



# ST. THOMAS THE APOSTLE CATHOLIC SCHOOL

*Nascuntur in Admirazione*

"Let Them Be Born in Wonder."

## 2020-2021 School Re-Opening Plan

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### I. Introduction

- A. **Purpose:** This plan is intended to provide an environment that: 1) Is safe for our staff and students to meet for in-person teaching and learning Monday through Friday during our regularly scheduled school hours, and 2) To continue our school culture of friendship and joy in shared learning and discovery.
- B. **Strategies:** The following General Schoolwide Procedures (Part III) and Site-Specific Procedures (Part IV) will be implemented to limit the potential spread of the COVID-19 virus. These strategies attempt to both implement practices that would limit the possibility of contracting the virus, while maintaining a child centered environment conducive to the relationships of teaching and learning.
- C. **References:** See Appendix A for a list of and links to all reference documents used in the development of the St. Thomas Re-Opening Plan.

### II. Training & Implementation

- A. All staff will be trained and certified in the state mandated COVID-19 Awareness Program produced by the U.S. Occupational Safety and Health Administration. Staff certification records are kept in the parish office.
- B. All staff and students will be trained in the full implementation of the expectations and procedures of the St. Thomas Re-Opening Plan.
- C. Parents will be expected to be aware of and fully comply with the family responsibilities at home as outlined in the Re-Opening Plan. Parents will submit a signed agreement confirming their willingness to comply to their implementation of the plan.
- D. Plan implementation will be regularly assessed for completeness and quality of stakeholder implementation.

- E. Implementation of the plan as outlined will take place immediately. Aspects of the plan will be withdrawn as health officials determine that health conditions permit the return to less restrictive school operating procedures.

### III. General Schoolwide Procedures

#### A. Facilities Cleaning/Disinfecting Procedures

1. Daily, evening facilities cleaning and disinfecting of all surfaces with EPA approved disinfecting agents through all classrooms and common areas. [See Appendix B for all cleaning substances, area of use and EPA reference number.]
2. Periodic school day cleaning and disinfecting of common area and classroom entrance surfaces (e.g. door knobs, hand rails, etc.)
3. Classrooms and common areas will have a hand sanitizer station for use upon entering any of these areas using 80% alcohol sanitizer.
4. Each homeroom will have an air filtration appliance in operation through the school day.
5. Classrooms will not be used for parish-based afternoon or evening meeting places. School related activities taking place immediately after school may take place in classrooms.

#### B. Monitoring Student & Staff Health

1. Staff and students will only be permitted to attend school only if their temperature is below 100.4 degrees.
2. While the state does not require or recommend any screening of student or staff temperatures at school, we will be following Washtenaw County Health Department screening requirements which are still pending.

#### C. Sick Student/Staff Response Procedures

1. Symptomatic students will be referred to the school office for documentation of symptoms, observed and cared for in a quarantined, visible and accessible in the main school office. Upon contact with parents, parents will remain in car as student is brought out to the car by staff.
2. Symptomatic staff will be sent home immediately for self-monitoring/medical care with immediate substitute support provided the classroom.
3. COVID symptomatic individuals can return to school after either a negative COVID test result, or meeting the [CDC guidelines](#) for safe return.
4. If a staff member or student tests positive for COVID-19, the school will notify Washtenaw County health officials, Diocese of Lansing officials, and the State Preschool Licensing Consultant. Classroom/school families will be informed of the occurrence of a positive case to allow observation of symptoms at home.
5. Individual student health information will remain strictly private.
6. If a staff member or student tests positive for COVID-19, the school will collaborate with the local public health department to collect contact information of any close contacts with the affected staff or student. The St. Thomas school community will follow pending Washtenaw Department of Health quarantine requirements.
7. A COVID-19 positive student or staff will only return to school after:
  - a) 24 hours with no fever **and**
  - b) Respiratory symptoms are improved (e.g. cough, shortness of breath) **and**
  - c) 10 days since symptoms onset/positive test.

8. Students absent from school will be provided instructional support to allow the student to remain engaged in classroom learning.

#### D. Family Responsibilities

1. Parents will be expected to:
  - a) Measure their student's temperature each morning to confirm that their student will be admitted into the classroom.
  - b) Keep student at home if their temperature is at or exceeds 100.4 F.
  - c) Keep student at home until student is fever free for 24 hours without medication and free of any other symptoms.
  - d) If a student demonstrates any additional COVID symptoms,
    - (1) A doctor will be contacted and a COVID test administered. [Note: Current symptoms reported for patients with COVID-19 have included mild to severe respiratory illness with cough, and shortness of breath or difficulty breathing; or at least two of these symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or a new loss of taste or smell.]
    - (2) Parents will obtain a doctor's permission for return to school.
2. Inform school of any existing respiratory or immunosuppression conditions.
3. School is to be pre-notified of any international travel plans/schedules. Families returning from international travel are required to be quarantined for 14 days before student attendance at school.
4. The school is to be informed of any student who has had a known contact with an individual who has tested COVID-19 positive.

#### E. Monitoring/Reporting Community Health

1. The school community will be providing ongoing updates on the state of community/regional health through local government information resources.

#### F. Schoolwide Protocols

1. Social Distancing--
  - a) Faculty and kindergarten through 8<sup>th</sup> grade students will maintain appropriate distancing between persons in classrooms and common areas provided by six feet spacing of classroom desks, classroom furniture layout, upper school student locker spacing, activity procedures, and transition procedures.
  - b) St. Thomas classroom capacity based on square footage and six feet social distancing will be limited to 17.
  - c) Social distancing will include use of limiting students to small groups in classroom resource areas, common areas, bathrooms, etc.
  - d) Multi-class school assemblies will not take place until further notice.
2. Use of PPE:
  - a) Facial coverings--
    - (1) Worn by all faculty, staff and preschool through 8<sup>th</sup> grade students during arrival to and dismissal from school.
    - (2) Wearing of face coverings by 5<sup>th</sup> through 8<sup>th</sup> grade students and all staff is required throughout the school day except during lunch.
    - (3) Wearing of face coverings by 3<sup>rd</sup> and 4<sup>th</sup> grade children in the classroom is recommended.

- (4) Wearing of face coverings by preschool through 2<sup>nd</sup> grade children in the classroom is optional.
- (5) Wearing of face coverings is required by all preschool through 8<sup>th</sup> grade students during hallway transitions within school or in class group sittings.
- (6) Student face-coverings are provided by parents.
  - (a) Homemade face coverings may be used—three-ply recommended.
  - (b) Parents are to wash re-usable coverings between use.
  - (c) Disposable face coverings are to be disposed after one use.
  - (d) All student masks are requested to fit around ears versus tie behind head to facilitate use.
- (7) Faculty and staff will be provided face coverings by the school or may use their own.
- (8) Exceptions to students or teachers wearing a face covering (Preschool through 4<sup>th</sup> grade for all transitions, 5<sup>th</sup> through 8<sup>th</sup> grade and all staff throughout the school day) are only established with the submission of a physician's note declaring the student or staff person medically unable to wear a face covering.

- b) Gloves--All food handling, assisting in changing a child's clothing, toileting assistance, or administration of medical care takes place with gloves.

3. Hygiene:

- a) Handwashing/Hand sanitizing: Each classroom and gathering area has hand sanitizer dispensers with 80% alcohol hand sanitizer for supervised use by students upon entering any classroom, classroom resource area, or common area. Students will be trained in effective handwashing practices after bathroom use. Teachers will ensure hand hygiene occurs at least every 2 hours.
- b) Staff and students will be instructed in appropriately covering any cough or sneeze.
- c) Schoolwide signage will remind students in critical areas in regard to social distancing and hand sanitizing requirements.
- d) All students will be required to have a personal water bottle. Current drinking fountains are converted to water bottle filling stations. Water bottles are to be brought home each day and washed.

4. Visitors:

- a) Visitors will be restricted to only essential visits.
- b) All visitors are to wear a face covering and proceed directly to the main school office.
- c) Visitors will be restricted to the main school office and will not enter any classroom or common areas.

## IV. Site Specific Procedures

### A. Arrival:

1. All students will be required to be dropped off no earlier than 7:45 AM wearing a face covering. Students are to be in their homeroom desk at 8:00 AM.
2. Parents are to bring preschool students to the preschool main entrance and leave their child with the attendant who will escort them to the child's classroom.

### B. Dismissal:

1. Students will dismiss with face covering and proceed to pick up area lining up with appropriate social distancing in configured class-based dismissal areas.
2. Parent and teachers will confirm using at a distance contact for release of student.

### C. Office:

1. Office secretary will have desk shield in place at visitor reception location.
2. Office seating will accommodate social distancing standards.
3. Visitors upon entering and departing from the school office will disinfect hands using hands sanitizer dispenser.

### D. Classroom:

1. Staff and students entering the classroom at any time, either as a group or individually, will sanitize their hands using classroom dispenser at doorway
2. Students will request permission to leave their desk to access any other area of the classroom.
3. Students will use only their own classroom materials stored in their personal desk, containers, cubbies, or locker (e.g. texts, workbooks, notebooks, paper, writing utensils, etc.)
4. Teachers will sanitize common work areas or surfaces following a schedule based on instructional use throughout school day.
5. Upper school classroom desk and common use areas will be disinfected between morning and afternoon classroom changes.
6. Social-Emotional Support:
  - a) Homeroom teachers will provide daily opportunities for students to express and discuss in a large group their personal school experience.
  - b) Homeroom teachers will provide regular opportunities to discuss with students one-on-one their personal thoughts and feelings regarding their experiences.

### E. Restroom Use:

1. Use of bathroom will be limited to three students per bathroom, maintaining social distancing.
2. Hand washing is required of all staff and students before leaving the bathroom.

### F. Hallway Use/Transition:

1. Students and staff will transition with face coverings and maintain appropriate social distancing as feasible.
2. Students will transition in a single-file line, remaining on the right-hand side of the hallway.
3. On arrival at destination classroom, students will stand in line along the hallway and wait for destination classroom teacher to lead students into the classroom.

G. Mass: MASS OPTIONS AND SCHEDULE WILL BE FINALIZED BEFORE THE START OF SCHOOL.

[Draft Option A]

1. Students will attend the parish Noon Mass following all parish-based Mass attendance procedures including wearing of masks, with social distancing of classes and appropriate social distancing of students within classes.

[Draft Option B]

1. Students will attend school only Masses wearing a face covering with social distancing of classes and appropriate social distancing of students within classes. School only Masses will be conducted based on the priest schedule/availability.

[Draft Option C]

1. Students will remain in the classroom for a live stream presentation of Mass with the potential of receiving Holy Communion brought to the classroom.

H. Lunch: LUNCH SERVICE OPTIONS AND SCHEDULE WILL BE FINALIZED BEFORE THE START OF SCHOOL.

[Draft Option A]

1. Students have a staggered lower and upper school arrival/dismissal times.
2. Food distribution according to Washtenaw County Health Department COVID-19 precautions protocol.
3. Students sit with appropriate social distancing as feasible.
4. Students are monitored to ensure safe mobility within cafeteria setting.

[Draft Option B]

1. No food service provided—all students are to bring a lunch from home.
2. Two lunch periods:
  - a) Lower School lunch from 10:40 to 11:05 AM,
  - b) Upper School lunch from 11:05 to 11:30 AM.

[Draft Option C]

1. No food service provided—all student bring lunch from home and eat their lunch in the classroom.

H. Playground:

1. Classes will have staggered recess times to minimize occupancy of play area to one classroom.
2. Masks are worn by all students during recess and transitions to and from the playground.

I. Specials: Specials classes will be conducted either in the homeroom or in the specials classroom based on feasibility of ensuring the sanitization of the specials classroom before a change in student occupancy. Specials periods may be altered in length or schedule to accommodate sanitization between student class changes.

1. Art--
  - a) Seating is arranged to provide for social distancing during student work.
  - b) Art materials used by individual students. Disinfected at the end of each period.

2. Choir--
  - a) Face covering worn during choir period.
  - b) Student choir configuration in classroom establishes social distancing standards during class period.
  
3. Band--
  - a) Individual student seating is arranged to provide for social distancing.
  - b) Students will be provided instrument bell covers used during class period.
  - c) Containment shield placed in front of student seat/music stand.
  - d) Instrument mouth pieces sanitized at the end of each class.
  
4. Library—
  - a) Library tables and common surfaces will be disinfected after each class use.
  - b) Viewed library books will be either checked out or placed in a collection location for disinfecting.
  
5. Physical Education—
  - a) Students will not be changing into gym cloths for PE class.
  - b) Students will be wearing masks during PE class.
  - c) Social distancing will be implemented in all PE activities.

I. Preschool:

1. Social Distancing:
  - a) Car seats are not to be brought into the school.
  - b) Hands are washed upon entering the classroom.
  - c) Outside shoes may be changed into slippers on entering classroom
  - d) Feasible social distancing during snack, lunch and rest times.
  - e) Maximum group size is 10 children.
  - f) Outdoor activities with feasible social distancing. Equipment sanitized after use.
  - g) Transitions made lines providing feasible social distancing.
  
2. Hygiene:
  - a) Handwashing modeling and instruction with soap and water
  - b) Sanitizing wipes and hand sanitizer used when soap and water not available.
  - c) Picture signs posted for handwashing
  - d) Cleaning surfaces is done several times per day including before meals and at the end-of-the-day. Use soap and water, rinse and disinfectant spray.
  - e) Periodic disinfecting of handles of doors, faucets, sinks and chairs.
  - f) Dishwashing with hot water in a dishwasher.
  - g) Disinfect toys, especially if they have been in a child's mouth (after each use if possible)
  - h) Model the proper use of tissues for the nose, cough and sneezing

J. Before/Afterschool ESP:

1. Extended School Day Care will take place in the cafeteria area.
2. Before-school ESP:

- a) Student sanitize hands upon entering ESP area.
  - b) Students maintain social distancing during care period.
  - c) Students play items are left out afterward for disinfecting before being put away by staff.
3. After-school ESP:
    - a) Student sanitize hands upon entering ESP area.
    - b) Students maintain social distancing during care period.
    - c) Students play items are left out afterward for disinfecting before being put away by staff.
    - d) Students are released to parent at exit of ESP area.

#### K. Athletics

1. Compliance with all guidance published by the Michigan High School Athletic Association.
2. All participants will use proper hand hygiene practices before and after every practice and event.
3. All equipment will be disinfected before and after use.
4. Spectators will be admitted provided they have facial coverings and maintain social distancing.
5. Athletes will have individual sources of water which are not shared.

## V. Plan Appendices

### Appendix A—Plan Development Reference Resources

- MI Safe Schools: Michigan’s 2020-21 Return to School Roadmap
- LARA Guidelines for Safe Child Care Operations During COVID-19
- CDC School Re-Opening Decision Tree
- CDC Considerations for Schools (19 May 2020)
- COVID-19 Restaurant In-person Dining Procedures—Washtenaw Department of Health
- Diocese of Lansing COVID-19 Preparedness and Response Plan

### Appendix B—Facilities Cleaning/Disinfectant Agent

- Electrostatic application to disinfect large spaces/surfaces--PurTabs (Trosclosene Sodium : Triazine : Di-chloro-sodium Salt)—EPA Reg. No. 71847-6-91524
- Sanitizing of surfaces, common touch points, items--HDQ Neutral User-Prepared Solution (1:128)— EPA Reg. No. 10324-155-5741
- Cleaning/disinfecting bathrooms—NABC Non-Acid Disinfectant Bathroom Cleaner--EPA Reg. No. 5741-18. EPA Est. No. 5741-OH-1



## Appendix C—Non-Implemented Recommendations

- All ‘Strongly Recommended’ procedures in the Michigan School Re-Opening Roadmap are implemented in the St. Thomas Re-Opening Plan.

## Appendix D— Phase 1-3 Plan for School Operations & Instruction

In the event of a return to Phase 3, St. Thomas School will implement an online, interactive lesson format. Teachers will organize, plan and carry out an instructional plan that will allow teaching and learning to take place accordingly to the following paraments:

- Teachers will establish a daily lesson schedule of live and/or recorded video conferencing lessons providing instruction in all four core subjects of reading/literature, mathematics, science and history.
- Upper school students will use google classroom to create learning spaces for assignments, collaborative work and communication with students.
- Lower school students will accommodate student attention spans by adjusting the conference length and providing video recordings that can be watched when parents are able to accommodate a student’s readiness to learn at home during the school day.
- The administration will work with teachers and parents in establishing a fixed, weekly schedule of video conferencing lessons spaced through the day.
- Specials teachers will provide a video conferencing lesson to each class once per week.
- Teachers will be providing homework, quizzes and unit assessments for a grade, collaborating with parents in the administration and return of all assignments and assessments.
- Parents will support students at home in their regular participation in all video conferencing lessons.
- Teachers will generate a term grade to support the publication of a term report card.
- Teachers will model their video conferencing schedule using the following:

### St. Thomas School General Video Lesson Schedule

Start Time	MONDAY					
	K	1	2/3	4/5	6/7	8
8:30 AM						
9:00 AM		Phonics	2 Phonics	4 Grammar		
9:30 AM			Spanish			
10:00 AM		IEW/Science	3 Phonics	5 Grammar		
10:30 AM					Latin-Grp A	
11:00 AM		Math	IEW	4 Math	Latin-Grp B	
11:30 AM	LUNCH	LUNCH	LUNCH	LUNCH		Latin
12:00 PM	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
12:30 PM			2 Math	5 Math		
1:00 PM		Spanish				ELA
1:30 PM			3 Math		6 Math/Sci	ELA
2:00 PM					7 Math/Sci	
2:30 PM	Q & A					

(Continued next page)

TUESDAY						
Start Time	K	1	2/3	4/5	6/7	8
8:30 AM						
9:00 AM		Phonics	2 Phonics	4 IEW		
9:30 AM						
10:00 AM		IEW	3 Phonics	5 IEW		
10:30 AM						Math/Sci
11:00 AM		Math	IEW	4 Math		
11:30 AM	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
12:00 PM						
12:30 PM			2 math	5 Math	Choir	
1:00 PM				Choir	ELA	
1:30 PM			3 Math		ELA	
2:00 PM						
2:30 PM						

WEDNESDAY						
Start Time	K	1	2/3	4/5	6/7	8
8:30 AM						
9:00 AM		Phonics	2 Phonics	4 Grammar		
9:30 AM					Band	
10:00 AM		IEW	3 Phonics	5 Grammar		Band
10:30 AM					Latin-Grp A	
11:00 AM		Math	IEW	4 Math	Latin-Grp B	
11:30 AM	LUNCH	LUNCH	LUNCH	LUNCH		Latin
12:00 PM					LUNCH	LUNCH
12:30 PM			2 Math	5 Math		
1:00 PM					Logic	
1:30 PM			3 Math	leg. Instrument	6 Math/Sci	Logic
2:00 PM					7 Math/Sci	
2:30 PM	Q & A					

THURSDAY						
Start Time	K	1	2/3	4/5	6/7	8
8:30 AM						
9:00 AM		Phonics	2 Phonics	4 Grammar		
9:30 AM						
10:00 AM		IEW	3 Phonics	5 Grammar	Spanish	
10:30 AM						Math/Sci
11:00 AM		Math	IEW	4 Math		
11:30 AM	LUNCH	LUNCH	LUNCH	LUNCH		Spanish
12:00 PM					LUNCH	LUNCH
12:30 PM		Choir	2 Math	5 Math		
1:00 PM			Choir	Spanish	History	
1:30 PM			3 Math		History	
2:00 PM						
2:30 PM						

FRIDAY						
Start Time	K	1	2/3	4/5	6/7	8
8:30 AM						
9:00 AM		Phonics	2 Phonics	4 Grammar		
9:30 AM						Art
10:00 AM	Art	IEW	3 Phonics	5 Grammar		
10:30 AM		Art				
11:00 AM		Math	IEW	4 Math	Art	
11:30 AM	LUNCH	LUNCH	LUNCH	LUNCH		
12:00 PM					LUNCH	LUNCH
12:30 PM			Art	5 Math		
1:00 PM				Art		History
1:30 PM						History
2:00 PM						
2:30 PM	Q & A					

## **Appendix E— Phase 5 Plan for School Operations & Instruction**

- When the Washtenaw region enters Phase 5, St. Thomas School will continue to implement all Required and Strongly Recommended protocols of the State of Michigan School Roadmap. All recommended protocols will be reviewed at the time by the St. Thomas Reopening Team for possible implementation at St. Thomas, making the corresponding changes in our current Phase 3 methods and protocols to accommodate the school environment as outlined in the State of Michigan Roadmap.