff of the school miss your children and are lost without their sweet, smiling faces! We are excited, although guarded, to have your children back in the building. There is nothing better than being face-to-face and together in the classroom.

In compliance with the CDC, the State of Michigan's *2020-2021 Return to School Roadmap*, and the Van Buren Health Department, Saint Mary School has established this plan based on Phase 4 of the [MI Safe Start Plan](#). Under these guidelines, Saint Mary School will prepare to open August 27 with the understanding that number of new cases and deaths has fallen for a period of time, our health systems capacity can typically handle these new outbreaks, and the overall number of infected individuals still indicate the need for social distancing. **It is also important to note that we are working closely with the Van Buren Health Department. Whenever questions arise, we will seek the advice from local experts and comply with the health department's recommendations.**

While our goal is to gravitate toward Phase 5, which begins to loosen required safety protocols, at any time, the State of Michigan can take a step back to reinstate distance learning, or Phase 3.

The good news is that passing the COVID-19 virus from child-to-child is rare. The staff is confident of our safety measures, and we are committed to operate in an honest and transparent fashion. We ask parents to do the same. Parents are required to disclose exposure.

The pages that follow are our plans to reopen. It is organized by Communications, Safety Protocols, Academics, Operations, Preschool, and Mental and Social-Emotional Well-being. It may be lengthy, but the content is crucial to a smooth operation of the school. It will most likely change somewhat as we encounter obstacles after the first week or two.

Thank you for your continued commitment to Catholic education, and may God bless us all.

Lori Pearson
Principal
Lpearson@saintmarypawpaw.org

*Saint Mary School provides a safe and loving Catholic environment
where faith and knowledge meet.*

SAINT MARY SCHOOL

REOPENING PLAN

- I. Communications will use Facebook, emails, and school website to all stakeholders (families, staff, parish, Office of Schools, and PPPS).
 - a. Outside vendors will be individually notified of limited access to the school building.
 - b. Links to CDC, State of Michigan, VBHD, and this Re-Opening Plan is on our school website for current, prudent, and accurate information
 - c. In addition to Google Classroom communication, teachers will have weekly newsletters posted on our website.

- II. Safety Protocols
 - a. Personal Protective Equipment (PPE)
 - i. Masks (if made of cloth, it must be washed daily; if disposable, it must be discarded at the end of each day)
 1. Staff Masks
 - a. Facial coverings for staff using either cloth, disposable, or gaiter style
 - b. Facial coverings during instruction
 - c. Face shield during phonics instruction when mouth and tongue position must be demonstrated
 2. Student Masks
 - ~~a. Required upon entering the building and must be worn at all times unless they are eating. in the foyer and hallways and in common areas including latchkey.~~
 - ~~b. Removed after entering their individual classroom and using hand sanitizer at the doorway.~~
 - ~~c. Children may remain mask free until he or she leaves their individual classroom.~~
 3. Busing and Transportation
 - a. All must wear a mask and follow PPPS guidelines.
 - b. Required upon transportation on school buses
 - ii. Hygiene
 - i. Hand sanitizer (60% alcohol), paper towels, and tissues will be supplied, and hand washing signage will be posted throughout the school building.
 - ii. Students will be taught and practice coughing and sneezing into their sleeve or a tissue and will wash their hands afterward.
 - iii. Students and teachers will have scheduled handwashing every 2 to 3 hours.
 - iv. Students will have personal items separated from others (pencils, crayons, scissors, etc.). Shoe boxes with lids are provided by the school.
 - v. Small group materials will be limited and disinfected between each use.
 - vi. Lotion and lip balm
 1. PS and kindergarten: item must be in a labeled zipped baggie and in the possession of the teacher.
 2. Grades 1-5 may keep these items with their personal items.
 - b. Spacing, Movement, and Access
 - i. Desks are to be six feet apart in classrooms and facing one direction as feasible.
 - ii. Family members or other guests are not allowed in the school building unless there are extenuating circumstances as determined by school officials.
 - iii. Signage and floor markings will indicate proper social distancing when line formation is necessary.

- iv. Drinking fountains will be disabled with the exception of the bottle filling station. We ask that families send a spill-proof water bottle clearly labeled with the child's name. It must be sent home daily.
- v. All entering the building must wear a mask
- vi. , sanitize their hands, and be screened before entering. Records will be kept with date and time.
- vii. Classroom windows will be open as much as possible, weather permitting.
- viii. Art class will be brought into the classroom. All other specials will be suspended at this time (physical education, music, Spanish, and technology).
- ix. Each teacher will sign up for a designated day for use of the computer lab and library. Surface Pros, our tablets, can also be used as long as each unit and the cart is disinfected after each use.
- x. Morning arrival (school hours have been modified to 9:00 am to 2:45 pm)
 - 1. See "Preschool" for specifics for preschool students.
 - 2. K – 5
 - a. A staff member will be at each entrance.
 - b. Students will go to the classroom, or Latchkey, and the teacher will take their temperature and direct the students to use hand sanitizer as they enter the room. Records will be kept.
 - c. **Masks are required upon entering the building and must be worn at all times unless they are eating.** ~~Masks may be removed after they are screened and enter the classroom.~~
 - d. Late bus arrivals will go to the office for screening before being sent to the classroom.
 - 3. Drop off times
 - a. Student may arrive as early as 8:45 am for release to the classroom (school begins at 9:00 am).
 - b. Students arriving before 8:45 am must be prearranged and sent to the Latchkey room.
- xi. End of Day Pick Up
 - 1. Parents need to come to the sidewalk. We will release your child/children when we see you.
 - 2. Students will be dismissed as follows
 - a. First: Bus riders will be sent to the side door as usual while maintaining social distancing.
 - b. Second: Latchkey to go to the latchkey room.
 - c. Third: single child families
 - d. Fourth: multiple children families
- d. Screening (refer to the flow chart on the last page of this reopening plan)
 - i. Students
 - 1. An area of the school will be designated as a quarantine area for any student or staff member who become ill at school.
 - a. Student will be masked and remain in the area until they can be picked up by a parent or designated emergency contact.
 - b. Ambulance will be called if necessary.
 - c. Staff caring for a child will be masked.
 - 2. Students will be kept home until they either have tested negative for Covid-19 or are fever free for 72 hours without the use fever reducing medication (Tylenol or Motrin, for example).
 - 3. Families are to use a thermometer each morning to check their child; students with a temperature of 100.4 should remain home. Please do not send a child to

- school if you are able to reduce the temperature with medication as it does not decrease the potential spread of the illness.
4. Consider coronavirus tests if symptoms of COVID-19 are present.
 5. Presence of any symptoms, including cough or shortness of breath, should remain home from school and follow up with a primary care provider.
 6. Please contact the principal for medically vulnerable student and staff accommodations: Lori Pearson, at Lpearson@saintmarypawpaw.org or 657-3750.
- ii. Staff
 1. Staff will be screened daily and records will be kept.
 2. Anyone with symptoms will wear a mask and off-site testing will be sought.
 3. Staff will remain home until they have tested negative or **72 hours** fever free.
- e. Responding to Positive Tests Among Staff and Students
- i. Reporting Protocol
 1. Direct exposure to COVID-19 or confirmed positive cases must be reported to the principal as soon as possible.
 2. Questions, concerns, and reporting should be addressed to the principal, Lori Pearson, at Lpearson@saintmarypawpaw.org or 657-3750.
 - ii. **Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19**, regardless of grade classroom, to encourage closer observation for any symptoms. However, due to privacy rights, name(s) will not be disclosed. *If a family acknowledges and publicly discloses a positive test, school staff and officials will not participate in discussions or acknowledge a positive test.* Immediate efforts will be made to quarantine contact any close contacts, ~~those who spent more than 15 minutes within 6 feet.~~ **UPDATE as of 10.26.2020: the CDC has redefined close contact as someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period* starting from 2 days before illness onset until the time the patient is isolated.**
 - iii. Saint Mary School will follow the guidelines of the Van Buren Health Department and collect contact information for any close contacts of the affected individual from 2 days before he or she presented symptoms to the time when he or she was last present at the school.
 - iv. Employees with a confirmed case of COVID-19 will return to the school after they are no longer infectious and released to return to work by a health official.
 - v. Individual classrooms will temporarily relocate and remain closed for 72 hours until the room is thoroughly disinfected.
- f. Food Service, Gatherings, and Extracurricular Activities
- i. Lunch
 1. Students will wash hands before lunch and after.
 2. The PPS food program has yet to be determined, but if service is offered, food will be delivered to the classroom.
 3. Lunch will be eaten either in the classroom or outdoors with social distancing.
 4. Microwaves will not be available.
 5. Please consider having your child practice opening containers and wrappers at home so they are independent. Teachers should not handle their food.
 6. Knights of Columbus lunches are under consideration. The food will have to be delivered to the classroom as well.
 - ii. Playground
 1. If more than one class is outside on the playground, masks must be worn unless one class is in the wood chips and the other in the grass area.
 2. Staggered recesses will be planned.
 3. The Walking Club will be available.

4. Equipment used by staff and students will be disinfected before and after use.
- iii. Birthday Treats
 1. No homemade treats are allowed.
 2. Items must be individually wrapped.
 3. The child will not go room to room to deliver treats to staff.
- iv. Holiday parties are to be determined.
- v. Gatherings, including assemblies, of more than one classroom are suspended.
- vi. Field trips are suspended.
- g. Cleaning
 - i. Frequently touched surfaces (light switches, door knobs, bathrooms, desks, etc.) must be cleaned every four hours with a COVID-19 approved disinfectant (Hillyard #19).
 - ii. All staff must wear gloves, mask, and face shield when performing all cleaning activities.
- h. Busing
 - i. Guidelines will be established by PPPS's Transportation Department.
 - ii. Hand sanitizer must be used before entering the bus.
 - iii. Masks are to be worn while on the bus (children and adults) unless determined by a local health official on a case-by-case basis.
 - iv. PPPS will be responsible for disinfecting all buses.
- i. Medically Vulnerable Students and Staff – please contact the principal for appropriate accommodations: Lori Pearson, at Lpearson@saintmarypawpaw.org or 657-3750.

III. Academics

- a. Liturgy celebrations are to be determined.
- b. Conduct checkpoints around curriculum pacing of student progress; honing in on the growth of students who need acceleration.
- c. Place intervention strategies for those who need additional support.
- d. Start the year with assessments, both formal and informal, to determine where the students are in their academics.
- e. Prioritize standards to ensure that the standards with the greatest impact are mastered before advancing to grade level work requiring prerequisite skills.
- f. Integrate social-emotional needs into classroom instruction.
- g. Continue to meet as a staff to implement best practices through all grade levels.
- h. Students with special needs will be handled on a case-by-case basis.
- i. Catechesis of the Good Shepard will remain in place; however, instruction will be reduced to three students at a time.
- j. Work with the Van Buren Immediate School District to develop a service plan for students needing language, occupational, and/or physical therapy as well as speech services.
- k. **If children are quarantined, they will be given classwork just as if they were sick;** however, in the event of distance learning, Saint Mary School will replace *Grab-and-Go* packets to online lessons and support. **If we go to virtual learning:**
 - i. Staff has been trained in Google classroom.
 - ii. Additional electronic devices were issued to Saint Mary School for students who need resources if virtual learning is reinstated. (see Technology on the next page)
 - iii. Staff will use Zoom to teach live lessons whenever possible
 - iv. Staff is working on creating recorded lessons to post on our website; individual classroom webpages will be available this fall.
 - v. Use intermittent virtual learning within the classroom to quickly prepare for virtual learning if it becomes necessary.
 - vi. Activate plans to
 1. Ensure families have connectivity and the devices needed to complete work.
 2. Develop systems to monitor and track online attendance on a daily basis.
 3. Commit to improve feedback and assessment of the quality of student work on a timely basis.

- I. Teacher professional development will include:
 - i. Social-emotional training
 - ii. Continue intentional curriculum planning across grade levels.
 - iii. Identify and provide additional support for students who do not engage in remote learning.
 - iv. Share knowledge and ideas around the use, engagement, and effectiveness of digital tools including Google classroom, SeeSaw, and Discovery Education streaming.

IV. Operations

- a. Facilities
 - i. Procure materials necessary for cleaning and disinfecting.
 - ii. Establish mid-day cleaning schedule to ensure frequently touched surfaces are cleaned several times a day.
 - iii. Continue to follow CDC protocols when interacting with the general public.
 - iv. Clean all air filters in heating system monthly.
 - v. Place a hand sanitizer station at the door of every classroom.
 - vi. Post signage for hand washing, cough etiquette, and nose blowing will be widely posted.
 - vii. Place 20 second timers at every sink.
 - viii. When cleaning, gloves, masks, and face shield will be worn.
 - ix. Disinfectant spray bottle, cloth, and cleaning PPE will be in each classroom.
 - x. Toys from home are not permitted.
- b. Budget, Enrollment, and Staffing
 - i. Assess how job responsibilities will shift in light of COVID-19 and how new responsibilities will be accounted.
 - ii. Train all staff and substitutes on all protocols of this re-opening plan.
 - iii. Update the parent handbook to accommodate COVID-19 plans (link).
 - iv. Contact substitute teachers for training and availability. Any substitutes who are not trained in COVID-19 protocols will not be called.
 - v. Collaborate with PPPS's food service staff to ensure any necessary food handling changed are implemented based on local public health guidance.
- c. Technology
 - i. Conduct survey to collect information about the availability of digital devices in their homes to support remote learning.
 - ii. The school secretaries will be the contact person to distribute and receive digital devices for students and families to include
 1. Developing communication and record keeping protocol for issuing electronic devices to students and families.
 2. Safely bagging and storing devices
 3. Sanitizing devices prior to a repair or replacement
 4. Forwarding units to IT for prepared maintenance routines and fix standard issues such as screen, keyboard, and battery replacement.

V. Preschool - based on state licensing guidelines for safe child care operations

- a. Monitor Symptoms of COVID-19
 - i. Both staff and preschool students will have their temperature taken upon arrival. If it is 100.4 or higher, he or she will be sent home.
 - ii. Thermometers will be disinfected after each use.
 - iii. Staff will monitor wellness throughout the day and watch for signs of illness such as flushed cheeks, rapid or difficulty breathing, fatigue, or extreme fussiness.
 - iv. If during class time, a child or staff becomes ill with a fever of 100.4 or higher, difficulty breathing, cough, or diarrhea, they will be moved to an isolated area in the school office managed and monitored by office staff. Parents or an emergency contact will be notified for prompt pick up. Staff will be sent home.

- v. Parents and staff are to notify the principal if their child has been in close contact with a person who has tested positive for COVID-19. If the child has, the child will need to quarantine at home for 14 days.
 - vi. If the child shows symptoms of COVID-19, the child must remain home until a local health official releases them to return to school.
 - vii. The preschool recommends having established backup child care plans if their child or a family member becomes ill or is required to self-quarantine due to COVID-19.
- b. Practice Social Distancing and Prepare Physical Space
- i. Three/four year olds and four/five year olds will have different classrooms to best manage response to exposure or positive COVID-19 test.
 - ii. Class sizes will be limited to 10 per classroom.
 - iii. Children will be limited to 2 per table at opposite sides to maintain social distancing to the best of our ability.
 - iv. Limit the use of common spaces whenever possible to the best of our ability.
 - v. Playtime will be staggered whenever possible.
 - vi. Weather permitting, outdoor play will increase and windows will be opened to increase circulation as much as possible.
 - vii. Arrival and Pick up (preschool hours are adjusted to 9:00 am to noon)
 - 1. The staff recognizes that the first week or two of preschool will need the parents to enter the school to drop their child off to minimize the child's stress.
 - 2. One parent will be asked to enter through doors closest to the preschool classroom.
 - 3. Parents must wear a mask inside the school building.
 - 4. Parents will leave through the same door without entering other areas of the school. If applicable, an older enrolled sibling may proceed to the classroom.
 - 5. Once the child has acclimated to preschool, parents will be asked to bring their child to the door, kiss and hug goodbye, and leave without entering.
 - 6. The preschool teacher will be at the door to receive the child. The other teacher will take the child's temperature at the classroom door.
 - 7. While dropping off children, please avoid congregating outside and respect social distancing.
 - 8. A sign in and sign out sheet, as normally required by licensing during non-COVID-19 times, will be available at the door.
 - viii. Field trips are suspended at this time.
- c. Ensure Hygiene
- i. Handwashing visuals will be posted.
 - ii. Handwashing protocols will be taught to the children. A child friendly twenty-second timer is at each sink.
 - iii. Breaks will be taken to have all children wash their hands with soap and water for twenty seconds. They will also wash before and after snacks.
 - iv. Drinking fountains will be disabled with the exception of the bottle filling station. We ask that families send a spill-proof water bottle clearly labeled with the child's name. It must be sent home daily.
 - v. Classroom furniture and toys will be disinfected at the end of each class.
 - vi. Toys will be limited to hard surface items that are easily disinfected. Toys made of fabric or materials that cannot be easily disinfected will be kept in storage.
 - vii. Toys from home are not permitted.
 - viii. If a comfort item is needed, the child will place the item in their cubby/tub and used at naptime as needed. We ask the item remain at school but sent home at the end of the week for washing.
 - ix. Cleaning and Disinfecting

1. Cleaning and disinfecting will take place each day at noon and again after 3 pm using Hillyard #19, a preapproved disinfectant Philby the CDC.
 2. Hand sanitizer will be available at the classroom door to use prior to entering.
 3. Afternoon attendees will eat in one classroom while the other is being disinfected. Then the children will switch classrooms while the other is disinfected.
- x. Students will be taught and practice coughing and sneezing into their sleeve or a tissue and will wash their hands afterward.
 - xi. Age appropriate signs will be posted for coughing and handwashing.
- d. Use of **PPE for Preschool**
- i. Children need to wear a mask during transportation, but they may be removed upon entering the school (**note that K-5 students must wear masks**).
 - ii. Cloth masks must be washed daily.
 - iii. Whenever cleaning, staff must wear gloves, mask, and face shield.
 - iv. Wipes, thermometers, alcohol-based hand sanitizer, and tissues are readily in supply by the school.
 - v. Preschool staff will help prepare the children in advance to see staff in a mask. Both the teacher and classroom aide will send a welcoming letter to the child with a picture of themselves both with and without a mask.
- e. Responding to Possible or Confirmed Cases of COVID-19
- i. Anyone, staff or child, will be sent home immediately if symptomatic.
 - ii. Those who become ill while in school but cannot leave immediately will be isolated from others in the school office. Students will be attended by office staff until the child can be picked up.
 - iii. If it is staff that becomes ill, he or she will mask, be sent home immediately, and relieved by office personnel.
 - iv. Individual classrooms will temporarily relocate until the room is thoroughly disinfected.
 - v. Reporting exposure
 1. If a child, staff member, family member, or visitor to the preschool becomes ill with COVID-19 symptoms, the local health department and licensing consultant will be notified.
 2. If a positive or expected positive test is reported, families will be notified immediately; however, no health information will be shared to respect privacy rights.
 3. Unless directed otherwise by the local health department, the classroom will close for one day to allow for any air particles to settle prior to disinfecting the room. Since preschool is alternating days, this will most likely not be an issue.
 4. Saint Mary Preschool will abide by directives from the local health department.
 - vi. Returning to school or work
 1. Exposed individuals should self-isolate for 14 days.
 2. If symptoms develop, seek testing from a health care provider.
 3. Follow up by reporting findings to the school.
 4. Individuals may return to school or work after released to do so by a local licensed healthcare provider.
 5. If COVID-19 symptoms do not show after a fever, one must be fever free for 72 hours without the use of medicine before returning.
- f. Reporting Protocol
- i. Direct exposure to COVID-19 or confirmed positive cases must be reported to the principal.
 - ii. Questions, concerns, and reporting should be addressed to the principal, Lori Pearson, at Lpearson@saintmarypawpaw.org or 657-3750.

VI. Mental and Social-Emotion Well-being

- a. Every effort will be made for a trained professional to come in to speak to students in the classroom.
- b. Individual mental health screening will be available as needed and determined by parents, teacher, and principal.
- c. Develop toolbox of resources to support school community with mental health articles, mental health options, and how to talk about COVID-19 with children.
- d. As resources are made available, it will be shared through newsletters, emails, school website, and Facebook.
- e. Staff professional development will include needed tools, resources, and implementation of support in the areas of social-emotional learning, trauma-informed best practices, identification of students at risk and referral protocols, and self-care to promote wellness, promote resilience, and prevent burnout and vicarious trauma.
- f. The office will be the point of contact for mental health referrals, communications to families and students, and public-facing wellness materials.

VII. Travel Considerations

- a. In order to keep our school community safe and healthy, we ask that you consider the travel advisories of the CDC, US Department of State, and the State of Michigan.
 - i. The CDC website offers comprehensive information on how to stay safe during travel: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>
 - ii. The U.S. Department of State provides up to date travel advisories to and from **foreign countries**: <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>
 - iii. Travel updates **within the US** can be found on each state's website: <https://www.michigan.gov/coronavirus/>

iv. SCREENING FLOWCHART FOR STUDENTS AND STAFF

