

COVID-19 Preparedness and Response Plan

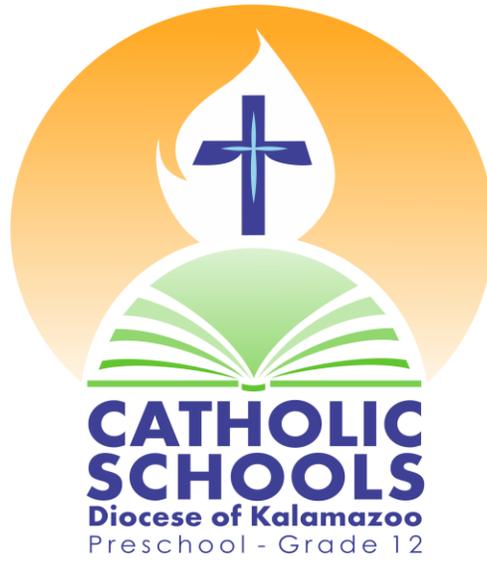
(Executive Order 2020-142 District Preparedness Plan Template)

School Name: St. Margaret School, Preschool through 8th Grade

School Address: 736 South Farmer Street, Otsego

School Code Number: 03850

Web Address of the School: stmargaretschool.net



Name of Intermediate School District:

Allegan County Intermediate School District

Name of Authorizing Body (if applicable):

Office of Catholic Schools; Diocese of Kalamazoo

Preparedness Plan Introduction

Governor Whitmer's [Executive Order 2020-142](#) "provides a structure to support all schools in Michigan as they plan for a return of pre-K-12 education in the fall. Under the order, school districts must adopt a COVID-19 Preparedness and Response Plan laying out how they will cope with the disease across the various phases of the [Michigan Safe Start Plan](#). In turn, the accompanying [Michigan Return to School Roadmap](#) offers a guide to the types of safety protocols appropriate during each phase. There's no one-size-fits-all solution: What works in Lansing may not work in Sault Sainte Marie. Districts will retain the flexibility to tailor their instruction to their particular needs and to the disease conditions present in their regions." (EO-2020-142)

Preparedness Plan Assurances

The Catholic Schools of the Diocese of Kalamazoo agree to meet all of the following requirements of Executive Order 2020-142

- ✓ The school assures that when it provides in-person instruction to its students without disabilities, the school will provide in-person instruction to its students with disabilities, consistent with the students' adjusted education plan (AEP).
- ✓ The school assures that when the school is closed to in-person instruction, the school will strive in good faith and to the extent practicable, based upon available resources, technology, training, and curriculum, as well as the circumstances presented by COVID-19, to provide equal access to any alternative modes of instruction to enrolled students with disabilities as identified through their AEP.
- ✓ The school assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will close its building to anyone except: (a) School employees or contractors necessary to conduct minimum basic school operations consistent with a Preparedness Plan, including those employers or contractors necessary to facilitate alternative modes of instruction, such as distributing materials and equipment or performing other necessary in-person functions. (b) Licensed child-care providers and families that they serve (if the school usually provides this service), and if providers follow all emergency protocols identified by the state.
- ✓ The school assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will suspend athletics, after-school activities, inter-school activities, and busing, if applicable.
- ✓ The school assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continued pay of school employees while redeploying staff to provide meaningful work in the context of the Preparedness Plan, subject to any applicable requirements of a collective bargaining agreement.
- ✓ The school assures that during **Phase 4** of the *Michigan Safe Start Plan* it will prohibit indoor assemblies that bring together students from more than one classroom except for planned religious activities, which will be held according to Diocese of Kalamazoo guidelines to the extent they are stricter than state requirements.
- ✓ The school assures cooperation with the local public health department if a confirmed case of COVID-19 is identified, and agree to 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 in school.

Preparedness Plan

Every school within our diocese must develop and adopt a COVID-19 Preparedness and Response Plan ("Preparedness Plan") that is informed by [Michigan's 2020-21 Return to School Roadmap](#) ("Return to School Roadmap") from the COVID-19 Task Force on Education and Return to School Advisory. Due to the nine county expanse of our diocese, each school has been tasked to prepare a plan that meets the needs and recommendations of their local communities in conjunction with the recommendations and guidance from local health officials and in accordance to the governor's orders.

In accordance with Executive Order 2020-142 a plan must include all the following parts:

- A.** The policies and procedures that the school will follow when the region in which the district is located is in **Phase 1, 2, or 3** of the *Michigan Safe Start Plan*.
1. Describe how the school will offer alternative modes of instruction other than in-person instruction and a summary of materials each student and the student's parents or guardians will need to meaningfully access the alternative modes of instruction included in the Preparedness Plan. If the Preparedness Plan relies on electronic instruction, the Preparedness Plan must consider how the school will aid students who lack access to computers or to the internet.

- Students will be allowed to sign out chrome books and iPads.
- Preschool students will be provided packets of activities.
- Kindergarten through 5th grade students will be provided a hybrid of packets and online work. Online programs that will be utilized include, but are not limited to, Google Classroom and SeeSaw.
- Middle school students will use Google Classroom for instruction.
- Teachers will meet with students using Zoom at least three days a week.
- Any students without online capabilities will be provided with paper packets exclusively.
- A packet pick-up/drop-off will take place once a week at school.

- B.** When the region in which the school is located is in **Phase 4** of the Michigan Safe Start Plan the following policies and procedures must, at a minimum, include:
1. **Personal Protective Equipment**
 - a. 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.
 - b. All passengers and drivers will wear facial coverings when on a **school bus**, except (1) during meals and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician.
 - c. All staff and all students in grades pre-kindergarten and up will wear facial coverings when in **indoor hallways and common areas**, except (1) during meals and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician.
 - d. Facial coverings are not required in preschool classrooms.
 - e. 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 or (2) come into close contact with students in another class or (3) a grade 5 and 6 are housed in the same classroom in the school.
 - f. All staff and students in grades 6-12 will wear facial coverings, except (1) during meals and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician.
 - g. The Catholic Schools of the Diocese of Kalamazoo will not conduct indoor assemblies that bring together students from more than one classroom.

- i. School Masses and other liturgical services will be allowed provided that all Diocese of Kalamazoo Mass guidelines are followed.
- h. Facial coverings may be homemade or disposable level one/basic-grade surgical masks, and/or face shields.

Please describe how you will implement the above **requirements** as outlined in the *Return to School Roadmap*.

- Staff will be required to wear facial coverings except during meal times.
- All staff and students will wear facial coverings when in hallways and common areas.
- Preschool students will not be required to wear facial coverings in their classroom.
- Kindergarten through 5th grade students will be required to wear facial coverings except when eating.
- Students in grades 6th-8th will wear facial coverings except when eating.
- Students and staff will provide their own facial coverings. Extra facial coverings will be available for anyone who forgets one or needs one.
- If a staff or student is unable to wear a facial covering due to medical reasons, documentation from a licensed doctor is required.
- Kindergarten through 8th grade students will attend mass twice a week. Safety procedures set forth by the diocese will be followed at all masses.

2. Hygiene

- a. 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 signage reinforcing proper handwashing techniques).
- b. Teach and reinforce handwashing guidelines, including the use of soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
- c. Educate staff and students on how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands cleaned immediately using proper hygiene techniques.
- d. Systematically and frequently check and refill soap and hand sanitizers.
- e. Daily, provide opportunities for handwashing with soap and water by students and teachers.
- f. Limit sharing of personal items and supplies such as writing utensils.

Please describe how you will implement the above **requirements** as outlined in the *Return to School Roadmap*.

- Portable, touchless hand sanitizer dispensers will be stationed at the front entrance of the school and the entrance from the playground.
- Each classroom will have a supply of soap, hand sanitizer and paper towel.
- Teachers will teach the students the proper way to wash their hands and use hand sanitizer.
- Teachers will teach the students the proper way to cough/sneeze into their elbow.
- Students will keep their supplies for their personal use in their desks or cubbies.
- Sharing of supplies will be limited.
- Lunch boxes will be kept on the shelf above each student's hook. Hooks will be spaced out in order to meet social distancing guidelines.

3. Space Movement and Access

- a. Space students as far apart as feasibly possible in classrooms, whether desks or tables are utilized.

- b. Post signage to indicate proper social distancing.
- c. Place markers at six-foot intervals where line formation is anticipated.
- d. Provide social distancing markers in waiting and reception areas.
- e. Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.

Please describe how you will implement the above **requirements** as outlined in the *Return to School Roadmap*.

- Classroom sizes will be capped at 12 students in order to ensure proper social distancing.
- Student desks/workspaces will be placed 4-6 feet apart.
- Sit spots will be utilized on rugs to social distance students.
- Flooring tape will be used in classrooms to mark the intervals where students line up.
- A plexiglass barrier has been installed in the school office in front of the administrative assistant.
- One waiting chair will remain in the school office.
- Students will be dropped off and picked up at the side entrance of the school by the church. Parents will not escort their children into the building during normal pick-up/drop-off times.
- Signs regarding facial coverings, social distancing and hygiene will be posted on the front doors, bathroom doors and throughout the school.

4. Screening Students and Staff

- a. Cooperate with the local public health department regarding implementing protocols for screening students and staff.
- b. Identify and designate a quarantine area and a staff person to care for students and staff who develop signs or symptoms of COVID-19 at school.
- c. Students and staff who become ill with signs or symptoms of COVID-19 will be placed in an identified quarantine area with a facial covering in place, if able, until they can be picked up. An identified person caring for these children/staff will wear a facial covering.

Please describe how you will implement the above **requirements** as outlined in the *Return to School Roadmap*.

- St. Margaret School will follow Allegan County Health Department protocols for screening staff and students.
- Staff will be required to complete a daily self-screening for Covid-19 symptoms prior to coming to school.
- Parents and guardians will be required to complete a daily self-screening of the students in their household for Covid-19 symptoms prior to coming to school.
- Parents will be asked to sign agreement regarding screening the students in their household. Parents will be provided with a screening checklist.
- Visitors and volunteers will be limited, but will be screened for Covid-19 symptoms.
- The principal's office will be the designated quarantine area for students become ill with symptoms of Covid-19. The administrative assistant will be in charge of contacting the student's parents and supervising the student until they are able to be picked up.

5. Testing Protocols and Responding to Positive Tests Among Staff and Students

- a. Cooperate with the local public health department regarding implementing protocols for screening students and staff.
- b. Cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, 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. The Local Health Department will initiate contact tracing, following regular public health practice.

- c. 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.

Please describe how you will implement the above **requirements** as outlined in the *Return to School Roadmap*.

- Guidelines and protocols for screening students and staff created by Allegan County Health Department will be followed.
- Allegan County Health Department will be contacted if a confirmed case of Covid-19 is identified. St. Margaret School will assist in providing close contact information for students and staff in close contact with infected student/staff.
- While maintaining confidentiality, parents and staff will be notified immediately of a possible case of Covid-19.

6. Food Service, Gathering, and Extracurricular Activities

- a. Prohibit indoor assemblies that bring together students from more than one classroom.
 - i. School Masses and other liturgical services will be allowed provided that all Diocese of Kalamazoo Mass guidelines are followed.

Please describe how you will implement the above **requirements** as outlined in the *Return to School Roadmap*.

- There will be no indoor assemblies that gather students of more than one class.
- Students will attend school Masses. Health and safety guidelines established by the Diocese of Kalamazoo will be followed.
- Lunch will take place in the lunchroom. There will be a staggered schedule. Students will be placed at least 6 feet apart when eating. Students will need to stay seated throughout lunch.
- Two cohorts will have recess at the same time. The cohorts will be separated on the playground by a 6 foot wide space.

7. Athletics

- a. Schools will comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).
- b. Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering.
- c. Every participant should confirm that they are healthy and without any symptoms prior to any event. If athletic activities or events are held on non-school days, a Monitoring Form needs to be completed by all participants (this includes all adult volunteers, coaches and administrators)
- d. All equipment must be disinfected before and after use.
- e. Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
- f. Handshakes, fist bumps, and other unnecessary contact must not occur.

- g. Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.
- h. 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.
- i. 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.
- j. Prohibit indoor assemblies that bring together students from more than one classroom.

Please describe how you will implement the above **requirements** as outlined in the *Return to School Roadmap*.

- St. Margaret School does not offer any athletic events.

9. Cleaning

- a. Frequently touched surfaces including light switches, doors, benches, bathrooms, will undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.
- b. Libraries, computer labs, arts, and other hands-on classrooms will undergo cleaning after every class period or when cohorts change classrooms, with either an EPA-approved disinfectant or diluted bleach solution.
- c. Student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period, or when cohorts change classrooms.
- d. Playground structures will continue to undergo normal routine cleaning, but using an EPA-approved disinfectant is unnecessary.
- e. Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use products.
- f. Staff must wear gloves, surgical masks, and face shields when performing all cleaning activities.

Please describe how you will implement the above **requirements** as outlined in the *Return to School Roadmap*.

- Staff will be provided with cleaning supplies and a checklist for cleaning frequently touched surfaces every 4 hours.
- Any rooms used by different cohorts, such as the computer lab, library, etc will be cleaned after every class period.
- A checklist and cleaning supplies will be provided for any other parish group that uses the school facilities. Parish groups will be required to disinfect any rooms that they use.

10. Busing and Student Transportation (Including Extra-Curricular Activities and Athletics)

Schools that utilize public school district busing will defer all transportation safety guidelines to those providers. The following is intended for schools who are the district provider of busing services. If you utilize public school busing please indicate which public school district(s) safety guidelines are being followed.

- a. Schools will require the use of hand sanitizer before entering a school bus. Hand sanitizer will be supplied on the bus.

- b. The bus driver, staff, and all students in grades preK-12, if medically feasible, will 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.
- c. Schools will clean and disinfect transportation vehicles before and after every transit route. Children will not be present when a vehicle is being cleaned.
- d. Schools will clean and disinfect 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.
- e. Schools will clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.
- f. Schools will create a plan for getting students home safely if they are not allowed to board the vehicle.
- g. If a student becomes sick during the day, they will not use group transportation to return home and must follow protocols outlined above. If a driver becomes sick during the day, they will follow protocols for sick staff outlined above and will not return to drive students.
- h. Weather permitting, doors and windows will be open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.

Please describe how you will implement the above **requirements** for busing and student transportation protocols from the *Return to School Roadmap*. For schools who utilize public school district busing, please indicate which public school district safety guidelines are being followed.

- St. Margaret School does not have a bus. Students that ride the Otsego Public School bus will follow the safety procedures and protocols set forth by Otsego Public Schools.

11. Mental and Social-Emotional Health

Please describe your school's plans for addressing the mental and social-emotional health needs of students, staff, teachers, administrators, and school families.

- Students will complete a grade-level appropriate emotional check-in daily. This may be done through Google Classroom, Padlet or paper check-in.
- Preschool through fifth grade will have daily classroom meetings. This will be a time when teachers can check in with the class as a whole, the class can pray together and issues can be discussed.
- Different grade-level appropriate activities to spotlight individual students will be done within classrooms.
- Classrooms will maintain a prayer area for students to use. Students will have the opportunity to offer up intentions for their fellow students to pray for.
- The Heart + Mind Social Emotional Learning curriculum will be available for kindergarten through second grade use.

- C.** The Diocese of Kalamazoo has included most “strongly recommended protocols” under **Phase 4** as required. Please indicate if there are any additional protocols that will be adopted under **Phase 4**.

D. As the State transitions to **Phase 5**, indicate which highly recommended protocols under the following areas from the *Return to School Roadmap* the district will include in its Preparedness Plan.

Type school response here:

- Personal Protective Equipment
- Hygiene-St. Margaret School will continue to have portable, touchless hand sanitizer dispensers stationed at the front entrance of the school and the entrance from the playground. The school will provide each classroom with a supply of soap, hand sanitizer and paper towel. Teachers will teach the students the proper way to wash their hands and use hand sanitizer. Teachers will teach the students the proper way to cough/sneeze into their elbow. Students will keep supplies for their personal use in their desks or cubbies. Sharing of supplies will be limited. Lunch boxes will be kept on the shelf above each student's hook. Hooks will be spaced out in order to meet social distancing guidelines.
- Cleaning-Frequently touched surfaces will be disinfected every four hours. Any classroom that is used by multiple cohorts will be disinfected after every use.
- Food Service, Gathering & Extra-curriculars
- Athletics-St. Margaret School does not offer any athletics.
- Screening-St. Margaret School will continue to designate a quarantine area and staff member to monitor students ill with symptoms. Records of visitors and volunteers, including date and time, entering and exiting the school will be kept.
- Testing-Parents and guardians will be notified of any positive or clinically diagnosed Covid-19 cases in the school.
- Busing and Student Transportation- Students that ride the Otsego Public School bus will follow the safety procedures and protocols set forth by Otsego Public Schools.

Addendums

- Employees and students who have traveled must evaluate precautions used during travel, and experiences during travel, to assess the need to stay home and monitor for symptoms for 14 days upon return from travel. (11-09-2020)
- Return to School After Illness or Close Contact to COVID-19 (11-09-2020)
 - **The return of students/staff to in-person learning after confirmed COVID-19 illness (symptomatic individual)**
 - Persons with COVID-19 who have symptoms may return to school after the following conditions are satisfied:

- At least 24 hours have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
 - At least 10 days have passed since symptoms first appeared.
 - All close contacts of the student/staff will be notified and asked to quarantine for 14 days from the time of their exposure to the confirmed positive person. (11-09-2020)
 - **The return of students/staff to in-person learning after confirmed COVID-19 (asymptomatic individual)**
 - Persons with laboratory-confirmed COVID-19 who have not had any symptoms may return to school under the following conditions:
 - At least 10 days have passed since the date of their first positive COVID19 diagnostic test assuming they have not subsequently developed symptoms since their positive test.
 - If they develop symptoms during this time frame, then the symptom-based strategy should be used (see above).
 - All close contacts of the student/staff will be notified by the school and/or health department and asked to quarantine for 14 days from the time of their exposure to the confirmed positive person.
 - Recommendations for asymptomatic “close contact” students and staff after exposure to confirmed COVID-19 patient. This includes people who previously had COVID-19 and people who have taken a serologic (antibody) test and have antibodies to the virus. (11-09-2020)
 - **What counts as close contact?**
 - You were within 6 feet of someone who has COVID-19 for a total of at least 15 minutes
 - You provided care at home to someone who is sick with COVID-19
 - You had direct physical contact with the person (touched, hugged, or kissed them)
 - You shared eating or drinking utensils
 - They sneezed, coughed, or somehow got respiratory droplets on you (11-09-2020)
 - **Steps to take: Quarantine and monitor your health**
 - Quarantine for 14 days after your last contact with a person who has COVID19
 - Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19
 - If possible, stay away others, especially those people deemed vulnerable. (11-09-20)
- Return to school after close contact to Covid-19. (01-11-21)
 - The Allegan County Health Department (ACHD) has reduced the number of COVID-19 quarantine days for some cases, per recommendations from Centers for Disease Control and Prevention (CDC) and Michigan Department of Health and Human Services (MDHHS).

- While the standard 14-day quarantine period remains, the quarantine period may be reduced to 10 days where:
 - The individual does not develop any symptoms or clinical evidence of COVID-19 infection during daily symptom monitoring for the 10 days after the last exposure; and,
 - Daily symptom monitoring continues through day 14 after the last exposure. (1-11-21)

Final Steps for Submission

Each school shall complete and submit this “Preparedness Plan” to the Diocese of Kalamazoo’s Office of Schools for approval by Friday, August 7 at 12:00 noon. The Office of Schools will provide a final review before submitting each school’s plan to the State.

Name of School(s):

Name of Administrator Submitting Plan:

Date of Approval by the Diocese of Kalamazoo’s Office of Schools:

Signature of Superintendent:

Each school’s approved plan will be posted collectively on the Catholic Schools of the Diocese of Kalamazoo’s website: Catholicschools.diokzoo.org/covid-19 In addition, each school will post its individual plan on their local school website.

Date Submitted to State Superintendent and State Treasurer: