



RETURN TO SCHOOL PLAN

ST. MARY SCHOOL LAKE LEELANAU

August 8, 2020

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• In June, Gov. Gretchen Whitmer released her “Return to School (Roadmap),” which is based off of the “MI Safe Start Plan.” • As of July 15, all schools in our region are permitted to resume in-person instruction beginning in Phase 5.

• All PreK-12 schools will be required to follow the safety protocols outlined in the Roadmap which were noted as “required.” St. Mary School is working to implement a majority of the “strongly recommended” practices. Preschools must also adhere by LARA guidelines.

• Safety protocols that are required must be implemented by all Michigan schools that serve students in grades PreK-12. They are the most feasible protocols that will minimize risk of exposure to COVID-19.

• St. Mary School retains authority to enact stricter public health requirements than is mandated within the state Roadmap. Note: St. Mary School is also following guidelines from the Diocese of Gaylord’s reopening plan.

St. Mary School Return to School Committee Members and Consultants

Administrators: Fr. Bryan Medlin, Pastor; Megan Glynn, Principal; Nick Papes, Athletic Director; Lori Schaub, Business Manager; Paula Korson, Development Director; Ann Pasch, Director of Student Services

Faculty and Staff: Nikki Ackley, Donna Allington, Sheila Anderson, Bob Bunek, Emily Carol, Melanie Dashner, Deb Gulley, Debbie Heitzman, Jane Ireland, Janet Leggett, Craig Sumner, Geri Valentine, Tina VanderWulp, Anne Walter, Ingrid Zotter

MISSION STATEMENT

St. Mary Catholic School educates preschool through 12th grade students in an environment based on Gospel values. St. Mary School guides students to recognize their God-given potential and develop their talents to become leaders who are committed to their faith, lifelong learning, and service to others.

Our school community is committed to this mission whether students are gathering in school or receiving instruction through virtual learning.

2020 RETURN TO SCHOOL SCENARIOS

Depending on the status of COVID-19 cases based on the MI Safe Start Plan, there are four likely scenarios for the 2020 school year:

Scenario No. 1: MI Safe Start Phases 1-3

- School is closed to students, and instruction is provided remotely.

Scenario No. 2: MI Safe Start Phase 4

- School is open for in-person instruction with more stringent required safety protocols.

Scenario No. 3: MI Safe Start Phase 5 (Current Plan)

- School is open for in-person instruction with moderate required safety protocols.

Scenario No. 4: MI Safe Start Phase 6

- School is open for in-person instruction with minimal required safety protocols.

START OF SCHOOL PLAN for PHASE 4 or 5: In-person Instruction

Classes will be held in-person Monday through Friday (with exception posted on the school calendar) for the entire student body beginning September 1st and running through June 10th five days per week.

The school year will begin with a “soft opening” of three half days for students in grades K-12. School will be in session from 8:00am until 11:30am.

- September 1 students/families with last names A-G.
- September 2 students/families with last names H-Z.
- September 3 All students gr. K-12.

The first full day of school for the entire student body PreK-12 is September 8. School will be in session from 8:00am until 3:10pm*. Dismissal time may be adjusted once academic and transition schedules are set.

START OF SCHOOL PLAN for PHASE 1-3: VIRTUAL LEARNING ENVIRONMENT Classes will be held online only Monday through Friday for the entire student body beginning September 8. The school building and campus will be closed to all students.

- Teachers will hold virtual classes daily. The class schedule will be set and attendance will be taken.
- Director of Student Services, Athletic Director and School Chaplain (Fr. Bryan) will be available by appointment

FAITH FIRST EDUCATION

St. Mary School's mission is to educate students in an environment based on Gospel values, to guide students to recognize their God-given potential, and to develop their talents to become leaders committed to faith, lifelong learning, and service to others. Our school community is committed to this mission whether students are gathering in school or receiving instruction through virtual learning.

MASS AND WORSHIP

Masses will continue for K-12 students. There will be three weekly Masses offered Elementary K-5, Middle School 8-12, and High School 9-12. Mass will be celebrated in the church. Outdoor Masses may take place if feasible.

- Mass will follow DOG guidelines for worship and capacity.
- Facial coverings required.
- Social distance seating required.
- Hand sanitation stations at entry and exit.
- Participants will be restricted to students and faculty.

Preschool attendance at Masses will be suspended until further notice.

IN PERSON INSTRUCTION

Our return to school plan is focused on opening with in person instruction. All efforts will be made to provide a classroom setting that is familiar to students while maintaining a healthy environment in accordance with the MI Safe Start Plan, the Diocese of Gaylord Return to School Covid-19 Preparedness plan, and Benzie-Leelanau District Health Department. Teachers are encouraged to take advantage of our beautiful campus and conduct class and activities outdoors. To be ready for changes that may occur regarding our region's status, time will be set aside for students to become familiar with the features of Google Classroom and the Google Suite of Educational resources. Teachers will post assignments on Google Classroom for consistency throughout the school year and the ability to transition smoothly to virtual learning if needed.

DISTANCE LEARNING (ASYNCHRONOUS): While St. Mary School is open for in-person instruction, individual students who are unable to attend school are encouraged to keep up with their school work posted in their Google classrooms. The method of instruction will be *asynchronous*. This is distance learning in which the student and teacher are not connected in real time. Asynchronous learning requires students to work independently to complete tasks and activities. Teachers will post assignments on Google Classroom. Students will submit work through Google Classroom. Teachers will be available for questions via email and will respond within 24 hours. Student and teachers may set up a Google Meeting to clarify assignments and address questions.

VIRTUAL LEARNING (SYNCHRONOUS AND ASYNCHRONOUS): If our region is moved into Phase 1-3 and the campus is closed or a class is quarantined, St. Mary School will deliver instruction through a blend of *synchronous* and asynchronous method of instruction. Synchronous learning is distance learning in which student and teacher remain in separate locations but are electronically connected in real time. This involves the student and their teacher interacting in a virtual space through a specific online medium at a specific time. The blend will consist of synchronous instruction and asynchronous activities. Our platform for instruction is Google Classroom and the Google Suite of Educational resources. Student assignments will be posted and submitted through Google Classroom. Participation will be required and attendance will be recorded.

TECHNOLOGY

While our campus was closed, we made preparations to be ready for a return to school in person or virtual learning environment.

- 140 Chromebooks have been updated. Chromebooks are used at all grade levels during in person instruction. They are deployed to all 6-12 students for virtual learning. They are available to K-5 families upon request for virtual learning.
- FACTS/Renweb and Google Classroom are fully integrated
- School Website updated with FACTS/Renweb
- Provided additional professional development training for our teachers relating to virtual learning

FACIAL COVERINGS

- Facial coverings must be worn by faculty, staff and K-12 students w before entering and leaving the building, and in common areas such as i.e., hallways, lobby, buses, etc.
- An alternative will be considered for medically-vulnerable students and faculty who have authorization from their primary care provider.
- Can be homemade, store-bought, or disposable.
- Must cover both nose and mouth and fit snug on the face.
- Face shields are not a substitute for facial coverings
- Can be fun or stylistic but must be appropriate for a Catholic school (i.e., plain or simple pattern. No messaging, words or statements.).
- If a student forgets his or her mask, one will be provided.

Preschool School Students: Requirements for this age group are determined by Executive Order (EO) and LARA. At the time of this writing, an EO is requiring facial coverings for preschool students in region's that are in phase 4.

Elementary Students: Facial coverings are not required for students in grades K through 5th grade within the classroom. They are required in hallways, common areas and when congregating with other members of the greater student body.

Middle and High School: During Phase 5, students will not be required to wear facial coverings within their Classroom/Cohorts. They are required in hallways, common areas and when congregating with other members of the greater student body. During Phase 4, facial coverings must be worn at all times while indoors (except while eating).

SCREENING FOR STAFF AND STUDENTS

To help prevent an outbreak of COVID-19 in our community, it is extremely important that all individuals displaying signs of illness remain at home and not be permitted on campus.

Included in the appendix is information on how to screen you child(ren) at home for Covid-19 each day before arriving at school. The CDC does not currently recommend that universal symptom screen take place at school.

- Parents must be screen students for signs of illness before sending them to school. See Covid-19 School Health Screening Agreement and Student Screening checklist in the Appendix.
- All faculty and staff are required to take their temperature every morning before school and complete the Covid-19 work place screening form.

- A student or staff member with a temperature of 100.3 degrees Fahrenheit or below (without the use of fever reducing medicines) is welcome to attend school.
- A student or staff member with a temperature in excess of 100.3 degrees Fahrenheit must stay home at least 24 hours after they no longer have a temperature or signs of a fever without the use of fever reducing medicines.
- Family members or guests are asked to refrain from entering the school building except under extenuating circumstances and by appointment. Individuals will be screened before being allowed to enter the building.

BECOMING ILL AT SCHOOL

If a student becomes ill at school, St. Mary School staff will follow the safety protocols outlined by the MI Safe Start Plan and the guidance provided in the Benzie-Leelanau District Health Department Return to School Covid-19 Tool Kit. Information can be found in the appendix.

- Students and staff members who feel ill or appear ill in school will have symptoms assessed their temperature taken.
- Symptom screening will only identify that the individual is ill, not that the illness is COVID-19. Many symptoms of Covid-19 are similar to other common illnesses.
- If a student/staff member has a fever or exhibits any other symptoms of illness, he or she will be moved to a designated waiting area until they can be picked up by a parent or guardian.
- Students who become ill at school may not be transported home on the school bus.
- If symptoms are severe, 911 will be called.

COVID-19 PROTOCOLS

St. Mary School's protocols are based on the guidance from the Benzie-Leelanau Health District (BLDHD) and the Center for Disease Control (CDC). Data and science about Covid-19 changes daily and the information in this plan is subject to change in accordance with BLDHD and CDC updates.

Graphics in the [BLDHD Tool kit](#) provide a general overview of procedures and protocols related to student and staff members testing positive for COVID-19 and/or having close contact with a person testing positive for COVID-19.

- If a student or staff member tests positive, he or she must notify the school immediately.
- The school will call the health department to report.
- The school and health department will work together to identify close contacts.
- The health department will initiate contact tracing, following regular public health practice.
- Close contacts are notified by the health department and placed into a 14 day quarantine based on their last exposure date.
- Close contact with a person who is COVID-19 positive is defined by the CDC as closer than 6 feet for 15 minutes or more.
- The school will send out a general notification to parents and staff, protecting confidentiality.

Elementary Students who are quarantined are required to keep up with core subject class work and encouraged to keep up with enrichment opportunities through distance learning while at home, unless they are physically unable to do so. To help prevent an outbreak of COVID-19 in our community, it is extremely important that all individuals displaying signs of illness remain at home and not be permitted on campus.

Middle School and High School Students who are quarantined are expected to keep up with all class work through distance learning while at home, unless they are physically unable to do so. To help

prevent an outbreak of COVID-19 in our community, it is extremely important that all individuals displaying signs of illness remain at home and not be permitted on campus.

HYGIENE

St. Mary School maintains positive business relations with suppliers to ensure the ability to will 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 signs reinforcing proper handwashing techniques.

- Staff and students will participate in an orientation addressing proper handwashing techniques including but not limited to proper handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
- Staff and students will participate in an orientation educating them on healthy hygiene techniques for coughing and sneezing into their elbows or cover with a tissue.
- Custodial staff will frequently check and refill soap and hand sanitizer.
- The daily schedule will allow for the opportunity for staff and students to wash their hands every 2-3 hours.
- Sharing of personal items will be discouraged. Personal items will be kept in individually labeled spaces.
- Sharing of classroom materials will be limited and disinfected in between individual use.
- Physical education will be held outside when possible with adherence to social distancing.

CLEANING

St. Mary School is working with a local cleaning supply company to ensure that EPA-approved product is available and used properly to disinfect the school.

- We will follow best practices that have been developed for us by our independent consulting firm. These measures meet and exceed all requirements while utilizing the safest products possible.
- Electrostatic disinfecting machines have been purchased for our school. Each facility will be regularly sanitized after hours. It allows for a safe and best application of disinfectants.
- Custodial staff will undergo additional training on the latest cleaning and sanitizing methods.
- 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.
- Library, computer lab, science lab, art room, and other hands-on classrooms will undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.
- Student desks will be wiped down or sprayed with either an EPA-approved disinfectant or diluted bleach solution after every class period.
- Playground structures will undergo regular cleaning routines.
- Ensure safe and correct use and storage of cleaning and disinfecting products, including storing products securely away from children, and with adequate ventilation when staff uses products.
- Staff will wear gloves, surgical mask, and face shield when performing all cleaning activities.
- Air quality will be tested to ensure the adequate in-take of fresh air; and fans will be optimized where needed to move more air and increase fresh air into the buildings.

SPACING AND MOVEMENT

St. Mary School will make several adaptations to provide a safe environment where students, faculty and staff are able and encouraged to maintain appropriate social distance from one another throughout the course of the school day. It should be noted that we cannot guarantee that 6 feet of distance will be able to be maintained. Current guidance gives us confidence that when we put into place procedures such as staying home when sick, consistent personal protective equipment, and regular hygiene practices, this will provide sufficient risk mitigation for our population within our building, even if students are sometimes closer than 6 feet. Signage will be placed throughout the buildings to promote proper social distancing.

FOOD SERVICE PLAN

During Phase 5, the cafeteria will be used as a location for K-12 students to eat their meals. This will be re-evaluated if social distancing cannot be maintained, cleaning and disinfecting is compromised, and/or the region moves to Phase 4.

- Preschool students will eat in their classroom.
- To maintain social distancing, the number of students at each table will be limited.
- Outdoor spaces may be used for dining, weather permitting.
- Hand sanitizer will be placed at the cafeteria entrance.
- Meals will be pre-package/pre-plated. There will no longer be self-serve options.
- Packaged lunches will be delivered to the preschool classroom.
- Food service staff will be required to wear all necessary personal protective equipment.

FACILITIES AND MAINTENANCE

- Following requirements of MI Safe Schools: Michigan's 2020-21 Return to School Roadmap.
- In compliance with recommendations and best practices from the Centers for Disease Control and Prevention and the Benzie-Leelanau District Health Department.
- Created and coordinated placement of visual controls and/or signage in school buildings to reinforce social distancing and proper hand washing.
- Sanitizing stations placed at entry points and throughout the buildings.
- All vendors entering the building will be screened, must wear a mask, and must sanitize hands upon entry to the building.
- Working in conjunction with our HVAC contractor to increase flow of outside air into indoor spaces where possible.
- Classroom windows will be opened to increase flow of outside air into indoor spaces.

TRANSPORTATION

St. Mary School will continue to provide bus transportation along our bus route. Those families interested in public school bus transportation must contact their home district directly to see if bus service is available to them.

We have put a number of best-practice processes in place to keep riders safe.

- Requirements for busing and student transportation will be shared with families through emails and social media platforms. Bus drivers will participate in an orientation addressing the required protocols.



- Facial coverings must be worn by K-12 students, staff, and bus drivers during school transportation. Any staff or student that is unable to medically tolerate a facial covering must not wear one. Any staff or student that is incapacitated or unable to remove the facial covering without assistance must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Masks will be provided for by St. Mary School if an individual does not have one.
- Hand sanitizer will be supplied for required application before entering the bus and on the bus when needed.
- Bus drivers will be trained to clean and disinfect vehicles before and after each route. Weather permitting windows and doors will be open for better ventilation.
- A list of substitute bus drivers will be on hand in the event that a driver sick.
- Parents are expected to pick up their sick child as they will not be allowed to ride the bus.
- Weather permitting; windows will be open while the vehicle is in motion.

VISITORS

- Outside visitors, including parents (except for extenuating purposes and by appointment only) are discouraged.
- Visitors to all school buildings will be screened for symptoms, must wear a facial covering, and sanitize hands prior to entry.
- Records of all visitors will be kept.

ATHLETICS

St. Mary School's athletic department continues to monitor best practices and guidelines to help student-athletes safely return to play. St. Mary School employs an Athletic Director who will oversee the compliance with all guidance published by Michigan High School Athletic Association (MHSAA), the National Federation of State High School Associations (NFHS), and the MI Safe Start Return to School Road Map

- Coaches, Students, and parents will participate in pre-season meetings that provides an orientation to the expectations of adherence to required protocols as outlined published by Michigan High School Athletic Association (MHSAA), the National Federation of State High School Associations (NFHS), and the MI Safe Start Return to School Road Map
- Coaches, athletes, and staff will confirm that they are healthy by answering the health questionnaire provided by the MHSAA prior to any event.
- No use of locker rooms until permitted by the Michigan High School Athletic Association (MHSAA) and National Federation of State High School Associations (NFHS).
- Students need personal water bottles.
- Athletic equipment and facilities will be sanitized after use.

St. Mary School will continue to work in collaboration with the MHSAA, NFHS, Benzie-Leelanau Department of Health, and the Diocese of Gaylord to ensure all protocols are in compliance.

As a MHSAA member school, St. Mary School will continue to follow the MHSAA guidance for the upcoming year.

EXTRACURRICULAR ACTIVITIES

St. Mary School will continue to offer extracurricular activities. Staff and students participating in such activities will follow school protocols as listed in this document. When in phase 1-3, extracurricular activities that cannot take place virtually will be suspended.

MENTAL, SOCIAL AND EMOTIONAL HEALTH

St. Mary School Director of Student Services, Ann Pasch, is ready to assist in the support needed to address the emotional, social, and mental health concerns of all our students. She will work with families to find professional assistance when necessary. apasch@stmarysll.org (contact number 231-256-9636).

- Faculty and staff work together to promote self-care and build healthy relationships with our students.
- Student concerns will be reported to our director of student services to ensure support for students in distress.
- Middle School and High School students can make appointments by contacting Ann Pasch, Director of Student Services directly either by email or in person.
- Fr. Bryan will work in conjunction with the school to provide emotional, psychological, physiological and spiritual guidance to students struggling with issues such as stress, relationships, death, and faith formation.
- Wellness tips and information for the St. Mary School community will be provided on our website.
- Parents are encouraged to notify their child's teacher, Director of Student Services, or Principal with mental health concerns.

Local Resources for counseling support for St. Mary students, families, and staff:

Michael's Place: Individual/group counseling (via Zoom currently). At no cost. 231-947-6453 <https://mymichaelsplace.net>

Adaptive Counseling and Case Management: (Mary Schaub) Individual counseling for all ages. (currently via tele-therapy) 231-715-8466 Accepts most insurances <https://www.adaptivecounseling.com>

Catholic Human Services: Provides services for ages 14 on up, (currently via tele-therapy) Accepts most insurances, sliding scale fee for self-pay and high copay. Sessions are \$96 each. <https://www.catholichumanservices.org/traverse-city>

Pine Rest Christian Mental Health: Services Sessions by tele-therapy at this time. Accepts most insurances. Financial assistance available for self-pay and high co-pay. Have insurance card available when you call. 616-258-7500 www.pinerest.org

Lakeview Counseling: Accepts most insurances. Currently providing tele-therapy. 231-929-0300 <https://lakeviewtc.com>

Mental Wellness Counseling: Accepts BCBS and private pay. Each therapist has his/her own fee structure, ranging \$100-\$150 per session. Three therapists specialize in working with teens. 231-714-0282 www.mentalwellnesscounseling.com

COVID-19 School Health Screening Agreement

Instructions for Parents and/or Guardians

For the health and safety of our students, the local public health department requires students be screened for symptoms of COVID-19 **before** entering the school. Due to the time and interruption to education doing this on site prior to school entry this would cause, the health department and the CDC do not recommend these screenings be done by the schools.

We ask that you complete the steps of the student screening below, prior to sending you child to school or any school activities or sports. We ask that you complete the form below indicating your understanding and agreement to perform symptom screenings on your child.

By signing this form, I am committing to screening my child daily for the 2020-2021 school year, unless otherwise directed. I also understand that it is my responsibility to call St. Mary School as soon as possible to let them know if my child is not going to school for potential COVID-19 symptoms.

I commit to screening my child _____ for COVID-19 symptoms and exposure.

Parent(s)/ Guardian(s) Name: _____

Address: _____

Phone Number: _____

Parent or Guardian Signature: _____

Date: _____

Student Screening

Before leaving for school, please make sure of the following screening. If your child has any of the following symptoms, that indicates a possible illness that may decrease the student's ability to learn and put them at risk for spreading illness to others.

Symptoms

- Temperature 100.4 degrees Fahrenheit or higher when taken by mouth
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever

Close Contact/Potential Exposure In the past 14 days has your child:

- Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19; OR
 - Had close contact (within 6 feet of an infected person for at least 15 minutes) with person under quarantine for possible exposure to COVID-19; OR
 - Traveled somewhere where there was increased risk of exposure to COVID-19
- ❖ If the answer is **YES** to any of the symptom questions, keep your child(ren) home from school.
- ❖ If the answer is **YES** to any symptoms question and **YES** to any close contact/potential exposure question, call the school as soon as possible to let them know the reason your child(ren) won't be there today. Call your healthcare provider right away. If you don't have one or cannot be seen, go to www.mi.gov/coronavirustest or call 2-1-1 to find a location to have your child(ren) tested for COVID-19.

If the answer is **YES** to any of the symptom questions, but **NO** to any close contact/potential exposure questions, your student may return based on the guidance for their symptoms.

- Fever: at least 24 hours have passed with no fever, without the use of fever-reducing medications
- Sore throat: improvement (if strep throat: do not return until at least 2 doses of antibiotic have been taken);
- Cough/Shortness of breath: improvement
- Diarrhea, vomiting, abdominal pain: no diarrhea or vomiting for 24 hours
- Severe headache: improvement

DISCLAIMER: This screening tool is subject to change based on the latest information on COVID-19. Source: Centers for Disease Control and Prevention; Screening K-12 Students for Symptoms of COVID-19: Limitations and Considerations

ROURCES

[MI Safe Schools Road Map](#)

[Diocese of Gaylord Return to School Preparedness Plan](#)

[BLDHD School Toolkit 8.3.2020.pdf](#)

[CDC Preparing for a Safe Return](#)