

# St. Francis Xavier School



## Return to School COVID-19 Preparedness Plan

August 14, 2020

Dear SFX families and stakeholders,

We are working diligently to plan for the upcoming school year. I am very much looking forward to welcoming students back for face-to-face instruction as we begin the 2020-2021 school year. Our work this summer has focused on the safety and well-being of our faculty, staff, and students. In this document, you will find our preparedness plans for returning to school. Information in this plan reflect the recommendations and guidance offered from a variety of sources including: Health Department of Northwest Michigan, the Centers for Disease Control, MI Safe Schools: Michigan's Return to School Roadmap, and the Diocese of Gaylord.

We recognize that any plan we design must be flexible and able to adapt to circumstances beyond our control. This coming school year will no doubt hold many challenges. Many new routines and procedures will be in place for in school instruction. In the event that we have temporary school closures, our remote learning plan will be implemented to continue to meet the needs of our students the best that we can. In the event that someone in our school does become ill, we have guidelines that we will follow, and we will be in close communication with our local health department. As people of faith, we can remain confident that God is with us to meet every one of the challenges we may face this year.

I have had an opportunity to speak with many parents regarding our return to school this fall. Parents and educators alike have noted the importance of students learning in school, under the careful mentorship of their teacher. As always, we value the truth, beauty and goodness of the Catholic faith rooted in each school day. I am well aware that many may be anxious or fearful for the unknowns of returning to school. As Catholics, we set out with firm hope and courage in this endeavor to educate our children in the Catholic faith. Let us continue to support one another as a school family. Though no plan is perfect, I am confident that the protocols in these pages will provide the most effective way for us to mitigate risks, and return to the important task of tending to the spiritual, academic, social, and emotional needs of our children. My prayers are with all of you.

Sincerely yours in Christ,

Adam Dobrowolski, principal

## **Safety Protocols**

### **Personal Protection**

- All students will need to wear a mask at entry into the building in the morning.
- Face masks will be worn by staff when they are within six feet of students or other adults or in common gathering areas of the school such as hallways, staff lounges, workrooms, etc.
- Students will wear masks when they are in hallways, are in close proximity to other students, and when in common areas, including specials classes.
- When in phase 4, all students will wear facial coverings.
- When in phase 5, facial coverings should be worn in classrooms by grades 6-8, unless social distancing in the classroom can be achieved.
- Staff members or students who cannot tolerate wearing a mask for medical reasons will need written and signed documentation from a physician to be excused from this protocol.
- Face coverings may be homemade or disposable level one/basic-grade surgical masks.

### **Hygiene**

- Every classroom will be supplied with a hand sanitizing station.
- Hand sanitizing stations will be strategically placed in the hallways of the school at either entrances and/or near restrooms.
- Signs will be posted near all hand washing and hand sanitation stations that reinforce proper hand hygiene.
- Students will frequently wash hands, including when they enter the classroom, before and after meals, and before and after recess.
- Supplies such as paper towels, and hand sanitizer will be checked daily and restocked in the classroom.
- Teachers will contact the office immediately if supplies run out during the school day and maintenance/custodial staff will replenish supplies.
- School staff will teach students proper hand washing practices, and will monitor and reinforce effective hand washing regularly.
- School staff will teach students how to cough and sneeze into their elbows, or to cover with a tissue and properly dispose of in the trash.
- Custodial staff will monitor hygiene supplies and refill as needed. Ordering of supplies will be closely monitored on a monthly basis to meet demand and anticipate future restocking needs.
- Teachers will limit sharing of classroom materials and disinfect between uses.

## **Cleaning**

- Frequently touched surfaces including light switches, doors, benches, and bathrooms will undergo cleaning at least every four hours with either an EPA approved disinfectant or diluted bleach solution.
- Student desks will be wiped down when students change classrooms or as often as is reasonably possible when students leave rooms.
- Playground equipment will undergo normal routine maintenance and should be wiped down daily.

## **Spacing, Movement and Access**

- Students will be spaced as far apart as feasible in classrooms, whether at desks or tables.
- Signs will be posted to indicate proper social distancing.
- Visitors with symptoms of illness should not enter the building.
- Entrances to the school will be restricted to students and staff only, with the following allowances:
  - Family members or other non-staff adults are not allowed in the school building except when extenuating services are determined by school officials.
  - All non-staff adults entering the building must be screened for symptoms, wear a facial covering, and wash hands prior to entering.
  - A record of visitors will be kept in the school office.
  - Playground monitors will check in at the main office on assigned days.

## **Screening Students and Staff**

- The school will follow recommendations from the Health Department of Northwest Michigan in their health screening agreement instructions for parents and/or guardians.
- The school will fully cooperate with health department screening protocols for students and staff.
- The school will identify isolation areas and will identify a staff person to care for students who become ill with COVID-19 symptoms at school.
- Any student who is sent home from school with COVID-19 symptoms should be kept home until they have recovered according to CDC and local health department guidelines.
- Parents should conduct daily screening practices for their children prior to arriving at school including temperature checks. Students with a temperature of 100.4 or higher should stay home, and follow guidelines from the health department or primary care physician.

- Symptoms identified on the student-screening document provided by the Health Department of Northwest Michigan include fever, sore throat, cough/shortness of breath, diarrhea, vomiting, abdominal pain, and severe headache. The presence of these symptoms should prompt the family to keep the student home from school and follow up with their primary care provider.
- If the answer is **YES** to any of the symptom questions, but **NO** to any close contact/potential exposure questions, your student may return based on the guidance for their symptoms
  - Fever: at least 24 hours have passed with no fever, without the use of fever-reducing medications
  - Sore throat: improvement (if strep throat: do not return until at least 2 doses of antibiotic have been taken);
  - Cough/Shortness of breath: improvement
  - Diarrhea, vomiting, abdominal pain: no diarrhea or vomiting for 24 hours
  - Severe headache: improvement
- Staff who become ill with COVID-19 symptoms will be sent home or to an appropriate medical or testing facility.
- Staff will conduct daily self-screening practices prior to arriving at school. The school will keep a record of staff self-reporting.
- Students or staff exhibiting COVID-19 symptoms will need to wear a mask until exiting the building.
- Parents should notify the school of conditions that may mimic COVID-19 symptoms such as seasonal allergies, asthma, or any other medical conditions.
- The school will log and keep records of non-school employees or other visitors that enter and exit the building.

### **Testing Protocols for Students and Staff**

- The school will cooperate with the Health Department of Northwest Michigan regarding implementation of testing protocols for students and staff.
- Symptomatic students and staff will need to follow all Health Department guidelines before returning to the school.
- In identifying any possible staff or student cases of COVID-19, the Health Department of Northwest Michigan, staff, students, and families will be notified by the district.
- Notifications of COVID-19 will maintain confidentiality consistent with the Americans with Disabilities act (ADA) and other applicable federal and state privacy laws.
- Staff who have been confirmed with a case of COVID-19 will return to the workplace only after they are no longer infectious. Local health officials will

provide instruction about their return to work, using up to date public health guidelines for this determination.

- Classrooms, buses, and common areas that were inhabited by an individual with a confirmed case of COVID-19 will be cleaned using proper cleaners, by custodial staff equipped with proper PPE. Whenever possible, smaller areas will be closed for 24 hours before allowing staff or students to return to the area.

### **Food Service**

- During phase 4 and 5, students will eat with students of their own cohort rather than in a larger gathering in the school cafeteria.
- The Assembly room will be used for distribution of hot lunch. Lunches will be prepackaged. Classes will be scheduled for hot lunch pick up times as to avoid gatherings of more than one class at a time for lunch pick up.
- There will be restrictions for foods that contain allergens that pose a risk to students with severe food allergies. Classrooms with restrictions will be communicated to parents.

### **Gatherings**

- Assemblies or gatherings that bring together students from more than one class are suspended during phases 4 and 5 (i.e. school cafeteria, prayer service).
- School Prayer Service will use a remote video delivery.
- School Masses will be on Wednesday for 4<sup>th</sup> grade through 8<sup>th</sup> grade; and Friday for kindergarten through 3<sup>rd</sup> grade. Students will wear a mask. Distancing between students and distancing between classes will be implemented as much as is feasible.

### **Transportation**

- Students will apply hand sanitizer before entering a school bus. Hand sanitizer will be supplied on the bus.
- The bus driver and all students will wear masks on the bus.
- Prior to and after every transit route, the bus will be cleaned and disinfected.
- If a student becomes sick during the day, they will not be able to use group transportation to return home.
- The bus will be equipped with appropriate cleaning and disinfectant supplies.
- Parents that use public school busing for transportation home from school, safety guidelines are deferred to the guidelines established by Public Schools of Petoskey.

## **Athletics**

- St. Francis Xavier School will comply with all guidelines published by the Michigan High School Athletic Association (MHSAA).
- Students, teachers and staff must use proper hand hygiene techniques before and after every practice, game or gathering.
- Every participant will confirm that they are healthy and without symptoms prior to any event.
- Each participant must use a clearly marked water bottle for individual use. There will be no sharing of water bottles allowed, nor any use of a common drinking facilities or supplies.
- Spectator guidelines will follow executive orders that are current at the time of competitions.
- Spectators are allowed provided that facial coverings are used by observers and six feet of social distancing can be maintained.

## **Remote Learning Plan**

1. The school has convened a Remote Learning Committee to develop school-wide standards to implement age appropriate, and consistent routines for students and families to work remotely.
2. Students will be trained during in school instructional days to login and access lessons from remote learning platforms, and submit work to prepare for potential remote learning.

## **Online Learning Platforms**

1. DK-2 will be using Seesaw as the primary online learning platform.
2. 3<sup>rd</sup>-8<sup>th</sup> grades will be using Google Classroom as the primary online learning platform.
3. SFX will use either Google Meet or Zoom as our school wide synchronous learning platform.

## Phase 1-3 Remote Learning Plan

- Teachers will communicate the daily learning objectives with parents each day or at the beginning of the week.
- Teachers will post and assign daily activities for students on their remote learning platform that may consist of pre-recorded videos, lesson plans, virtual check-ins, live lessons, or documents.
- Teachers will regularly track student progress related to participation, work completion and quality, and will connect with students and/or parents to promote active engagement and a high quality learning experience
- Inconsistent completion and/or communication with parents or students will be brought to the attention of the principal to develop a plan to connect with the student and family.
- Teachers will use the instructional platform, email, and other communication methods to monitor student wellness, engagement, and completion of assignments.
- Teachers will keep a log of communication with students and families.

### Schedule

- Synchronous learning sessions (i.e. Zoom) will follow a school-wide master schedule so that siblings do not have conflicts with online instructional times. Live class meetings will be a consistent time for each class.
- Teachers will schedule office hours 3 times per week (representing different times of the day) for students to check in, ask questions if needed, etc...
- Teachers will post at least 3 videos per week (asynchronous learning).
- Students will have at least 1 online session per day. (videos, activities, live lesson, etc...)
- Teachers will plan a schedule for subject area specific instruction throughout the week.

### Instruction

- Inconsistent completion and/or communication with parents or students will be brought to the attention of the principal to develop a plan to connect with the student and family.
- Teachers will use the instructional platform, email, and other communication methods to monitor student wellness, engagement, and completion of assignments.

- Teachers will keep a log of communication with students and families.
- Assignments need to have pre-determined and predictable due dates per subject.
- Teacher created videos for student learning are recommended to be 3-5 minutes in length. If your lesson needs are longer, create additional short length videos.

### **Implementation of Online Learning Platform during Phases 4-6**

- Virtual check in for students with extended absences.
- Teachers will post at least 1 item per day on the online learning platform (lesson planning document, pre-recorded lesson without students, learning resources, etc...).
- Videos – Teachers should consider creating short videos 3-5 minutes to post to the platform.