



COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

School Name: St. Joseph Elementary: Preschool -5th Grade

School Address: 47 N. 23rd Street

School Code Number: 03821

Web Address of the School: www.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:

1. 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.

The technology committee has met and worked to secure devices to allow a 1 to 1 model for students K-8.

An inventory of devices and resources needed has been completed.

New devices have been ordered. Once received at the school, devices will be inventoried, set up, and distributed to students.

Need to look into providing “hotspots” for families who need help with internet connectivity. A survey will be done at beginning of school year to determine the need. And then we will work with the BCACS foundation to purchase “hotspots” for families who need them.

ES Computer Lab will temporarily be closed to limit multiple group use. Desktops from lab will be moved into classrooms for teacher and/or student use. Teachers will be able to take the desktops home, if we are in a situation that we are under a “Stay at Home” order.

All students K-8 will be issued a school-owned device to use at school and at home, in the case of virtual learning. K-2 will have iPads. 3-8 will have Chromebooks.

All teachers will receive summer training to become Google Classroom certified. Virtual Learning will be more comprehensive than during the Emergency Closure. More instructional time via Google Meet/Zoom- whole class, small group, and one-on-one. Amount of time for in class online time will be appropriate to students’ developmental age.

Attendance will be taken daily and recorded in RenWeb.

Grading will be representative of work completion, participation, and the student level of meeting standards.

2. 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 licensed 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 licensed 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 licensed 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.

ALL students in grades TK-12 are expected to wear masks at all times, even while seated at their desks in the classrooms. The only exception is while seated eating lunch or outside on the playground while social-distancing. **Added to plan October 6, 2020

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*.

Wearing a mask/face covering helps to protect other students and our teachers and staff.

Facial Coverings will be required for all school staff, except for during meals.

ALL students in grades TK-12 are expected to wear masks at all times, even while seated at their desks in the classrooms. The only exception is while seated eating lunch or outside on the playground while social-distancing. **Added to plan October 6, 2020

Preschool students will not be required to wear masks in the classrooms. If a parent requests for their child to wear a mask in the classroom, that request will be honored.

At recess: If the class goes out to recess alone, meaning not with another class, then they do not have to wear masks while out at recess. If there are groups that will be mixing outside, then masks must be worn at recess.

For Gym Class: Since the class will be the only group at gym at that time, the students do not have to wear masks during gym class.

Parents will be required to supply masks for their children, as part of dress code.

The school will supply teachers and staff with a limited number of masks. Teachers and staff are encouraged to supply their own masks if they need more than what is supplied by the school.

The office will have a limited supply of disposable masks for students, staff, and visitors.

****Amendment 9/11/2020:**We have found that our school needs the help of dedicated volunteers to help our teachers. Volunteers will only be allowed for a specific purpose/job in the building. The volunteers must be approved by the principal. When volunteers come to the school, they must follow all COVID procedures and protocols: signing in, temperature check, health screening, and wearing masks at all times.

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*.

Handwashing lessons, procedures, signs in bathrooms and hallways

Lessons for coughing and sneezing into elbow, tissue, etc.

Reminders daily - school announcements, in the classroom

Cleaning and sanitizing caddy in every room

Signs and posters - CDC Website, Amazon.

Summer 2020 Deep Cleaning - The whole building is being cleaned and sanitized over the summer.

Once school begins, every classroom, office, bathroom, cafeteria, gymnasium, library, etc. will be cleaned appropriately and sprayed down nightly with an approved cleaner with an electrostatic sprayer that will be purchased this summer.

Every classroom/area will be equipped with a caddy that includes sanitizing supplies that can be used by staff during the school day.

Playground and playground equipment - Can be sanitized with the electrostatic sprayer on a daily basis or as needed, depending on what comes from the state.

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*.

In classrooms, student desks will be arranged to allow for social distancing, and facing the front of the classroom.

For classrooms with tables, students will be placed in seating with appropriate distancing.

Social Distancing in Hallways/Stairwells - signs for walls and decals for floors to represent the “flow of traffic”.

Social Distancing markers will be placed in areas such as, but not limited to, office, drinking fountains/water bottle filling stations, bathrooms, lunchroom lines, etc.

Signs and posters - CDC Website, Amazon.

Signs will be posted on doors of restrooms to indicate number of students allowed.

Hand hygiene techniques posters will be posted in all restrooms - staff and student.

For Lunch & Recess:

There will be a staggered schedule so that classes will be able to eat in the cafeteria 1-2 times a week, with other days in their classrooms. Cafeteria tables will be cleaned and sanitized between groups.

We firmly believe that our students need to be able to go outside for recess for physical, mental, and social-emotional benefits. Teachers will be able to take their classes out for scheduled breaks as we have done in the past. We are exploring creating “zones” for recess: playground, blacktop, grass field area. After any and all recess times, students will

thoroughly wash their hands before returning to class.

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*.

We will be in communication and cooperate with all guidelines and directives from the Calhoun County Health Department.

Every morning, staff will be required to report to work by 7:30. This will allow time for all staff to have temperatures taken and answer screening questions in the school office. Temperatures and responses to screening questions will be documented.

Student temperatures will be taken by school staff upon arrival to school. There will be a separate entrance for preschool - preschool door by the church.

Each classroom will have an assigned door for drop-off in the morning and pick-up at the end of the day.

Morning drop-off will begin at 7:45, student temps will be taken upon arrival, then proceed to classroom.

Dismissal - students will be released for dismissal by classroom.

Dismissal will begin at 2:45.

Pick-up student at same door as morning drop-off.

Parents must display sign with student's name and grade in front window of car.

Communication with parents urging them to keep their children at home when sick, and to not give them medication (Tylenol/Motrin) in the morning to bring down a fever

Any student that becomes ill at school will be sent to the office right away and parents will be called to come pick up.

The principal's office will be designated as the quarantine area, and students who become ill will wait in there with a mask until picked up from school. After the student is picked up, the office will be thoroughly sanitized immediately. Documentation will be kept on file.

Any staff member that becomes ill at school must notify the office right away. Arrangements will be made to take over, if needed, and the staff member will leave school. Documentation will be kept on file.

Classroom and isolation areas will be cleaned and sanitized after staff/student leaves.

****We will follow all guidelines and directives of the Calhoun County Health Department.****

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 case of a student or staff member that has been tested positive with COVID- 19.

Battle Creek Area Catholic Schools will follow the guidelines of HIPAA - Health Insurance Portability and Accountability Act of 1996, to protect the privacy of health information for all students and staff.

All employees are required to sign a confidentiality statement every year, which will apply to both student and staff information.

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*.

Due to social distancing needs, cleaning and sanitizing needs, and requiring the usage of the Extended Day room for spacing out classes

during the school day, these services will not be available as we start the school year. ****Our priority is the normal school day.****

Morning Care for MS & ES

Extended Day for ES

****According the MI Schools Safe Start plan, After-School Programs are allowed to resume in Phase 5.****

Our lunch service is provided by Lakeview School District. We will follow all food safety protocols as outlined by the Lakeview Food Service.

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 cafeteria volunteers (if needed) will be required to wear masks.

Lakeview Food Service makes deliveries right to the kitchen, which does have its own exterior door. So there will be no need for deliveries to travel through the school building.

Due to a heightened risk of exposure for both students and staff, Field Trips will be temporarily suspended until a later time when it is determined to be safer for such school activities.

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*.

There are no athletics at St. Joseph Elementary.

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 2020 Deep Cleaning - The whole building is being cleaned and sanitized over the summer.

Once school begins, every classroom, office, bathroom, cafeteria, gymnasium, library, etc. will be cleaned appropriately and sprayed down nightly with an approved cleaner with an electrostatic sprayer that will be

purchased this summer.

Every classroom/area will be equipped with a caddy that includes sanitizing supplies that can be used by staff during the school day.

Common areas and frequently touched surfaces such as door knobs, light switches, bathrooms, locker handles, etc. will be cleaned and sanitized multiple times throughout the day.

Playground and playground equipment - Can be sanitized with the electrostatic sprayer on a daily basis or as needed, depending on what comes from the state.

Kitchens - Will be cleaned daily, after use -

Lakeview Food Service responsible for counters, sinks, freezer and fridge, light switches, door handles, high-touch surfaces. Based on food service cleaning protocols.

On site staff responsible for floors and electrostatic sprayer every day.

Buses - After use; bus driver responsible

Appropriate cleaning supplies - supplies will be ordered through D & D

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.

Lakeview School District provides after-school busing for our students that need it. All protocols and guidelines should be met through Lakeview Schools District.

If a student that rides the bus after school becomes ill during the day, the parent will be called to come pick the student up.

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.

Working with our school counselor from Holy Family Healthcare -
Develop toolbox of resources to support school community
Plan for staff and student support, if needed

3. 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**.

4. 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.

- Personal Protective Equipment - Although masks are not required at phase 5, it is Highly Recommended and students and staff may wear masks if they choose to.

- Hygiene - Handwashing lessons, procedures, signs in bathrooms and hallways; Lessons for coughing and sneezing into elbow, tissue, etc.; Reminders daily - school announcements, in the classroom; Signs and posters - CDC Website, Amazon.

- 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 door knobs, light switches, bathrooms, locker handles, etc. will be cleaned and sanitized multiple times throughout the day.

- Food Service, Gathering & Extra-curriculars - During Phase 5 we will be able to reinstate our After-School/Extended Day Programming, following all of the guidelines and directives of the Calhoun County Health Department and LARA. We will continue to follow the guidelines and directives of the Lakeview School District Food Service.

- Athletics - St. Joseph Elementary does not have any athletics.
- 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.
- Testing - We will continue to follow the guidelines and directives of the Calhoun County Health Department.
- Busing and Student Transportation - Lakeview School District provides after school busing for students who need it. All protocols and guidelines should be met by the Lakeview School District Transportation Department. If a student that rides the bus home becomes ill during the school day, their parent will be called to come pick them up.

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. Joseph Elementary School

Name of Administrator Submitting Plan: Sara Myers

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: