



COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

School Name: St. Philip Catholic Central High School (Grades 9-12)

School Address: 20 Cherry St

School Code Number: 03983

Web Address of the School: BCACS.org



Name of Intermediate School District:

Calhoun 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.

- Assess Internet availability for all students. Provide hot spots for student without Internet access.
- Identify students who did not engage in remote learning previously and develop plan.
- Design and perform assessments of learning for all grades to inform instruction within first week of school start.
- Distribution of learning materials needed for virtual instruction.
- Provide mental health and resiliency resources.
- Procure 1:1 technology for students, labels, and distribute.
- Procure teacher technology including equipment needed to broadcast instruction from classroom.
- Establish technology support for students and teachers.
- Professional development for all teachers on Google classroom was done over the summer.
- Remote learning structured school day with “live” virtual institution.
- Attendance, grading higher expectation for work completion/participation will be required.
- Student work assessed and feedback provided.

- 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 licensed 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*.

- All students, staff and visitors will wear a facial covering during the day, except during meals.
- Students and staff to provide their own facial covering.
- We will have some masks onsite for visitors and students that forget their mask.
- Medical note signed by a licensed physician is required for someone who cannot wear a mask.
- Staff to wear facial covering at all times except while eating.
- Field trips and assemblies will be temporarily suspended until a later time when it is determined to be safer for such school activities.

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*.

- Print signage from CDC and post.
- Communicate guidelines prior to school opening.
- Multiple reinforcement sessions throughout the school year.
- No sharing computers, cords or school supplies. All will be labeled with student names.
- Spray lockers once per day.
- Lockers labeled with student name for monitoring.
- Education sessions on hand washing and drying.
- Education session on bathroom usage.
- Develop education sessions (washing hands, social distancing, mask adherence, coughing/sneezing, passing period procedures, entrance procedures, lunch period procedures, exit procedures).
- Provide hand sanitizer, and cleaning supplies for each classroom.
- Increase bathroom cleaning and touch points during the day.

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*.

- Print signage of social distancing guidelines.
- Print signage with social distancing cues.
- Communicate guidelines prior to school opening.
- Deliver education session's day 1 of school.
- Staff to monitor hallways during passing periods.
- Designate stairways as single direction - VanBuren (down); Cherry St (up); Main (up).
- Create signage for stairway and place at top and bottom of stairway at each level.
- Create separation signage for hallways to create flow similar to a "road"
- Determine student capacity by classroom square footage.
- Change tables to individual desks to allow for appropriate configuration.
- All tables/desks to face same direction and 6 feet apart.

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*.

- Temp checks of each student & staff member upon entrance and log in secure Google sheet
- If anyone has a temp of 100.4 will be sent home and not allowed into the school.
- Document Students & staff response to posted symptoms in secure Google sheet
- Google form or sheet by grade for tracking and documentation secured to specific users within BCACS (see data tracking slide)
- Communicate and educate students and families on symptoms
- The Calhoun Country Health Department policies dictate the local school policies in regards to when a student/staff member can return to school.
- If student or staff member show symptoms they will be sent to office for temperature check and placed in to quarantine room until picked up by parents or sent home.

- Area disinfected after student is picked up and contact tracing is completed.

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*.

We will be in communication and cooperate with all guidelines and directives from the Calhoun County Health Department for implementing protocols for screening students and staff and in the event of a student or staff member that tests positive with COVID- 19.

- Communicate symptoms and solicit help from parents in not sending students to school when not feeling well and pick up when ill
- Isolate and document symptoms.
- Work with Calhoun County health department
- Follow the guidelines of HIPAA.
- All health information that is documented and kept on file will be secure.

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*.

- Students to be assigned a classroom to eat in.
- Outdoor eating if possible
- No refrigerator or microwave will be provided to students
- Pre-order daily "hot" lunch and delivered to classroom in to go packages.
- Everything pre-packaged for students.
- Follow church guidelines for mass.
- No clubs during first semester.
- Food service employees and cafeteria volunteers (if needed) will be required to have their temperatures taken and complete a health screening upon arrival to building.
- Food service employees will wear masks.

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*.

- Athletics will follow the NFHS guidelines in addition to MHSAA and the BCACS Athletic Director to ensure the health and safety of our student athletes and coaches.
- All athletes will conduct a pre workout screening and temperature check before participation.
- Equipment will be cleaned after each use.
- Coaches will be trained.

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*.

- Summer cleaning completed
- Tables and chairs will be cleaned at the end of each class.
- Touch surfaces will be cleaned every four hours.
- Classrooms and lockers will be sprayed each night.
- Increase bathroom cleaning throughout the day.
- Purchase sprayer for large scale cleaning
- Hand sanitizer dispensers to be mounted in each classroom
- Hand sanitizer stations to be added at entrances
- Touch surfaces (classrooms and bathrooms) to be cleaned daily
- Deep clean if positive COVID-19 case identified within the school
- Custodial staff to wear masks and gloves
- Kitchen will be cleaning daily.
- Buses cleaning by transportation staff

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.

- Bus will be cleaned after each use.
- All must wear a mask.
- Reduce the number of students on the bus to ensure social distancing.
- Hand sanitizer placed on bus.

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.

- Social/emotional sessions week 1
- Regular SEL sessions
- Provide resources for staff
- Use local resources-Summit Pointe and Holy Family Healthcare

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**.

Type school response here

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: Our phase 5 will look the same as phase 4

- **Personal Protective Equipment**- Same as phase 4 plan except students only required to wear facial coverings in hallways and common areas
 - **Hygiene** - Same as phase 4 plan.
 - **Cleaning** - Cleaning and sanitizing caddy in every room. Every classroom, office, bathroom, cafeteria, gymnasium, library, etc. will be cleaned appropriately and sprayed down nightly with an approved cleaner with an electrostatic sprayer. Common areas and frequently touched surfaces such as doorknobs, light switches, bathrooms, locker handles, etc. will be cleaned and sanitized multiple times throughout the day. Same as phase 4 plan.
 - **Food Service, Gathering & Extra-curricular Activities** – We will following all of the guidelines and directives of the Calhoun County Health Department. Same as phase 4 plan.
 - **Athletics** - Follow the guidance of the MHSAA and the BCACS Athletic Director to ensure the health and safety of our student athletes and coaches.
 - **Screening** -We will continue screening and taking temperatures of staff at the beginning of the workday and continue taking temperatures of students upon arrival at school. Same as phase 4 plan.
 - **Testing** - We will continue to follow the guidelines and directives of the Calhoun County Health Department. Same as phase 4 plan.
 - **Busing and Student Transportation** - Same as phase 4 plan.

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): St. Philip Catholic Central High School

Name of Administrator Submitting Plan:Vicky Groat

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: