

St. John the Evangelist Catholic School

Return-to-School Plan

Fall 2020

Phase 4



ST. JOHN THE EVANGELIST

CATHOLIC SCHOOL

St. John the Evangelist Catholic School

514 Lincoln Street ● Fenton, Michigan 48430 ● Phone (810) 629-6551 ● Fax (810) 629-2213

St. John the Evangelist Catholic School ● MI Safe Start Covid-19 Response and Preparedness Plan

Our Mission: St. John the Evangelist Catholic School is a faith-based community dedicated to teaching, learning, and living as Jesus did.

Dear St. John School Families,

Within this document, you will find our plan for the reopening of school this fall. We intend to be cautious, safe, but prudent as we follow the Governor's requirements and recommendations. As you begin reading through the SJS plan, we ask that you take several things into consideration.

First, know that St. John School is committed to protecting your child(ren)'s spiritual, physical, academic, emotional, and social well-being. We will handle every situation with love, compassion, and mercy as we become accustomed to the new safety precautions that are in the best interest of our students, families, and staff.

Second, in regard to the emotional and social needs of our students, we are aware that when we return to school in August, your child/ren will have not experienced in-person learning in over five months. All of our teachers will be attending professional development in August that will help us better address our students' social and emotional well-being. We intend to be safe and prudent. But, within the bounds of safety and following the requirements of the Governor and other legal officials, we hope to achieve a healthy, happy learning environment that is as close to normal as circumstances will allow.

Third, please recognize there are over one hundred families registered at St. John School. As you read through these pages, we can anticipate that you may find something that seems unnecessarily strict or that seems unwisely casual. 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, thought,

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and debated the best ways to go forward. In charity, humility, and grace, let's all of us see how we can live with these guidelines.

Fourth, we know how much you all like to participate in the daily activities of the school, in particular attending Mass with your student(s) or visiting during lunch period. During our Phase 4 and Phase 5 plans we will ask that only lunchtime and loop volunteers enter the school. Our All School Mass will need to be adjusted and our School Masses will be limited to teachers and students only. Please be understanding of this TEMPORARY change.

Fifth, we can add something you already know quite well: This plan, like any plan being made in days of COVID is subject to adjustment as we go along. The overall situation may improve (we pray) or it may worsen. As indicated, our intention is to provide an environment that is as safe, peaceful, nourishing, joyful, and dare we say, normal as possible. We all made the necessary adjustments in the Spring so please be aware that we may all be asked to be flexible and adjust as situations possibly arise.

Thank you for choosing St. John School. We will continue to work to ensure the well being and safety of our students and staff. As the school year opens, we ask that we all practice the virtues of grace and compassion. All of us are experiencing this ongoing situation for the first time. The St. John School staff will continue to do everything in our power to help your children reach their full potential as disciples of Jesus Christ.

In Christ,

Andrew Schmit
Principal

Rev. Robert Copeland
Pastor

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FACIAL COVERINGS/PERSONAL PROTECTIVE EQUIPMENT (PPE)

- **Students in grades K-8 will be required to wear masks throughout the day** both in the classrooms as well as hallways, common areas and recess, except (1) while eating lunch (masks required while moving around the cafeteria or eating space as well as when lunch is completed), (2) during designated mask breaks (which will take place outdoors to allow for social distancing), (3) in classrooms that are socially distanced outdoors, and (4) if medically unable to tolerate one, must provide documentation through written and signed verification by a physician, for students a written and signed consent from parent/guardian is also required
- **All staff and teachers will be required to wear masks throughout the day** both in the classrooms as well as hallways, common areas and recess, except (1) during lunch and (2) if medically unable to tolerate one, must provide documentation through written and signed verification by a physician
- **Mask breaks will be built into the schedule for grades K-8 and will occur outdoors to allow for social distancing**
- Facial coverings may be homemade or disposable level-one (basic) grade surgical masks
 - Homemade facial coverings must be washed daily
 - Disposable facial coverings must be disposed of at the end of each day
- Adult guests entering the school will be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering
- Will follow guidelines from Genesee County Health Department and Michigan Department of Education regarding PPE

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STAFF, STUDENT, AND FAMILY EXPECTATIONS

- Parents are required to carefully monitor their children's health and screen daily for symptoms of Covid-19
- Temperatures will be taken at the car upon arrival
- Staff will be required to self-monitor for temperature before coming to school
- Symptoms may appear 2-14 days after exposure to the virus. **People with these symptoms may have Covid-19: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, body or muscle aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.**
- Staff and children are not to be in school with a temperature over 100.4
- If a child is experiencing ANY of the above symptoms, please keep him/her at home
- Students who are exhibiting symptoms during school hours will be placed in the quarantine area and required to wear PPE and monitored until a parent arrives
- Students are expected to be picked up within 30 minutes
- Staff will call parent, monitor the sick child, and escort child to the door to meet parent
- Students may return to school after being symptom free for 48 hours
- Follow [CDC guidelines for return to school](#)

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EXPOSURE EDUCATION CDC/GENESEE COUNTY HEALTH DEPARTMENT GUIDELINES

- Anyone who spent 15 or more minutes within 6 feet of someone who has a confirmed case of COVID-19
- Starts 48 hours from BEFORE the infected person developed symptoms
- A close contact is then required to stay home and monitor their health:
 - Stay home for 14 days from their last contact with the known positive
 - Monitor for symptoms
 - Stay away from others
 - Contact their health care provider, testing if available
- Symptoms may appear 2-14 days after exposure to the virus, people with these symptoms may have Covid-19:
 - fever or chills
 - Cough
 - shortness of breath or difficulty breathing
 - Fatigue
 - body or muscle aches
 - Headache
 - new loss of taste or smell
 - sore throat
 - congestion or runny nose
 - nausea or vomiting
 - diarrhea

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INDIVIDUAL CLASSROOM EXPECTATIONS

- Where feasible, desks will face toward the front of the classroom with proper social distancing. Class sizes will be limited, to the extent possible, to allow for this spacing.
- 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.
- Facial coverings are required to be worn by staff in the classroom, hallways and common areas in the building except during meals
- Facial coverings are required to be worn by K-8 students in the classroom
- Facial coverings are required for K-8 students in hallways and common areas in the building except for during meals
- Mask breaks will be built into the schedule for grades K-8 and will occur outdoors to allow for social distancing
- Frequent hand washing with soap and water along with use of hand sanitizer in between activities
- Clean desks often throughout the day along with frequent cleaning of areas touched often including door handles and light switches
- Sanitize all tables, chairs, and toys after each use
- Sanitize chromebooks (not screens)
- Teachers to create book use systems in classrooms that ensures safety
- Middle School (6-8) classrooms desk surfaces and common touch areas will be cleaned after every hour

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PRESCHOOL CLASSROOM EXPECTATIONS

- Preschool will follow school-wide arrival and dismissal procedures
- Facial coverings are required to be worn by preschool staff in the classroom, hallways and common areas in the building except during meals
- **Facial coverings are not required for preschool students**
- 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.
- Students will be spaced six feet apart during rest time
- Rest time materials will be sent home at the end of the week for washing
- **No toys or items of any kind should be brought from home**
- Frequent hand washing with soap and water along with use of hand sanitizer in between activities
- Frequent cleaning and sanitizing of tables
- Frequent cleaning of areas touched often including door handles and light switches
- Frequent cleaning and sanitizing of toys
- Preschool will have designated recess times
- Lunch will be held in the classroom while maintaining social distancing

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SPECIALS CLASSES EXPECTATIONS

- **Physical Education**
 - Where possible and weather permitting, physical education class will be held outside and social distancing of six feet will be practiced
 - Gym facilities will be used for physical education class during inclement weather and social distancing of six feet will be practiced
 - Changing into a gym uniform will not be permitted at this time
- **Music**
 - Music room will be utilized for Music class and social distancing of six feet will be practiced
 - Music room will undergo cleaning after every class period
 - Using larger spaces on parish campus to facilitate Music class is being explored
- **Art**
 - Art room will be utilized for Art class and social distancing of six feet will be practiced
 - Art room will undergo cleaning after every class period
- **Computers**
 - Computer class for 3rd through 8th grade will take place in homerooms with students using their designated Chromebook
 - Computer class for Kindergarten through 2nd grade will take place in the computer lab and social distancing of six feet will be practiced
 - Computer lab will undergo cleaning after every class period
- **Library**
 - Library class, if offered, will take place in homerooms
- **S.T.E.A.M.**
 - S.T.E.A.M. class will take place in homerooms
- **Spanish**
 - Spanish class will take place in 6th-8th homerooms

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SCHOOL-WIDE EXPECTATIONS

- Frequent cleaning in hallways, bathrooms, and high-touch areas
- Use of no-touch hand sanitizer stations stationed throughout the school and in classrooms
- Replace drinking fountains with water fill stations in two locations
 - Students bring personal water bottles to use throughout the day
 - Disposable water bottles will be available for purchase
- Clearly marked directions in all hallways
- Strict bathroom procedures (few students at a time - social distance) - handwashing for 20 seconds - school will display signs/posters
- Phase 4 prohibits indoor assemblies that bring together students from more than one classroom with the exception of Mass. In these instances, students and staff will follow social distancing protocols and Diocesan Policies.

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VISITOR PROCEDURES

- **Essential staff and students will be the only people allowed in the school building** unless special permission is granted in advance by administration
- Adult guests entering the school will be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering
- Sick students and early dismissal students will be escorted to the door to meet parent
- **Individuals will not be permitted to join students for lunch**
- Any items delivered by parents will need to be clearly labeled and will be picked up by staff at the main doors
- During this temporary time period, **no third party lunch deliveries**

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ARRIVAL PROCEDURES

- Drop off will begin at 7:40 a.m.
- Modified upper loop will be utilized for Preschool through 8th grade
- Temperatures will be taken at the car upon arrival
- Students will be dropped off in front of the school
- Preschool staff will meet preschool students at the car
- Cars will be released one at a time
- Doors to main entrance of the school will be propped open for contact free entrance
- Students will go directly to classroom, maintaining distance in hallways
- Hallway direction arrows will be visible to ensure proper traffic flow

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DISMISSAL PROCEDURES

- Pickup will begin at 3:30 p.m.
- The office will be closed at 3:10 p.m. so all staff can be available to assist with dismissal procedures --no early release of students after 3:10 p.m.
- Students will not be allowed to wait in the lobby after school
- Teachers will follow classroom dismissal procedures. Students will be prepared and ready for 3:30 dismissal. Teachers will follow a staggered dismissal to ensure a safe and orderly exit of the school
- Upper loop only for K - 8th grade students
- Preschool parents will pick up students outside the main entrance
- All available staff and parent volunteers will be utilized

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LUNCH PROCEDURES

- Lunch will be held in the cafeteria
- Recommendations for food service and preparation will be based on guidance from Genesee County Health Department and Michigan Department of Education
- Cafeteria staff and supervisors will be required to wear masks and gloves
- Students in grades K-8 will not be required to wear masks while eating lunch, except while moving around in the cafeteria or eating space as well as when lunch is complete
- Students will wash hands before and after their meal
- Seating arrangements will accommodate social distancing
- Cafeteria will undergo cleaning after every lunch period with either an EPA-approved disinfectant or diluted bleach solution
- Supervisors will be responsible for monitoring students and disinfecting between lunch times
- Supervisors will also be responsible for disinfecting classrooms during student lunch breaks

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RECESS PROCEDURES

- Preschool-5th students will have a scheduled recess time during the school day
- 6th-8th students will follow the normal scheduled recess time
- All teachers will supervise recess time
- Students in grades K-8 will be required to wear masks throughout the day both in the classrooms as well as hallways, common areas and recess, except (1) while eating lunch (masks required while moving around the cafeteria or eating space as well as when lunch is completed), (2) during designated mask breaks (which will take place outdoors to allow for social distancing), (3) in classrooms that are socially distanced outdoors, and (4) if medically unable to tolerate one, must provide documentation through written and signed verification by a physician, for students a written and signed consent from parent/guardian is also required
- All staff and teachers will be required to wear masks throughout the day both in the classrooms as well as hallways, common areas and recess, except (1) during lunch and (2) if medically unable to tolerate one, must provide documentation through written and signed verification by a physician
- Sports equipment will be sanitized between recess times
- State guidelines will be followed for playground equipment

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JETS CLUB PROCEDURES

- St. John the Evangelist Catholic School will follow all state guidelines to promote student safety
 - K-8 students will be required to wear masks
 - Social distancing will be maintained
- Student capacity limits will be in place to allow for social distancing and appropriate staffing
 - Drop-in procedure will be adjusted. Parents needing emergency Jets Club aftercare will need to contact Mrs. Anderson in the main office.
- Sports and shared equipment will be sanitized each day
- State guidelines will be followed for playground equipment

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ATHLETICS

- St. John the Evangelist Catholic 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.

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SOCIAL EMOTIONAL WELL BEING

- Staff will participate in ongoing professional development on social emotional well being topics
- Social emotional well being will be addressed regularly for students
- Social emotional well being will be addressed regularly for staff

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CONTINGENCY PLANS

Phase 4: Full Day Face-to-Face Learning	All students will participate in reduced size classes with social distancing and other safety precautions practiced throughout the day.
Phase 1-3: Full Virtual Learning	<p>In the event that a state-wide shutdown is enforced, the school will move to a full virtual learning format.</p> <ol style="list-style-type: none">1. A “Virtual Home Learning Contract” detailing the responsibilities of the school, the student and the parents will be required.<ol style="list-style-type: none">a. Teacher instruction will be virtualb. Students and families will be responsible to complete assigned work and keep contact with teachers2. Learning Management Systems<ol style="list-style-type: none">a. Preschool-2nd grade teachers and students will collectively use Seesaw for their learning management system.b. Grade 3-8 teachers and students will collectively use Google Classroom for their learning management system.
*For each plan, students are expected to attend and participate in classroom instruction. Families are to continue to pay full tuition.	
* Virtual learning expectations will look differently than our previous experience of virtual learning during the 4th quarter of the 2019-2020 school year.	

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Genesee County Catholic Schools COVID-19 Preparedness and Response Plan

ABOUT COVID-19

The following information is obtained from recent CDC Guidance. Information will be monitored regularly and updated as appropriate. We will be working in collaboration with guidance from the Genesee County Health Department and the Michigan Department of Health and Human Services.

Symptoms

Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe, and in some cases, can be fatal. Symptoms of COVID-19 can appear in as few as 2 days or as long as 14 days after exposure. However, some people may be asymptomatic and experience no symptoms at all. Symptoms may include:

- 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

*This list does not include all possible symptoms as the CDC is continually updating the list as we learn more about the virus.

How COVID-19 spreads

Although the first human cases of COVID-19 likely resulted from exposure to infected animals, infected people can spread SARS-CoV-2 to other people.

The virus is thought to mainly spread from person-to person, including:

- Between people who are in close contact with one another (about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths of people who are nearby or possibly be inhaled into the lungs.
- It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then by touching your mouth, nose, or eyes.

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MINIMIZING EXPOSURE

Infection Prevention Measures

There is currently no vaccine to protect against COVID-19. At this time, the best way to protect yourself is to avoid exposure to the virus that causes COVID-19. According to the CDC, the best strategy is frequent hand washing and limiting touching your nose and mouth.

- Hand hygiene as recommended by the CDC and WHO:
 - Wash your hands frequently with soap and water for at least 20 seconds, or perform hand hygiene by using an alcohol-based hand rub with 60-95% alcohol.
 - Soap and water must be used when hands are visibly dirty, before eating food, after using the toilet, after blowing nose, coughing, or sneezing.
 - Ensure that hand hygiene supplies are readily available to all students, staff and visitors.
- Cover coughs and sneezes
- Clean and disinfect frequently touched surfaces.
- Minimize use of shared equipment and tools when possible.
- Increase physical distance between yourself and other employees as much as possible.
- Cover your mouth and nose with a face cover when around others.

Screening of Students, Staff, and Visitors

Prompt identification and isolation of potentially infectious individuals is a critical step in protecting our students, staff, and visitors.

- All GCCS students should self monitor daily for symptoms of COVID-19 and should not come to school if they are experiencing any symptoms. For a complete list of symptoms, please refer to the symptoms list discussed above or the CDC website.
 - For students experiencing symptoms, parents should contact the sick line specific to their GCCS school.
- All GCCS staff members will be required to complete a daily screening for COVID-19 symptoms prior to entering the building.
 - For staff members experiencing symptoms, contact your supervisor. Staff member will be denied access to the school building if showing any symptoms.
- Essential staff and students will be the only people granted access to the school buildings, 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 any school building must wear a face covering.

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Facial Coverings

Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.

- Homemade facial coverings must be washed daily.
- Disposable facial coverings must be disposed of at the end of each day.

Preschool

- Facial coverings are not required for preschool students
- Facial coverings are required to be worn by preschool staff in the classroom, hallways and common areas in the building except during meals

Grade K-12

- Students in grades K-8 will be required to wear masks throughout the day both in the classrooms as well as hallways, common areas and recess, except (1) while eating lunch (masks required while moving around the cafeteria or eating space as well as when lunch is completed), (2) during designated mask breaks (which will take place outdoors to allow for social distancing), (3) in classrooms that are socially distanced outdoors, and (4) if medically unable to tolerate one, must provide documentation through written and signed verification by a physician, for students a written and signed consent from parent/guardian is also required

Staff

- All staff and teachers will be required to wear masks throughout the day both in the classrooms as well as hallways, common areas and recess, except (1) during lunch and (2) if medically unable to tolerate one, must provide documentation through written and signed verification by a physician

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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

CALLING THE SCHOOL WHEN YOUR CHILD WILL BE ABSENT

"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:

- **Your student's name and grade**
- **Symptoms the student is experiencing**
- **If a fever is present, what was the highest temperature?**
- **When the symptoms started**
- **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."

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RESPONDING TO POSITIVE CASES - STAFF

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 follow orders from Genesee County Health Department regarding self-quarantine guidelines.
 - 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.

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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 follow orders from Genesee County Health Department regarding self-quarantine guidelines.
 - 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.

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EXPOSURE OUTSIDE OF SCHOOL - STAFF

1. 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.
2. The school administrator will notify the school nurse.
3. The staff member will begin a 14 day quarantine (from time of last exposure with a positive person) and contact their health care provider for guidance.
4. The school nurse will be in contact with the staff member to determine if symptoms develop and testing results (if testing is completed).
5. The school nurse will be in contact with the Genesee County Health Department for guidance.
6. 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.

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EXPOSURE OUTSIDE OF SCHOOL - STUDENT

1. 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.
2. The sick line operator will notify the school nurse.
3. The student will begin a 14 day quarantine (from time of last exposure with positive person) and contact their health care provider for guidance.
4. The school nurse will be in contact with the parent to determine if symptoms develop and testing results (if testing is completed).
5. The school nurse will be in contact with Genesee County Health Department as appropriate.
6. The student will be cleared to return to school following the mandatory quarantine period (currently 14 days) 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.

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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.

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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 the 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 the 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 a student does test positive for COVID-19, follow "Responding to a Positive Case" protocol.

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Access to Building Log and COVID-19 Workplace Health 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 answer "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? Yes No

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

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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

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

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/>

St. John the Evangelist Catholic School

RESOURCES page 2

World Health Organizations - When and How to Wear Masks

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>

Genesee County Health Department Coronavirus (Covid-19) Information

<https://gchd.us/coronavirus/>

Mi Safe Start Map

<https://www.mistartmap.info>

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

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_q6J6nmeE5v6EwrPJ5vWUFaHAIjjCEy3Ko3UkVNWWhDXsk

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>

St. John the Evangelist Catholic School

DIOCESE OF LANSING 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.

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DIOCESE OF LANSING 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.

St. John the Evangelist Catholic School

DIOCESE OF LANSING 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.

St. John the Evangelist Catholic School

DIOCESE OF LANSING 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.

St. John the Evangelist Catholic School

DIOCESE OF LANSING FAQ'S page 5

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.

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.

DIOCESE OF LANSING FAQ'S page 6

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.

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.

St. John the Evangelist Catholic School

DIOCESE OF LANSING FAQ'S page 7

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.

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.

St. John the Evangelist Catholic School

DIOCESE OF LANSING FAQ'S page 8

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 floor space, 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.

St. John the Evangelist Catholic School

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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 moves to Phase 5, schools will follow the guidance of the 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.

St. John the Evangelist Catholic School

DIOCESE OF LANSING FAQ'S page 10

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 are here 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.