

# ST. ROBERT CATHOLIC

## Return-to-School Roadmap Fall 2020 Phase 4, Phase 5 & 6



# ST. ROBERT CATHOLIC

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## St. Robert Catholic School | MI Safe Schools Covid - 19 Response and Preparedness Plan Safety Protocols

**Our Mission: *Fueling the light of Christ in every student through faith, academics, and spiritual growth. on his or her unique ability and potential through prayer, study and service.***

Dear St. Robert School Parents,

In the pages that follow, you find our plan for the reopening of our school this fall as required by the State of Michigan. We have created this plan to aid in navigating the re-opening of our school where our highest priority is ensuring the health and well-being of our employees, students and families.

It is important to note that St. Robert School is fully committed to protecting your children's spiritual, physical, academic, emotional, and social well-being during these trying times. I assure you that we will handle every situation with love, compassion, and mercy as we become accustomed to these new safety precautions. We are also keenly aware of the social-emotional needs of our beloved students. We acknowledge and recognize that the events of 2020 may have had a profound social-emotional impact on our precious children. In response, we will provide resources to our families and students for additional support. Most importantly, we will provide a nurturing, loving, and supportive atmosphere for our students to sound their authentic voices and thrive as children of God.

As you read through these pages, we can anticipate that you may find something that seems unnecessarily strict or that seems perhaps too lenient. Please know that we have tried to locate the best path through the many challenges that we all face in these days of COVID. If you see something that looks like it was dialed too tightly or too loosely, please know that we have prayed, collaborated, and debated the best path forward. Please also remember that some of this – like masks in the middle school classrooms – is required by the external authorities who are allowing us to open. In charity, humility, and grace, let's all of us see how we can live with these guidelines.

In closing, just as you have been working on making your home a Domestic Church through these days of COVID, so the School will be looking to guide the children in the light of Christ. In any season and under any circumstance, we teach the great Virtues. In COVID days, we can and will ask each other for signs of the Lord's abundant love. Where are the lessons of Patience, of Gentleness, of Accommodation, of Mercy, of Hospitality, of Wisdom, of Forgiveness? Jesus lived and ministered in an era when disease was little understood and much feared. While medicine has greatly advanced, there is much about COVID that remains to be fully discovered, and we certainly are far from being at ease with it among us. We will raise the eyes of the children to Jesus and to his Mother, and we will seek their help and guidance every day as we educate, form, and love your children.

Thank you for sending your children to St. Robert School. We love having them with us each day, and we will continue to do everything in our power to help them reach their full potential as children of a loving God!

Yours in Christ,

*Mr. Ralbusky*

*Fr. Perotta*

Mr. Ralbusky

Father Jonathan Perotta

### Phase 4 Safety Protocols:

### Facial Coverings Personal Protective Equipment (PPE)

- **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.
- **All passengers and drivers** will wear facial coverings when on a school bus, except (1) when eating and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician for adults, and for students a written and signed verification by a physician and a written and signed consent from parent/guardian.
- **All staff and all students in preschool and 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 for adults, and for students a written and signed verification by a physician and a written and signed consent from parent/guardian
- **All students in preschool and grades kindergarten through 5<sup>th</sup> grade 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 come into close contact with students in another class.
- **All staff and students in grades 6-12 will wear facial coverings, except** (1) during meals and outside when social distancing is adhered to (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician for adults, and for students a written and signed verification by a physician and a written and signed consent from parent/guardian.
- **Mask breaks will be built into the schedule for grades 6 - 8 and will occur outdoors or in the courtyard to allow for social distancing.**

## Hygiene

- St. Robert School will 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).
- Staff will teach and reinforce handwashing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff.
- Students will be given regular opportunities to handwash throughout the day.
- When possible, students will not share classroom material or equipment. In the event of material being shared, staff will follow protocol for sanitization of the material.
- When possible, students will not share classroom material or equipment. In the event of material being shared, staff will follow protocol for sanitization of the material.
- If possible, portable hand washing stations will be provided or regularly scheduled hand washing breaks will take place.
- Each child's supplies will be kept from others' and in individually labeled containers, cubbies, or designated areas.
- Limited supplies will be in students' lockers and desks and will be cleaned and organized weekly.

## Spacing, Movement, and Access

- St. Robert School employees, students, parents, and visitors will be required to practice social distance staying approximately 6 feet away from others and eliminating contact with others.
- Traffic Flow - Taped lines on the floor will mark the walking direction throughout the office in order to maintain the social distancing requirement of 6 feet.
- Seating/ desks will be distanced as feasible to accommodate the number of students in that class.
- In classrooms where large tables are utilized, students will be spaced out as far apart as possible.. Teachers should maintain six feet of spacing between themselves and students as much as possible.
- In classrooms, all desks will face the same direction.
- Larger areas such as the Angell Hall, and Gym will be used in the event more spacing is necessary for a group.
- Students will remain in their classrooms as much as possible with teachers rotating to students where feasible. Physical education will be provided outdoors when possible.
- Efforts will be made to social distance people in the hallways to the best of the schools ability. Staggered movements at incremental intervals may be used if feasible to minimize the number of persons in the hallways.
- If permitted, all guests entering the building will be screened for symptoms, be required to wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, will be kept of non-school employees or other visitors entering and exiting the building as per DOL policy
- In grades Kindergarten through grade 4, Art and Music teachers will travel to classrooms.
- Students in grades 5 - 8 will travel as normal to classes will and be required to wear masks and travel following the proper flow of traffic.
- Social distancing markers will be placed down in vestibule areas at the main office and Mary's Room.

## Visitor Restrictions

- **St. Robert School will not allow normal visitation to our campus until further notice.**  
Adults/volunteers and other visitors will be limited during phase 4 (parish or school invite) unless there is an extenuating circumstances.
- Parents dropping off items may push the intercom button and leave items outside the door for the office staff to pick-up.
- The school building will be locked down from 7:30 - 6:00 p.m.
- People using the church are to stay in that portion of the building and not enter the school at any time.
- Sick students and early dismissal students will be escorted to the car as necessary.
- Delivery personnel will only enter the Parish Offices or will leave items outside
- **Individuals will not be permitted to join students for lunch.**
- Lunchroom Volunteers will have to sign up in advance.
  - ◆ Complete a screening questionnaire
  - ◆ Wear a mask
  - ◆ Screen temperature
  - ◆ Watch safety video/Covid training



### General Sick Policy

If any student or staff member experiences any of the below symptoms, they must stay home and it is recommended to call their primary physician.

- ➔ **Fever (100.4 or higher)**
- ➔ **Chills**
- ➔ **Cough**
- ➔ **Shortness of breath or difficulty breathing**
- ➔ **Fatigue**
- ➔ **Muscle or body aches**
- ➔ **Headache**
- ➔ **New loss of taste or smell**
- ➔ **Sore throat**
- ➔ **Congestion or runny nose**
- ➔ **Nausea, vomiting, or diarrhea**

If their primary physician determines symptoms are not related to COVID-19, the staff or student must have a note from the physician stating they are cleared to return to school or work. In addition to a physician's note, the following is also required:

- ➔ **No fever for 24 hours without the use of fever reducing medication**
- ➔ **No vomiting/diarrhea for 48 hours**

## Screening of Students, Staff, and Guests

- Parents are required to carefully monitor their children's health and screen daily for symptoms of Covid19. Staff will be required to self-monitor for temperature before coming to school as well.
- Staff and children are NOT to be in school with a temp over 100.4.
- With any fever that is not caused by Covid19, staff and students should be fever free for 24 hours without taking medication before returning to school
- With any virus that causes diarrhea and vomiting, staff and students should stay home from school for at least 48 hours after the last time they vomit or have diarrhea
- Essential staff and students will be the only people grant access to the school building, unless special permission is granted in advance by administration
- Visitors that are granted access to the building will complete a screening form for symptoms of COVID-19 and be denied access if showing any symptoms
- Visitors entering St. Robert School must wear a face covering.
- Any student or staff member traveling internationally or on cruise ships will be expected to self-quarantine for 14 days upon return to the United States, based on federal and state executive orders.



# ST. ROBERT CATHOLIC

## SRS Staff Covid-19 Screening

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Area(s) in Building: \_\_\_\_\_

Time In: \_\_\_\_\_

Time Out: \_\_\_\_\_

**In the past 24 hours have you experienced (circle answer):**

Felt feverish	Yes	No
New or worsening cough	Yes	No
Shortness of breath	Yes	No
Sore throat	Yes	No
Diarrhea	Yes	No

Current body temperature taken today: \_\_\_\_\_ °F (below 100.4 °F)

If you answered "yes" to any of the symptoms listed above please do not enter the building. Self-isolate at home and contact your primary care physician for direction.

**In the past 14 days have you:**

Had close personal contact with an individual diagnosed with COVID-19? Yes No

Traveled by air internationally or domestically to an area with high community transmission (as described in the [Community Mitigation Framework](#)). Yes No

If you answered "yes" to either of these questions, please do not enter the building. Self-quarantine at home for 14 days.

### COVID-19 Daily Home Screening Checklist for Parents

Parents are required to carefully monitor their child(ren)'s health and screen daily for symptoms. If any students experience any of the below symptoms, they must stay home and it is recommended to call their primary care physician.

- |  |                                     |
|--|-------------------------------------|
| ✓ <i>Fever (greater than 100.4 °F) or chills</i>     | ✓ <i>New loss of taste or smell</i> |
| ✓ <i>Cough</i>                                       | ✓ <i>Congestion or runny nose</i>   |
| ✓ <i>Shortness of breath or difficulty breathing</i> | ✓ <i>Sore throat</i>                |
| ✓ <i>Fatigue</i>                                     | ✓ <i>Nausea or vomiting</i>         |
| ✓ <i>Muscle or body aches</i>                        | ✓ <i>Diarrhea</i>                   |
| ✓ <i>Headache</i>                                    |                                     |

If their primary physician determines symptoms are not related to COVID-19, the staff or student must have a note from physician stating they are cleared to return to school or work. In addition to a physician's note, the following is also required:

- No fever for 24 hours without the use of fever reducing medication
- No vomiting/diarrhea for 48 hours
- Teach and reinforce handwashing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer). Students will be given regular opportunities to handwash throughout the day.
- Teach students to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds or use hand sanitizer.
- **Any student traveling internationally or on cruise ships** will be expected to self-quarantine for 14 days upon return to the United States, based on federal and state executive order.
- **When a student is required by these rules to self-quarantine, the student will be expected to attend classes remotely (Virtual Learning), through daily lessons posted on Google Classroom unless medically unable to do so.**

## Testing Protocols for Student & Staff

- St. Robert School will cooperate with the local public health department regarding implementing protocols for screening students and staff and if a confirmed case of COVID-19 is identified. We must collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present at the school.
- St. Robert School will 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.
- With any virus that causes diarrhea and vomiting, staff and students should stay home from school for at least 48 hours after the last time they vomit or have diarrhea
- Students and staff who develop a fever or become ill with COVID-19 symptoms at school will be quarantined in the health room, will wear a mask and parents or guardian will be contacted. The student will be picked up by parents or guardians as soon as possible. An alternate location will be established for any sick or injured students.
- Symptomatic students and staff sent home from school should be kept home until they have [tested negative](#) for COVID-19, or have been released from isolation according to CDC guidelines.
- 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. In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts should be made to contact any close contacts so that they can be quarantined for 14 days at home. Students and staff should be closely monitored for any symptoms of COVID-19. Only those that develop symptoms require testing for COVID-19. **Specific student or staff information is considered confidential and will not be shared**
- Students and staff with confirmed case of COVID-19 will only return to the workplace after they are no longer infectious which will be determined by the Genesee County Health Department Guidelines
- Students and staff with confirmed case of COVID-19 will only return to the workplace after they are no longer infectious which will be determined by the Genesee County Health Department Guidelines
- If a case of COVID-19 is diagnosed within our school building, we will initiate cleaning and disinfecting procedures in all spaces affected and building-wide touch surfaces.
- 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. In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts should be made to contact any close contacts so that they can be quarantined for 14 days at home. Students and staff should be closely monitored for any symptoms of COVID-19. Only those that develop symptoms require testing for COVID-19.
- **Emergency Contacts-It is imperative that you or one of your contacts can be reached within 15 minutes if we have to get in touch with you. Please take the time to clear your cell phone mailbox.**

## Responding to Positive Cases

### Staff Member

If a staff member is diagnosed with COVID-19 (positive test result), the following will occur:

1. Staff member will notify their school administrator.
2. School administrator will notify the school nurse.
3. The school nurse will contact the Genesee County Health Department and collect all necessary information for contact tracing.
4. The Genesee County Health Department will initiate contact tracing for all close contacts. A close contact is defined as anyone who spent 15 minutes or more within 6 feet of the infected person, starting 48 hours before the infected person developed symptoms.
  - All close contacts will be asked to self-quarantine for up to 14 days from exposure and to monitor for symptoms.
  - Depending on the situation, Genesee County Health Department may identify other contacts who need to self-quarantine.
5. Email notification will be sent from the school to notify parents and other staff of a possible exposure. *Staff health information will be kept private, in accordance with HIPAA guidelines.*
6. Thorough cleaning of the affected school areas will take place, in accordance with local and state guidelines.
  - Cleaning staff will wear a surgical mask, gloves, and face shield when performing cleaning of these areas.
  - When possible, smaller areas such as individual classrooms should be closed for 24 hours prior to cleaning to minimize the risk of any airborne particles.
7. The staff member with a confirmed case of COVID-19 will follow instructions from the Genesee County Health Department on when it is safe for them to return to work.

## Responding to Positive Cases

### Student

If a student is diagnosed with COVID-19 (positive test result), the following will occur:

1. Parent will notify the school sick line.
2. Sick line operator will notify the school nurse.
3. The school nurse will be in contact with the Genesee County Health Department and collect all necessary information for contact tracing.
4. The Genesee County Health Department will initiate contact tracing for all close contacts (anyone who spent 15 minutes or more within 6 feet of the infected person, starting 48 hours before the infected person developed symptoms)
  - All close contacts will be asked to self-quarantine for up to 14 days from exposure and to monitor for symptoms.
  - Depending on the situation, Genesee County Health Department may identify other contacts who need to self-quarantine.
5. Email notification will be sent from the school to notify parents and other staff of a possible exposure. *Student health information will be kept private, in accordance with HIPAA guidelines.*
6. Thorough cleaning of the affected school areas will take place, in accordance with local and state guidelines.
  - Cleaning staff will wear a surgical mask, gloves, and face shield when performing cleaning of these areas.
  - When possible, smaller areas such as individual classrooms should be closed for 24 hours prior to cleaning to minimize the risk of any airborne particles.
7. The student with a confirmed case of COVID-19 will follow instructions from the Genesee County Health Department on when it is safe for them to return to school.

## Responding to Positive Cases

### Student

“If you are a parent calling in because your child will be absent from school today due to an illness, please leave the following information:

1. Your student’s name and grade
2. Symptoms the student is experiencing
3. If a fever is present, what was the highest temperature?
4. When the symptoms started
5. If the student has any known exposure to a person who tested positive for COVID-19 or who is suspected of having COVID-19

If the student is experiencing any symptoms of COVID-19, please contact your child’s primary care physician. Please refer to the CDC’s website for the current list of COVID-19 symptoms. Thank you.”



## Exposure Outside of School

### Staff

If a staff member is notified that they were a close contact of someone who tested positive for COVID-19, they should immediately notify their school administrator. The school administrator will notify the school nurse. The staff member will begin a 14 day quarantine (from time of last exposure with positive person) and contact their health care provider for guidance. The school nurse will be in contact with the staff member to determine if symptoms develop and testing results (if testing is completed). The school nurse will be in contact with Genesee County Health Department for guidance. The staff member will be cleared to return to work following the 14 day quarantine period and following guidance from Genesee County Health Department and the staff member's physician.

If the staff member does develop symptoms and/or tests positive for COVID-19, follow "Responding to Positive Cases" protocol.

### Student

If a student is notified that they were a close contact of someone who tested positive for COVID-19, the parent will immediately notify their school sick line. The sick line operator will notify the school nurse. The student will begin a 14 day quarantine (from time of last exposure with positive person) and contact their health care provider for guidance. The school nurse will be in contact with the parent to determine if symptoms develop and testing results (if testing is completed). The school nurse will be in contact with Genesee County Health Department as appropriate. The student will be cleared to return to school following the 14 day quarantine period along with guidance from the Genesee County Health Department and the student's physician.

***If the student does develop symptoms and/or tests positive for COVID-19, follow "Responding to Positive Cases" protocol.***

## Symptoms Develop at School

### Student

1. If a student becomes ill with any COVID-19 symptoms while at school, he/she will immediately report to the designated isolation room and the school nurse will be notified. The isolation room will be a separate room with a closed door.
2. Once the student arrives in the isolation room he/she will be provided with a surgical mask and gloves. The nurse or designated staff member caring for the student will wear a N95 mask and gloves. If a N95 mask is not available, they will wear a surgical mask and face shield.
3. The student's temperature will be taken and recorded.
4. Student's parent or emergency contact will be notified to pick the student up from school. Student's parent will be advised to contact student's primary care physician.
5. The school nurse will contact the Genesee County Health Department for guidance. Contact tracing will begin, if advised, by the Genesee County Health Department. Parent of the student will be given specific instructions, based on guidance from Genesee County Health Department.
6. If appropriate, staff members and parents of other students will be notified of a possible exposure.
7. The isolation area and suspected student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the student.
8. The student will follow guidelines from their physician and the Genesee County Health Department (if appropriate) regarding when they are cleared to return to school. If student does test positive for COVID-19, follow "Responding to a Positive Case" protocol.

## Symptoms Develop at School

### Staff

1. If a staff member becomes ill with any COVID-19 symptoms while at school, he/she will immediately notify the school administrator and leave the building. The school administrator will then notify the school nurse. The staff member is advised to contact their primary physician.
2. The school nurse will contact the Genesee County Health Department for guidance. Contact tracing will begin, if advised, by the Genesee County Health Department. The staff member will be given specific instructions, based on guidance from Genesee County Health Department.
3. If appropriate, staff members and parents of other students will be notified of a possible exposure.
4. The staff member's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the staff member.
5. The staff member will follow guidance from their physician and the Genesee County Health Department (if appropriate) regarding when they are cleared to return to work. If the staff member does test positive for COVID-19, follow "Responding to a Positive Case" protocol.

### FACILITIES CLEANING, DISINFECTION, AND VENTILATION

- 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.
- Library, computer lab, art room, and other hands-on classrooms will 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 after every class period or when students leave (if students remain in the rooms, then cleaned at dismissal).
- Playground structure must continue to undergo normal routine cleaning.
- All cleaning supplies will be kept in safe location 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
- All staff who are cleaning/disinfecting must wear gloves, surgical mask, and/or face shields when performing all cleaning activities.
- When feasible, classroom windows will be remain open throughout the school day to increase ventilation.
- Drinking fountains are closed. Students bring personal water bottles to use throughout the day that goes home with them daily.
- Restrooms will be limited to 2 students at a time.
- Sanitizing Bathrooms
  - ◆ All bathrooms will undergo cleaning at least every four hours with with an EPA-approved disinfectant or diluted bleach solution.
  - ◆ Fogger (Mister) Electrostatic Sprayer (VP200ESK) will be use daily on all high touch surfaces to thoroughly sanitize and disinfect.

### Food Service/Recess

- For lunch, the school cafeteria will be required to follow social distancing guidelines. Seating arrangements and sanitation protocols will be strictly adhered to.
- If necessary/possible, school-supplied meals could be delivered to classrooms with disposable utensils.
- Cafeteria staff members will use PPE equipment including masks and gloves.
- All students, teachers, and food service staff should wash/sanitize hands before and after every meal.
- Students will continue to have the option for hot lunch as it is plated before serving.
- Lunch will be in the Activity Center and students will follow social distancing. Classes will sit together with proper distancing measures at an assigned table.
- Lunchroom volunteers will be screened upon arrival and will be properly trained in safety measures.
- We will continue the use of disposable food service items (e.g., utensils, dishes).
- Snacks-Students will be allowed to have snacks in the classroom. There will be no sharing of snacks or communal snacks.
- Recess will be conducted outside whenever possible with appropriate social distancing and cohorting of students (designating spaces to play). If more than one class is outside, students should wear facial coverings.
- Lunch Tickets-Online Purchase (In process)
- If you need to purchase something from the office (Lunch ticket) with cash or check, send it in a marked envelope with your child. He/she should then give it to the envelope to the homeroom teacher who will get the ticket for him/her.
- Tentative Schedule for Lunch/Recess below. Subject to change

CLASS	LUNCH	RECESS
K/1	10:53 - 11:15	11:15 - 11:35
2/3	11:15 - 11:35	10:53 - 11:13
4/5	11:35 - 11:55	11:55 - 12:10
6/7/8	11:55 - 12:10	11:35 - 11:55

### Gatherings, Field Trips, Extracurricular Activities

- St. Robert School will prohibit indoor assemblies and other activities that bring together students from more than one classroom with the exception of all school Mass. In this instance, students and staff will follow social distancing protocols and Diocesan Policies.
- Children will continue to attend weekly Mass on **Wednesday** mornings (Not Thursday) using the seating procedures that are already in place for attending.
- All School Mass on Wednesday mornings will be available for students only- No attendees from the general public will be permitted to attend until further notice
- To allow social distancing, Mass will be said with two servers, not four. Parents of servers may, of course, indicate that their children will not be serving Mass during this time.
- We will pursue virtual group events, gatherings, or meetings, if possible, and promote social distancing between people if events are held with limited numbers of participants.
- We will look to participate in virtual activities and events in lieu of field trips, student assemblies, special performances until further notice.
- Large scale assemblies of more than 50 students (excluding religious events) and off-site field trips that require bus transportation to an indoor location are suspended.



### Entrance/Exit Protocols:

- School staff members will be stationed outside the South school door entrance (car rider drop-off location) with check in forms and thermometer.
- School staff members will check student temperatures and clear students for the entering of the building.
- Parents of car riders cannot leave until students have been checked in for the day!
- Hand sanitizing stations must be utilized after check in and masks must be worn at all times not otherwise designated (example: sitting in class social distanced, outside at social distanced, lunch, etc).
- Students will report to their homerooms (teachers will be in homerooms at 7:30)
- Students will be physically distanced in the vestibule area near Mary's Room and will be sent up to their homerooms in groups of 10 while wearing facial coverings.
- Tardy students must report to the main office with their parents/guardians.
- School drop off will start at 7:15 AM.

## Athletics

- St. Robert School will comply with all the guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Association (NFHS).
- Students and staff must use proper hand hygiene techniques before and after every practice, event or other gathering.
- Every participant should confirm that they are healthy and without any symptoms prior to any event. On non-school days, COVID-19 Monitoring Form needs to be completed by all participants. (This includes all adult volunteers, coaches and administrators.)
- All equipment must be disinfected before and after use.
- Each participant must use a clearly marked water bottle for individual use. There should be no sharing of equipment.
- Handshakes, fist bumps and other unnecessary contact must not occur.
- Outdoor physical conditioning activities are allowed while maintaining social distancing.
- 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.
- 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.

### Bussing Protocol

- Before entering the bus, all students and staff must use hand sanitizer which will be provided.
- The bus driver, staff, and all students in grades preK-12, if medically feasible, must wear facial coverings while on the bus. Note: there may be situations where it is not safe for the bus driver to wear a facial covering. Decisions about these situations should be made on a case-by-case basis with local public health officials.
- The bus will be cleaned and disinfected before and after every transit route. Children must not be present when a vehicle is being cleaned including the cleaning and disinfecting of frequently touched surfaces in the vehicle (e.g., surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes and prior to afternoon routes.
- Weather permitting, bus windows will remain open to increase ventilation.

### Mental & Social-Emotional Health

- Staff will participate in ongoing professional development on social emotional well being topics.
- A plan for identification of at-risk will be developed and shared with staff.
- Our school psychologist will coordinate with administration on all health referrals, communication to families/students, and public facing wellness material.
- Crisis management plan will be utilized as defined in the emergency management plan.
- If Possible, protocols for evaluating physical and mental health status will be developed.

### Preschool, Young 5's & Kdg Drop-off/Pick-up Procedures

#### **AM ARRIVAL (7:30-7:45 a.m.)**

- ❑ Parents/Family Members dropping off students must enter via Cherry St. and park in the SOUTH CHURCH PARKING LOT and enter the school through the SOUTH entrance (by the church). **Car riders are not allowed to park on Henry St. or enter via the Henry St. entrance.**
- ❑ Parents/Family Members should then proceed to Mary's Room. The Preschool and Kindergarten teachers will come down at 7:30 a.m. to collect the children and will proceed up the stairs and to the Preschool and Kdg rooms at 7:40 a.m. Parents with younger children or strollers may use the elevator.
- ❑ Facial coverings are required at this time.

#### **AM & PM PICKUP (10:30 am & 2:15 p.m.)**

- ❑ Parents/Family Members picking up students must park in the SOUTH CHURCH PARKING LOT and enter the school through the SOUTH entrance (by the church). **Car riders are not allowed to park on Henry St. or enter via the Henry St. entrance.**
- ❑ **(P3 & P4)** Parents/Family Members should wait in the hallway near Mary's Room. The preschool teacher will bring the children down to rejoin their parents for dismissal (10:30 a.m. and 2:15 p.m.).
- ❑ **(Full Day Young 5's and Kdg)** Parents/Family Members should wait in the hallway near Mary's Room. The Kdg teacher will bring the children down to rejoin their parents for dismissal (2:25 p.m.).

### 1st - 8th Drop-off/Pick-up Procedures

#### ARRIVAL (Bus Riders)

- ❑ Bus Riders exit buses and proceed through the North Entrance doors (Henry St.). Students will wait socially distanced with Mrs. Partlow, and will be released at 7:30 a.m. to proceed to their classrooms. Face masks are required at this time.
- ❑ *No other students are allowed to enter via the Henry St. doors prior to 7:45 a.m.*

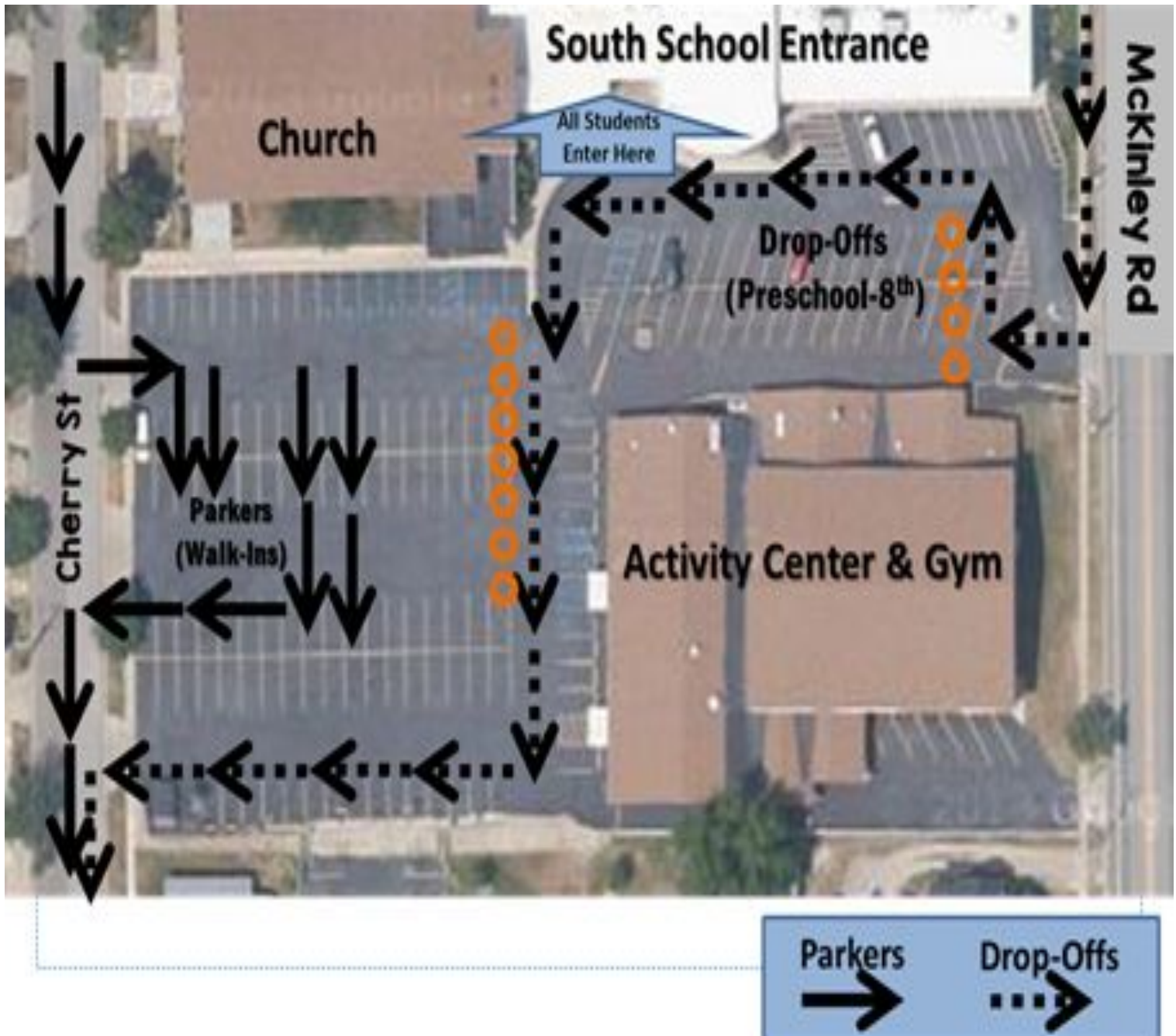
#### ARRIVAL (Car Rider Drop-Offs) - As a reminder, No drop-offs on Henry St. This is a BUS ZONE.

- ❑ Car riders will be dropped off three cars at a time—at the SOUTH ENTRANCE. Parents are to remain in their cars.
- ❑ We ask that car riders proceed SOUTH (only) on McKinley Rd and enter the EAST PARKING LOT. Car riders will then follow the flow of traffic (arrows on pavement) heading WEST towards the SOUTH SCHOOL ENTRANCE. Children will need to exit the vehicle on the RIGHT HAND SIDE
- ❑ Children will be allowed to proceed up the stairs and to their classrooms beginning at 7:30 a.m.
- ❑ Adults will be at the SOUTH SCHOOL ENTRANCE to help children safely proceed into the building.
- ❑ Please be PATIENT at all times! Students exit on the right hand side. Wait to drop children off at the yellow pylons. Take your turn and stay in line.
- ❑ Childrens' temperature will be immediately checked upon arrival. Parents are to wait for a thumbs up signal indicating normal temperature before proceeding on.



# ST. ROBERT CATHOLIC

## Arrival Procedures





# ST. ROBERT

## CATHOLIC

### **LATE ARRIVALS** - Students arriving at 7:45 a.m. or later are considered

- ❑ PLEASE NOTE: The stairway door will be locked promptly at 7:45 a.m.
- ❑ Late students (7:45 a.m. and later) and their parents must enter via the Henry St. entrance and proceed to the school office. Facial coverings must be worn when entering at the main entrance.
- ❑ All Late students MUST be signed in by a parent/guardian, so they can receive a pass to admit them to class.

### **DISMISSAL**

*School Dismisses at 2:32 p.m.*

- ❑ Bus riders will be assembled and physically distanced at the Henry St. entrance at the 2:32 p.m. bell.
- ❑ Teachers will walk car riders and walkers to the south exit at approximately 2:35 p.m. for dismissal. Parents picking students up are to park in the LOWER CHURCH PARKING LOT (SOUTH LOT) facing NORTH.
- ❑ Parents are to wear facial coverings when leaving vehicle to greet their children.
- ❑ NO parking in the UPPER LOT. Please wait for school staff to release and direct the flow of traffic.

## Extended Care (ESP) Protocols

Our Extended Care and Preschool Programs will follow all Safety Protocols in the “St. Robert School Return to School Roadmap”. The following are additional safety protocols that will be followed.

- Student in Grades K-8 are required to wear a mask during Extended Care.
- Toys will be cleaned after each use.
- Wooden and cloth toys will not be allowed and will be removed from the room during Phases 3-5.
- Snacks will be provided for students. During this time, masks will be removed and social distancing will be practiced. Outdoor space will be utilized during snack time, weather permitting.
- Where possible, touchless waste baskets will be used.
- If a staff member or child exhibits multiple symptoms of COVID-19, you suspect possible exposure, or an individual tests positive for COVID-19, the individual must stay home until:
  - Has been fever-free for at least **72** hours without the use of medicine that reduces fevers AND
  - Other symptoms have improved AND
  - At least 10 days have passed since your symptoms first appeared. Most children and staff members can return to care/work based on improved symptoms and the passage of time. St. Robert School will rely on the Genesee County Health Department for guidance.

### EXTENDED CARE DISMISSAL

- Parent should park in the lot adjacent to school off of Henry St. Approach the doors nearest to the parking lot and ring the bell. When entering to pick up your child, a mask is required upon entering the building. .
- Staff member will sign student(s) out.
- Staff member will walk student to the door and watch as child walks to parent and is placed in the car.

## Individual Classrooms Expectations

- ☐ Clean desks often throughout the day
- ☐ Frequent cleaning of areas touched often including door handles and light switches
- ☐ Sanitize all tables, chairs, and toys after each use (no toy sharing between students)
- ☐ Classroom supplies will be provided by parents to ensure no sharing. Teacher will sanitize shared material.
- ☐ Sanitize chromebooks (not screens)
- ☐ Teachers to create book use systems in classrooms that ensures safety
- ☐ Thermometers - temperature checks for both teachers and students

## School-Wide Expectations

- ☐ Frequent cleaning in hallways, bathrooms, and high-touch areas
- ☐ Use of no-touch hand sanitizer stations
- ☐ We are looking to replace drinking fountains with water fill stations
  - Students bring personal water bottles to use throughout the day (**No Drinking from Water Fountains**)
  - Disposable water bottles may be available for purchase
- ☐ Clearly marked directions in all hallways
- ☐ Hallway monitors for first month to ensure safety protocols are being enforced
- ☐ Strict bathroom procedures (few students at a time - social distance) - handwashing for 20 seconds -create signs/posters
- ☐ Sanitizing Locations spread throughout the building.
- ☐ Clubs/Extracurricular activities TBD!
- ☐ Hallways/floors will be labeled to direct flow of traffic
- ☐ Visual signs and reminders throughout the building on handwashing, mask wearing, social distancing, etc)
- ☐ Students with sensory issues will work with staff for developing different protocols for Mask and protective equipment
- ☐ Bathroom use during the day - hall passes must be used. Only one student at a time per classroom will be excused to use the bathroom

## Medically Vulnerable Students & Staff

- All current plans (504 Plans, NPS Plans and Accommodation Plans) will be reviewed and updated as needed to decrease the student's risk for exposure to COVID-19.
- Any student who cannot be in attendance at the school, either for illness or are identified as high risk due to COVID-19, will participate in our Hybrid Learning Program.

## MI Safe Return-to-School Protocol Changes

### Phase 1 - 3

Schools are closed with no in-person instruction.

Students will participate in a virtual learning program at home.

All athletics and extracurricular activities are suspended.

### Phase 4

Schools are open for in-person instruction with strict safety and hygiene protocols

Facial Coverings required with some distinctions

Classrooms modified to meet health and safety guidelines

Visitors restricted from building

Athletics are taking place

### Phase 5 & 6

Schools are open for in-person instruction with moderate safety protocols

Still implementing health practices to keep students, families, and staff safe.

**Phase 6 - Back to Normal**

### Phase 5 Protocols

- School is open for in-person instruction.
- Safety protocols listed in Phase 4 will be followed and/or adjusted as we deem appropriate per Diocesan and State guidelines.

### Phase 6 Protocols

- School is open for in-person instruction.
- Safety protocols no longer required for PPE, Spacing and Movement, Screening Students,
- Food Service, Gatherings and Extracurricular Activities, Athletics, Cleaning, Busing and Student Transportation, and Medically Vulnerable Students and Staff.

#### HYGIENE

- St. Robert School will provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer dispenser in every classroom with at least 60% alcohol for safe use by staff and students, paper towels, tissues and signs reinforcing proper handwashing techniques).
- Teachers will instruct 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.
- Educate staff and students on how to cough and sneeze into their elbows or to cover with a tissue. Used tissues should be thrown away in the trash and hands washed immediately using proper hand hygiene techniques.
- All classrooms will have frequent and routine checks and refill soap and hand sanitizers. (Extra soap and hand sanitizer will be stored in each classroom).

#### RESPONDING TO POSITIVE TESTS AMONG STAFF AND STUDENTS

- In the event of a clinically diagnosed case of COVID-19 among staff or a student, the classroom or areas exposed will be immediately closed until cleaning and disinfection can be performed.
  - If the person was in the school building without a facial covering, or large areas of the school were exposed to the person, a short term dismissal may be required to clean and disinfect the larger areas. This determination will be made by the Genesee County Health Department.
- Cleaning staff will wear a surgical mask when performing cleaning of these areas along with gloves and a face shield.

### Phase 3 Protocols (In Process; subject to change)

- No in-person instruction
- SRS Grades Preschool - Grade 8 will transition to Virtual Learning.
- One-on-one weekly virtual check-ins with teacher. (Teachers will schedule.)
- Teachers will hold daily office hours for questions/clarification.

#### Grades PS-4

- Teachers will use a consistent format for posting assignments to assist parents in supporting their child's learning.
- Daily objectives and resources will be posted on Google Classroom by 7:30am. Classroom teachers will record instruction for each subject lesson "live" during the school day using Google Meet.. Links will be posted on Google Classroom by 3:00 daily.
- Teachers have been trained in Google Classroom and virtual learning methods.
- Teachers will be available by appointment to support you and your child to be successful.
- School Mass will be livestreamed.
- We will have a procedure in place for parents to pick up "hands on" materials as needed.

#### Grades 5-8

- Students will be expected to attend and participate "live" during the school day in each class using Google Meet or Zoom.. Core classes will be taught by SRS teachers for all students on a condensed schedule between 10:00 AM and 2:00 PM. Details to follow.
- Students will be able to participate virtually in class discussion and group projects.
- The teacher instruction portion of the lesson will be recorded daily. The links will be posted on Google Classroom by 3:00 PM for future reference and review.
- Students may take any needed breaks from the computer.
- Teachers have been trained in Google Classroom and virtual learning methods.
- Teachers will use a consistent format for posting assignments to assist parents in supporting their child's learning.
- Teachers will be available by appointment to support you and your child to be successful.
- School Mass will be livestreamed.
- We will have a procedure in place for parents to pick up "hands on" materials as needed.



## Resources

CDC Guidance for Schools

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>

CDC Importance of Reopening Schools -

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/reopening-schools.html>

CDC Guidance on Face Masks or Coverings -

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>

Michigan Department of Health and Human Services -

[https://www.michigan.gov/mdhhs/0,5885,7-339-71550\\_5104\\_97675---,00.html](https://www.michigan.gov/mdhhs/0,5885,7-339-71550_5104_97675---,00.html)

Ingham County Health Department - Coronavirus Resources -

[http://hd.ingham.org/DepartmentalDirectory/CommunicableDisease/Coronavirus\(COVID19\).aspx#8789293-health-screening](http://hd.ingham.org/DepartmentalDirectory/CommunicableDisease/Coronavirus(COVID19).aspx#8789293-health-screening)

CDC Guidance on Hand Hygiene - <https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html>

CDC Guidance of Preventing Illness - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

CDC Guidance on Physical Distancing -

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

CDC Guidance on Isolation vs. Quarantine - <https://www.cdc.gov/quarantine/index.html>

EPA Approved Cleaning Products supported by the CDC -

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

U.S. Equal Employment Opportunity Commission - What You Should Know About COVID-19 and the ADA -

<https://www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws>

CDC - Defining Close Contact -

<https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html>

Fordham Teacher's Guide to FERPA -

[https://www.fordham.edu/download/downloads/id/1850/09\\_-\\_dos\\_and\\_donts\\_for\\_teachers.pdf](https://www.fordham.edu/download/downloads/id/1850/09_-_dos_and_donts_for_teachers.pdf)

CDC - Cleaning and Disinfecting -

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

American Academy of Pediatrics Reopening Guidelines for Schools -

<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>

Mi Safe Start Map - <https://www.mistartmap.info>

## Resources

U.S. Department of Health and Human Services - HIPPA -

<https://www.hhs.gov/hipaa/for-individuals/guidance-materials-for-consumers/index.html>

CDC - Mental Health and COVID -

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html>

State of Michigan Mental Health Resource -

[https://www.michigan.gov/coronavirus/0,9753,7-406-98178\\_99557---,00.html](https://www.michigan.gov/coronavirus/0,9753,7-406-98178_99557---,00.html)

St. Vincent Catholic Charities - <https://stvcc.org/services/counseling/>

CDC - Talking with Children about Coronavirus -

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/talking-with-children.html>

Diocese of Lansing Return to Mass Guidelines -

[https://www.dioceseoflansing.org/sites/default/files/2020-05/DoL-Guide-to-Masses-with-Small-Groups-of-the-Faithful-18-May-28-May-All-the-Faithful.pdf?fbclid=IwAR2gABfxEd1-d4\\_q6J6nmeE5v6EwrPJ5vWUFaHAIjCEy3Ko3UkVNWhDXsk](https://www.dioceseoflansing.org/sites/default/files/2020-05/DoL-Guide-to-Masses-with-Small-Groups-of-the-Faithful-18-May-28-May-All-the-Faithful.pdf?fbclid=IwAR2gABfxEd1-d4_q6J6nmeE5v6EwrPJ5vWUFaHAIjCEy3Ko3UkVNWhDXsk)

Lansing Catholic Youth Activities Conference - <http://www.lansingcyac.org>

Michigan High School Athletic Association - <https://www.mhsaa.com>

CDC Guidance on Sports - <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/youth-sports.html>

Lansing Sanitary Supply - <https://www.lsscclean.com>

Occupational Safety and Health Administration (OSHA) - <https://www.osha.gov/SLTC/covid-19/>

CDC Return to School Planning Tool -

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/School-Admin-K12-readiness-and-planning-tool.pdf>

CDC School Decision Tree for Operations and Facilities -

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/Schools-Decision-Tree.pdf>

### FAQ's

#### **Health and Safety**

##### **Q: What does “reopening our schools” really mean?**

A: Gathering as a school community is an integral part of Catholic education. Our plan is to reopen our school buildings to students this fall. This means that all students are welcome to return to classes for face-to-face instruction as long as we are in Phase 4, 5 or 6. Each school has developed an in-depth plan that addresses numerous aspects of the reopening process, and how they will function once reopened.

##### **Q: Will students be safe when school is reopened?**

A: Safety is always our top priority in Catholic education. In constructing our reopening plan, we have closely studied guidance from medical professionals as well as federal and state authorities.

##### **Q: Who decides when a school has met the requirements to reopen? When will this happen?**

A: Our Diocesan plan includes specific requirements that all Catholic schools must meet in order to reopen. Our diocesan plan, which follows the [MI Safe Schools: Michigan's 2020-21 Return to School Roadmap](#), will be submitted to the State for approval. Additionally, each school must also develop their own site-specific plan and submit it to the diocese for review and approval.

##### **Q: Why do faith-based schools have to follow the requirements from the State of Michigan?**

A: Faith-based schools must follow State issued Executive Orders unless they interfere with religious beliefs.

##### **Q: Will all students be allowed to return to school at the same time?**

A: Yes. Our Phase 4, 5 & 6 plan provides for the return of all Catholic school students for full-day instruction.

## FAQ's (page 2)

### **Q: Will students and staff need to wear masks at school?**

A: Yes. As per directives of the state, in Phase 4, all students and staff are required to wear facial coverings when indoor in common areas.

Additionally, in Phase 4 the following is required:

- All students in grades 6-12 will need to wear masks while at school, unless facial coverings cannot be medically tolerated as documented through written and signed verification by a physician. Masks may be removed for brief periods of time under certain circumstances (such as lunch or outdoor class or activity). However, when masks are removed, students must remain physically distant from one another.
- 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. (If grades K – 5 students are required to wear masks the same medical exceptions applies as for grades 6-12)
- 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.

### **Q: Why are students in grades 6-12 required to wear facial coverings while students in grades K-5 do not have the same requirement?**

A: Both the [Centers for Disease Control and Prevention \(CDC\)](#) and the World Health Organization recommend cloth masks for the general public. Health experts say the evidence is clear that masks can help prevent the spread of COVID-19 and that the more people wearing masks, the better.

Health experts have also determined that students in grades K-5 face a greater health risk while wearing a face mask. Students in this grade range have a low risk of serious complications from COVID-19 infection and aren't expected to reliably wear face masks to be an effective barrier for an extended period of time.

### FAQ's (page 3)

**Q: Do I need to purchase masks for my child?**

A: Please refer to your individual school's policy regarding the purchasing of masks. If disposable masks are used, each mask must be thrown away at the end of every school day and parents should be prepared to send plenty of extra masks to school with their child. For reusable masks, masks should be cleaned after every use and students should have at least one extra reusable mask at school.

**Q: Can face shields be used instead of masks?**

A: At this time, guidance from the State is that face shields are not a replacement for face masks.

**Q: Will teachers teach children how to use masks?**

A: Yes. We know that students will need training to learn how to properly wear and remove masks. Schools will spend time at the beginning of the year helping children learn how to safely keep masks in place. Families can help with this at home by practicing with their children.

**Q: Will students be required to physically distance at school?**

A: When students are with their class or cohort, they are to remain as far apart as feasible.

**Q: Should I take my child's temperature every day before school?**

A: Yes. A high fever is a key symptom of COVID-19. Parents should take their child's temperature every day before their child is taken to school. If your child has a fever of over 100.4°F, your child is to be kept home from school. You should contact your child's doctor and the school's main office. Similarly, you should ask your child if he/she has any of the other [symptoms](#) of COVID-19, such as a sore throat, coughing, or nausea. If your child complains of these symptoms, you must keep him/her home and contact your doctor and the school office. If a child presents with these symptoms at school a parent will be contacted to come pick them up immediately.



### FAQ's (page 4)

**Q: How will drop off and pick-up be handled?**

A: We are asking each school administration to carefully evaluate drop off and pick up procedures. Schools will use various entrances and exits to minimize contact between student cohorts. Parents will be asked not to congregate near school doors. Your school's administrators will communicate specific drop off and pick up procedures to you ahead of the start of school.

**Q: What does the plan say about safety and cleanliness requirements for school buildings?**

A: Our plan includes very specific requirements for the ongoing cleaning and sanitizing of our school buildings. Generally speaking, buildings will be cleaned very frequently, with a particular focus on high-traffic areas and common surfaces. Windows and/or vents should be opened to maximize air flow.

**Q: How will lunch take place when school reopens?**

A: Cafeterias, classrooms and outdoor spaces may be used for meal times. Social distancing, physical barriers as well as staggering meal times to reduce the number of students in the cafeteria at one time are all options schools may use. Serving and cafeteria staff will use barrier protection including gloves and masks.

**Q: What about recess?**

A: Schools may still conduct recess, but schools must fulfill defined safety requirements. If recess is outdoors, masks may be removed if students can social distance.

**Q: Can I still volunteer at school?**

A: Schools will minimize the number of volunteers this year in an effort to mitigate risk.

**Q: Will extended care (before and after care) be available this year?**

A: Schools may continue to offer extended care and will follow LARA Regulations.

**Q: My child and/or another member of my household is in an at-risk group for COVID-19. Should I send my child to school?**

A: Centers for Disease Control (CDC) has defined [conditions in which certain people may be more at risk for severe illness through COVID-19](#). If your child or another member of your household is in an at-risk group, we encourage you to speak to your doctor. Ultimately you should decide whether it is safe for your child to attend school.



### FAQ's (page 5)

**Q: Is it okay for my family to travel out of town during the COVID-19 pandemic?**

A: We recommend that you not travel out of town during the current pandemic. However, if travel is necessary, we encourage you to become familiar with the CDC's Travel Guidelines and your local Health Department's protocols. If you or a member of your household travels to another country or to a state identified by the CDC as having a surge in COVID-19 cases, your school may ask you to wait for 14 days until returning your child to school.

**Q: What happens if there is a COVID-19 surge in a region within the Diocese of Lansing and the state imposes more restrictions on schools?**

A: If a COVID-19 surge occurs, we will work closely with state officials to determine whether we can continue face-to-face instruction. If necessary, we will return to at-home virtual instruction.

**Infection Protocols**

**Q: What are the symptoms of COVID-19?**

A: The Centers for Disease Control (CDC) has identified several [symptoms](#) of COVID-19, including high fever (above 100.4°F), new or unusual sore throat, coughing, nausea, headache, muscle aches, loss of taste or smell, runny nose, fatigue, diarrhea and difficulty breathing.

**Q: What should I do if my child has symptoms of COVID-19?**

A: If your child shows new or unusual [symptoms](#) of COVID-19, you should contact your doctor immediately. Your doctor may ask that your child participate in a COVID-19 test. You should alert your school's main office.

If the symptoms occur during the school day, your child will be immediately sent to a quarantine area in the school and you will be contacted to pick your child up from school.

**Q: My child had COVID-19-like symptoms, but tested negative for COVID-19. When can he/she return to school?**

A: If your child does not have COVID-19, but has another illness, please keep your child home until they are symptom free for at least 24 hours. Your school may have additional requirements for a return to school.

### FAQ's (page 6)

**Q: What should I do if my child tests positive for COVID-19?**

A: Immediately contact your doctor for additional instructions. You must also contact your school's main office and they will contact the local health department. Do not send your child to school.

**Q: When can a student return to school after receiving a positive COVID-19 test?**

A: If a student tests positive for COVID-19, the student must isolate and not return to school until they have met [CDC's criteria to discontinue home isolation](#). This includes:

1. Three or more days without a high fever;
2. A reduction of other COVID symptoms by at least 75 percent; and
3. At least 14 days have passed since symptoms first appeared.

**Q: What should I do if a member of my household (who is not my child) tests positive for COVID-19?**

A: Immediately contact your school's main office. Your school will contact the local health department. After contacting the health department, the school will provide you with specific instructions on how long your child must stay home.

**Q: What happens if my child's teacher tests positive for COVID-19?**

A: Should any employee have COVID-19 symptoms or tests positive for COVID-19, we will follow the same protocols used for students. Parents will be made aware that a teacher tested positive. All students taught by that teacher will be closely monitored for COVID-19 symptoms and schools will follow local health department guidance.

**Q: What happens if another student in my child's class tests positive for COVID-19?**

A: Schools will follow the same protocols used for teachers (see above) and make all parents aware of positive test(s). Schools will follow local health department guidance.

### FAQ's (page 7)

**Q: Could my child's school building be closed down due to COVID-19 this year?**

A: Schools will follow local health department guidance. Schools are implementing protocols and procedures to create a safe and healthy environment in the coming year. However, if numerous cases appear in a single school, resulting in the isolation of multiple classes/cohorts, we may need to close the school building and transition all students to virtual learning for a time. Parents will be updated regularly should that need arise.

**Academics and Programming**

**Q: Will my child's curriculum be changed this year?**

A: Schools will still deliver high-quality, rigorous instruction in core subjects (religion, language arts, math, science and social studies). Special requirements will be in place for departmentalized classes and special area subjects (see sections below). The implementation of safety and health requirements (outlined earlier in this FAQ) will create new complexities in instruction, but our commitment remains to provide your child the best possible faith-based education.

**Q: Will my child's classroom look different?**

A: Schools will spread out desks and tables in classrooms as much as possible. In order to maximize floorspace, some non-essential furniture and other classroom items will be removed. Also, when feasible, desks and tables will be arranged so that they face the front of the room. These steps were taken to minimize risk of any infection in the classroom.

**Q: Will students share school supplies?**

A: As much as possible, schools to ensure that students not share school supplies (e.g., books, crayons, technology, etc.), including for such subjects as art and music. Exceptions may be made for activities outdoors (such as outdoor physical education classes). If it is impossible to avoid sharing supplies, such as computers in a computer lab, such supplies must be cleaned after every use.

**Q: Will students still change classes?**

A: Many schools offer departmentalization, in which students change classes for core subjects (religion, language arts, math, science and social studies). If students change classrooms, desks and shared equipment will be cleaned and disinfected after every cohort.

### FAQ's (page 8)

**Q: Will schools still offer classes in special subject areas (e.g., art, music, PE, etc.)?**

A: Yes. If students visit spaces such as the gymnasium, computer/STEM lab or library, the desks and equipment will be cleaned after every cohort.

**Q: Will students participate in field trips?**

A: Due to the COVID-19 pandemic, schools will not participate in in-person field trips while the District is in Phase 4. If a District moved to Phase 5, schools will follow the guidance of local health department and local health officials on the feasibility of future trips.

**Q: I need to meet with a teacher or my school principal. Can these meetings occur?**

A: Yes. During the COVID-19 pandemic, these meetings will usually take place virtually via phone or video chat.

**Q: Will school Masses still take place?**

A: Yes. The Diocese of Lansing has established guidelines for parishes to develop a plan for the celebration of Mass. Schools will be asked to follow this plan, in close coordination with the local pastor and parish, to establish how school Masses will be celebrated.

**Q: How will extracurricular activities be impacted this year?**

A: Our plan provides guidance on specific extracurricular activities. Highlights of this guidance include (by activity):

- **Athletics:** We are awaiting further information from the state and the MHSAA regarding athletics. More information will be provided to parents as it is known.
- **Other Activities:** For other activities (e.g., robotics, debate, etc.), schools must meet specific health and safety requirements. If such requirements cannot be met, these activities should be conducted virtually or canceled.

## FAQ's (page 9)

### **Tuition and Fees**

#### **Q: Will schools still collect tuition this year?**

A: Yes. While this school year may look different, our schools will continue to provide rigorous programs and experiences to support each student's growth in knowledge, wisdom and virtue. Our Catholic schools depend upon tuition revenue to pay our employees who do this work and support other school-related expenses.

#### **Q: I am having difficulty paying tuition, as my own workplace has been impacted by COVID-19. What do I do?**

A: We know that some families may have difficulties paying tuition due to the loss of pay during workplace closures and our schools are ready to support those in need of assistance. If this is happening to you, please contact your school's principal. We to help and will do our very best to work with you.

#### **Q: Will fees be changed this year?**

A: Each school develops their own fees based upon their own local needs. Fees may be adjusted if a program or activity has been directly impacted by COVID-19. For example, if a fee is collected for a particular field trip, it is likely that the fee will not be collected this year (as field trips will not occur).

### **Distance Learning**

#### **Q: Is there an option for online learning if a family cannot or wishes not to send their child to in person classes?**

A: Please contact your school. At this time, this option is not available at all DOL schools. Regarding families or children who may be immuno-compromised, principals have been advised to work with families in developing a practical solution to accommodate such a need.

#### **Q: What if the District our school is in moves to Phase 3?**

A: If a school resides in a District that moves to Phase 3, following the state mandates, that school will return to their distance learning protocols. All DOL schools have been instructed to review their distant learning plans and seek feedback from teachers and parents. Using this feedback and guidance from the DOL, all schools will publish their distance learning plans along with their Phase 4 and Phase 5 plans.