



Return-to-School Roadmap Fall 2020

Comprehensive document of school-wide
Safety Protocols

MISSION STATEMENT

Auburn Area Catholic School, with our parishes and families as partners, empowers each student along their academic journey to develop their God-given talents and to become a lifelong disciple of Christ.



Dear AACCS Families,

In the following pages, you will find a breakdown of what the plan is for school this fall required by the State of Michigan. We have created this plan to aid in the re-opening of our school where the highest, was ensuring the health and well-being of our employees, students and families.

AACCS is committed to promoting a high quality, faith-filled education that encompasses your children's physical, emotional, academic, and social well-being. All of this is new, and I only ask for mercy and compassion as we navigate these new safety precautions. The end of the year was tough for many of our children and the goal is to provide them with a loving and nurturing atmosphere in the school.

As you read through some of these pages, we anticipate that you may find something that you feel is too strict or too lenient. Please know that we have had many discussions on this topic at the Diocesan, school, and personal level and have attempted to create a document that promotes in-person learning, but also emphasizes safety for all of our stakeholders. Also, please remember that some of these protocols are required from the State of Michigan in order to open up for in person learning.

In closing, our mission as a school is to create Disciples of Christ to go out into the world and share his good news. We will continue to shape their minds by teaching virtues throughout the year, and will work on mercy and patience through our experiences with Covid-19. We will need to work collectively through many issues that may arise this year.

Thank you for sending your children to AACCS. We all look forward to learning with you all as we work through this year.

God Bless,

Clark Switalski

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Phase 4 Safety Protocols: **Facial Coverings Personal Protective Equipment (PPE)**

- ☐ **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.
- ☐ **All passengers and drivers** will wear facial coverings when on a school bus, except (1) when eating and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician for adults, and for students a written and signed verification by a physician and a written and signed consent from parent/guardian.
- ☐ **All staff and all students in preschool and grades pre-kindergarten and up** will wear facial coverings when in indoor hallways and common areas, except (1) during meals and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician for adults, and for students a written and signed verification by a physician and a written and signed consent from parent/guardian
- ☐ **All students in preschool and grades kindergarten through 5th grade will NOT be required to wear facial coverings in their**

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classrooms, unless (1) students do not remain with their cohort class throughout the school day and come into close contact with students in another class. Students who desire to wear a mask are given that option.

Hygiene

- ☐ **AACS** 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).

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- ☐ Staff will teach and reinforce handwashing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff.
- ☐ Students will be given regular opportunities to handwash throughout the day.
- ☐ When possible, students will not share classroom material or equipment. In the event of material being shared, staff will follow protocol for sanitization of the material.
- ☐ Portable hand sanitizer is available in the classroom and hallways.
- ☐ Each child's supplies will be kept from others' and in individually labeled containers, cubbies, or designated areas
- ☐ Limited supplies will be in students' lockers and desks and will be cleaned and organized weekly.

Spacing, Movement, and Access

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- ☐ AACCS employees, students, parents, and visitors will be required to practice social distance staying approximately 6 feet away from others and eliminating contact with others.
- ☐ Traffic Flow – Students and staff will walk on the right side of the hallway, lockers for students' classes will be located on the same side as their classroom.
- ☐ Seating/ desks will be distanced as feasible to accommodate the number of students in that class.
- ☐ In classrooms, all desks will face the same direction.
- ☐ Larger areas such as the social hall will be used in the event that more spacing is needed. (before and after care)
- ☐ Students will remain in their classrooms as much as possible with teachers rotating to students where feasible (art, music, computers, and spanish). Physical education will be provided outdoors when possible.
- ☐ Efforts will be made to social distance people in the hallways to the best of the schools ability. Staggered movements at incremental intervals may be used if feasible to minimize the number of persons in the hallway.
- ☐ If permitted, all guests entering the building will be screened for symptoms, be required to wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, will be kept of non-school employees or other visitors entering and exiting the building as per Diocesan policy.
- ☐ Social distancing markers will be placed in places where students/parents may congregate.

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Visitor Restrictions

- ☐ **AACS will not allow normal visitation to our campus until further notice.** Adults/volunteers and other visitors will be limited during phase 4 (parish or school invite) unless there is an extenuating circumstances.
- ☐ Parents dropping off items may push the intercom button and leave items outside the door for the office staff to pick-up.
- ☐ The school building will be locked down from 7:30 - 6:00 p.m.
- ☐ People using the church are to stay in that portion of the building and not enter the school at any time.
- ☐ Sick students and early dismissal students will be escorted to the car as necessary.
- ☐ Delivery personnel will only enter the Parish Offices or will leave items outside.
- ☐ Individuals will not be permitted to join students for lunch.

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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

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Screening of Students, Staff, and Guests

- ☐ Parents are required to carefully monitor their children's health and screen daily for symptoms of Covid19. Staff will be required to self-monitor for temperature before coming to school as well.
- ☐ Staff and children are NOT to be in school with a temp over 100.4.
- ☐ With any fever that is not caused by Covid19, staff and students should be fever free for 24 hours without taking medication before returning to school.
- ☐ Essential staff and students will be the only people grant access to the school building, 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 AACCS must wear a face covering.

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- ☐ Any student or staff member traveling internationally or on cruise ships will be expected to self-quarantine for 14 days upon return to the United States, based on federal and state executive orders.

COVID-19 Daily Home Screening Checklist for Parents

Parents are required to carefully monitor their child(ren)'s health and screen daily for symptoms. If any students experience any of the below symptoms, they must stay home and it is recommended to call their primary care physician.

- | | |
|---|------------------------------|
| ✓ Fever (greater than 100.4 °F) or chills | ✓ New loss of taste or smell |
| ✓ Cough | ✓ Congestion or runny nose |
| ✓ Shortness of breath or difficulty breathing | ✓ Sore throat |
| ✓ Fatigue | ✓ Nausea or vomiting |
| ✓ Muscle or body aches | ✓ Diarrhea |
| ✓ Headache | |

If their primary physician determines symptoms are not related to COVID-19, the staff or student must have a note from 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
- Teach and reinforce handwashing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer). Students will be given regular opportunities to handwash throughout the day.

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- Remind students to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds or use hand sanitizer.
- Any student traveling internationally or on cruise ships will be expected to self-quarantine for 14 days upon return to the United States based on federal and state executive order.
- When a student is not in school, the student will be expected to attend classes remotely (Virtual Learning), through daily lessons posted on Google Classroom/SeeSaw unless medically unable to do so.

COVID-19 Daily Home Screening Checklist for Parents

- ☐ AACCS will cooperate with the local public health department regarding implementing protocols for screening students and staff and if a confirmed case of COVID-19 is identified. We must collect information for any close contacts of the affected individual from 2 days before he/she showed symptoms.
- ☐ AACCS will notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
- ☐ Students and staff who develop a fever or become ill with COVID-19 symptoms at school will be isolated in the annex, will wear a mask and parents or guardian will be contacted. The student will be picked up by parents or guardians as soon as possible. An alternate location will be established for any injured students.
- ☐ Symptomatic students and staff sent home from school should be kept home until they have [tested negative](#) for COVID-19, or have been released from isolation according to CDC guidelines.
- ☐ Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home. In the event of a lab or clinically diagnosed case of COVID-19, Bay County Health Department will contact and trace the individuals in close contact and will issue

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quarantine guidelines. Students and staff should be closely monitored for any symptoms of COVID-19. **Specific student or staff information is considered confidential and will not be shared.**

- ☐ Students and staff with confirmed case of COVID-19 will only return to the school after they are no longer infectious which will be determined by the Bay County Health Department Guidelines.
- ☐ If a case of COVID-19 is diagnosed within our school building, we will initiate cleaning and disinfecting procedures in all spaces affected and building-wide touch surfaces.
- ☐ **Emergency Contacts-It is imperative that you or one of your contacts can be reached within 15 minutes if we have to get in touch with you. Please take the time to clear your cell phone mailbox.**

Responding to Positive Cases

Staff Member

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. The Principal will contact the Bay County Health Department and collect all necessary information for contact tracing.
3. The Bay 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 be asked to self-quarantine for up to 14 days from exposure and to monitor for symptoms.
 - Depending on the situation, Bay County Health Department may identify other contacts who need to self-quarantine.

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4. 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.**
5. 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.
6. The staff member with a confirmed case of COVID-19 will follow instructions from the Bay County Health Department on when it is safe for them to return to work.

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.
2. Administrative Assistant will notify the principal.
3. The principal will contact the Bay County Health Department and collect all necessary information for contact tracing.
4. The Bay County Health Department will initiate contact tracing for all close contacts.
 - All close contacts may be asked to self-quarantine for up to 14 days from exposure and to monitor for symptoms.

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○ Depending on the situation, Bay 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 student with a confirmed case of COVID-19 will follow instructions from the Bay County Health Department on when it is safe for them to return to school.

Responding to Positive Cases

Student

“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:

1. Your student’s name and grade
2. Symptoms the student is experiencing

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3. If a fever is present, what was the highest temperature?
4. When the symptoms started
5. 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.

Exposure Outside of School

In the event that a staff or student are notified that they were in close contact of someone who tested positive for COVID-19, the staff/parent will contact the school office. They will then adhere to the quarantine procedures outlined by Bay County Health Department.

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

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 Principal 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 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.

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3. The student's temperature will be taken and recorded.
4. If advised by Bay County Health Department, staff and students will be notified.
5. Student's parent or emergency contact will be notified to pick the student up from school. Student's parent will be advised to contact student's primary care physician.
6. The Principal will contact the Bay County Health Department for guidance. Contact tracing will begin, if advised, by the Bay County Health Department. Parent of the student will be given specific instructions, based on guidance from Bay County Health Department.
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 Bay County Health Department and their Primary Care Provider regarding when they are cleared to return to school.

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

Symptoms Develop at School

Staff

1. If a staff member becomes ill with any COVID-19 symptoms (without a reasonable explanation) while at school, he/she will immediately notify the school administrator and leave the

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building. The staff member is advised to contact their primary physician.

2. The Principal will contact the Bay County Health Department for guidance. Contact tracing will begin, if advised, by the Bay County Health Department. The staff member will be given specific instructions, based on guidance from Bay County Health Department.
3. If advised by Bay County Health Department, staff and students will be notified.
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 Bay County Health Department and their Primary Care Provider regarding when they are cleared to return to work.

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

Facilities Cleaning, Disinfection, and Ventilation

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1. Frequently touched surfaces including light switches, doors, benches, bathrooms, must undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.
2. Common place classrooms will be cleaned after every class period with an EPA-approved disinfectant or diluted bleach solution.
3. Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period or when students leave (if students remain in the rooms, then cleaned at dismissal).
4. Playground structure must continue to undergo cleaning between grade level groups for surfaces that might be used by more than one class. Play structures, gaga-ball pit, and tire swing are closed until restrictions are eased.
5. All cleaning supplies will be kept in safe location and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use the products.
6. All staff whom are cleaning/disinfecting must wear gloves, surgical mask, and/or face shields when performing all cleaning activities.
7. When feasible, classroom windows will be remain open throughout the school day to increase ventilation.
8. Drinking fountains are closed. Students bring personal water bottles to use throughout the day that goes home with them daily.
9. Restrooms will be limited to 2 students at a time.
10. Sanitizing Bathrooms – bathrooms will be monitored and cleaned at least every 4 hours.

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Facilities Cleaning, Disinfection, and Ventilation

1. For lunch, the school cafeteria will be closed.
2. School supplied meals will be delivered to the classroom in takeout containers and disposable silverware.
3. All students, teachers, and food service staff should wash/sanitize hands before and after every meal.
4. Snacks-Students will be allowed to have snacks in the classroom. There will be no sharing of snacks or communal snacks.
5. Recess will be conducted outside whenever possible with appropriate social distancing and cohorting of students (designating spaces to play). If more than one class is outside, students should wear facial coverings.
6. Lunch payments should be sent in with the student as much as possible, or placed in the parish drop box to limit the amount of people into the building.
7. Tentative schedule for recess lunch below.

Class	Lunch	Recess
K	11:00 – 11:20	10:30 – 10:50
1	11:20 - 11:40	10:55 – 11:15
2	11:45 – 12:05	11:20 - 11:40
3	12:10 – 12:30	11:45 - 12:05
4/5	12:35 – 12:55	12:10 - 12:30

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Gatherings, Field Trips, Extracurricular Activities

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1. Indoor assemblies and other gatherings for more than one classroom are prohibited, with mass being the only exception. In this case, students will stay in their cohorts and follow social distancing guidelines in line with the Diocese of Saginaw's policies. **Students will need to remain with their class before, during, and after mass.**
2. Mass will continue to happen 1 or 2 times a month on a Friday.
3. Students will not be allowed to leave their classes to visit with family members attending daily mass.
4. To adhere to distancing protocol, there will be only one reader and one singer and will be limited to the readings and intentions. Books will not be present in the pews.
5. We will look to participate in virtual activities and events in lieu of field trips, student assemblies, and special performances until further notice.
6. Off-site field trips that require bus transportation to another location are suspended until a later phase.

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Entrance Protocols

1. School staff members will be stationed outside the main entrance and the middle school doors near the annex.
2. School staff will check temperatures of students who did not complete a self-check at home.
3. Parents need to stay in the parking lot until their student has been checked in.
4. Hand sanitizing stations will be at both entrances, and masks must be worn at all times not otherwise designated (example: sitting in class social distanced, outside at social distanced, lunch, etc).
5. Students will report to their homerooms (teachers will be in homerooms at 8:15). All students who reports before 8:15 must go to before care and be checked in by before care staff. (see point #2)
6. Tardy students must buzz in and wait to be checked in by a staff member.

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Athletics

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1. Athletics will be postponed until phase 5 or 6, and then the athletic directors and administration will meet to determine how to move forward.

when sports are able to resume the items list below will be followed:

1. Students and staff must use proper hand hygiene techniques before and after every practice, event or other gathering.
2. 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.)
3. All equipment must be disinfected before and after use.
4. Each participant must use a clearly marked water bottle for individual use. There should be no sharing of equipment.
5. Handshakes, fist bumps and other unnecessary contact must not occur.
6. 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.
7. 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.

Preschool Drop-off/Pick-up Procedures

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Arrival

1. Parents of preschool students may enter the building granted they complete the following;
 - Health screening at home and submit paperwork to the staff member at the entrance.
 - Wear a mask at all times walking up too and in the building.
 - Sanitize immediately after entering the building.
 - Drop off and limit congregating in the hallway.
 - Only one parent should accompany their preschool age student into the building.

Dismissal

1. Parents must remain at their cars until their child is brought out of the building from the Church main doors.
2. Staff will walk your student out, wait for you to reach your vehicle, and then go and get another child.
3. This is an attempt at making sure we are adhering to social distancing measures given by the State of Michigan.

Please do not congregate at the entrance as this will cause us to be out of compliance with State requirements.

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Grades K-5 Drop-off Procedures

Arrival

1. Parents will drop students off and remain in their cars.
2. Students who have self-screened at home will proceed with masks on to the middle school door by the annex.
3. Students who forgot their screening form at home, or did not self-screen will proceed to the main school doors. Any parents who have business in the office will enter through this door and adhere to the screening procedures in place.
4. At 8:15, students will be allowed to enter into the building and sanitize immediately using the hands-free unit by their entrance door.
5. Students will go directly to their locker, drop their belongings, and proceed immediately into their classrooms.
6. Parents (the only exception being pre-school) will not be allowed to go past the Principal's office.
7. Masks need to be worn during the duration of arrival and can be removed when the student settles in their desk.

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Grades K-5 Pick-up Procedures

Dismissal (subject to change)

1. Parents must remain at their cars until their child is brought out of the building from the Church main doors.
2. When a parent sees their child being dismissed, they may walk up to greet them.
3. Parents are to wear facial coverings when leaving vehicle to greet their children.
4. Please be patient as this will take longer, and many students will be in the parking lot.
5. Please limit the amount of people picking children up to 1. The exception is smaller children that cannot be left in the car, in that instance they are allowed to accompany their parent.

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After - Care Protocols

Our After-Care and Preschool Programs will follow all Safety Protocols in the “AACCS School Return to School Roadmap”. The following are additional safety protocols that will be followed.

1. Student in Grades K-5 are required to wear a mask during After Care.
2. Toys/games will be rotated after each use and given a week’s time between uses.
3. Wooden and cloth toys will not be allowed and will be removed during Phases 4 and 5.
4. Snacks will be provided for students. During this time, masks will be removed and social distancing will be practiced. Outdoor space will be utilized during snack time, weather permitting.
5. Touchless wastebaskets will be used.

After-Care Dismissal

1. Parents will come to the main Church doors and ring the doorbell.
2. The staff will sign your student out, have them gather their belongings, and walk them to the door.
3. When picking your child up, a mask is required.

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Expectations

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Classroom

1. Clean desks throughout the day.
2. Clean frequently touched areas. (common areas in the room)
3. Classroom supplies provided by the families and stored in individual cubbies or containers.
4. Technology sanitized on a daily basis.
5. Teachers will create book use systems that ensure safety.
6. Thermometers – check both staff and students.

School-Wide

1. Frequent cleaning of common areas including bathrooms.
2. Use of no-touch sanitizers and pump bottle sanitizers in each classroom.
3. Personal water bottles
4. Signs and markers to reinforce proper handwashing, social distancing, and mask usage.
5. Bathroom use throughout the day with masks on.

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Specials/Library

Specials

1. Special classes will happen in the classroom.
2. Specials teachers will rotate.
3. Specials teachers will wash hands in between classes and disinfect any surfaces used by students.

Library

1. Teachers will create book bags at the student's level for them to read in class.
2. Books will be dated by when they are returned, and will not be given out until 72+ hours have passed.
3. There will be 5 tables set up for every day of the week in the annex, the teachers will return books and place them on the table that corresponds with that day.
4. We are looking into whether our current library software supports student accounts and allows them to create book lists.

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Phase 5 Protocols

1. School is open for in person instruction.
2. Safety protocols listed in Phase 4 will be followed and/or adjusted as we deem per Diocesan and State Guidelines.

Phase 6 Protocols

1. School is open for in person instruction.
2. Safety protocols in regards to PPE, spacing and movement, student screening, Food Service, Gatherings and Extracurricular Activities, Athletics, Cleaning and specials no longer required.
3. AACCS will still provide sanitizer, soap, and cleaning supplies to help promote healthy behaviors.
4. Teachers will instruct and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
5. All classrooms will have frequent and routine checks and refill soap and hand sanitizers. (Extra soap and hand sanitizer will be stored in each classroom).

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Phase 3 Protocols – Virtual Learning

- No in person instruction
- Virtual learning
- One-on-one virtual meetings will happen on a weekly basis with your child and the teacher.
- Teachers will be available to answer questions or give clarification. (office hours, email, or Google Meet.)

Grades K-2

1. Teachers will use SeeSaw to communicate, assign, and grade students work.
2. There will be daily videos and check-ins required.
3. Classroom teachers will have the option to provide “live” instruction over Google Meet.
4. Materials may be sent home on a weekly/bi-weekly/monthly basis based on teacher preference.
5. Work from the consumable books will still be completed through the virtual lessons.

Grades 3-5

1. Students will use Google Classroom and email to communicate, assign, and grade student work.
2. Daily videos and check-ins will be required.
3. Classroom teachers will have the option to provide “live” instruction over Google Meet.

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4. Materials may be sent home on a weekly/bi-weekly/monthly basis based on teacher preference.
5. Consumable books will be completed during virtual lessons.

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>

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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/>

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

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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>

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>

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>

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COVID- PHASE 4 PREPAREDNESS AND RESPONSE PLAN

(Executive Order 2020-142 School Preparedness Plan
Template)

School Name: **Auburn Area Catholic School**

School Address: **114 W. Midland**

Web Address of the School:

auburnacschool.org

Name of Authorizing Body:

Diocese of Saginaw

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[Executive Order 2020-142](#) “provides a structure to support all schools in Michigan as they plan for a return of pre-K-12 education in the fall. Under the order, school districts must adopt a COVID-19 Preparedness and Response Plan laying out how they will cope with the disease across the various phases of the [Michigan Safe Start Plan](#). In turn, the accompanying Michigan Return to School Roadmap offers a guide to the types of safety protocols appropriate during each phase. There’s no one-size-fits-all solution: What works in Lansing may not work in Sault Sainte Marie. Districts will retain the flexibility to tailor their instruction to their particular needs and to the disease conditions present in their regions.” (EO-2020-142)

If schools are unable to meet the strongly recommended actions, an explanation is listed below.

Phase 4

Personal Protective Equipment

<i>Required (Michigan Safe Schools Roadmap, pg 22)</i>
Facial coverings must always be worn by staff except for meals. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Any staff member who cannot medically tolerate a facial covering must not wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering.
PreK-5 and special education teachers should consider wearing clear masks.
Facial coverings must be worn by preK-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.
Facial coverings must always be worn in hallways and common areas by preK-12 students in the building except for during meals. Any student that is unable to medically tolerate a facial covering must not wear one. Any 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.
Note: Students with significant disabilities preventing the use of facial coverings are referred to forthcoming guidance from MDE.

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Return to School Roadmap
Protocols: Phase 4 (Required - Strongly Recommended)

Facial coverings must be worn in classrooms by all students grades 6-12. Any student who cannot medically tolerate a facial covering must not wear one. Any student who is incapacitated, or unable to remove the facial covering without assistance, must not wear one.	
All students in grades K-5 must wear facial coverings unless students remain with their classes throughout the school day and do not come into close contact with students in another class.	
<i>Strongly Recommended</i>	<i>School's explanation if not able to meet:</i>
Facial coverings should be considered for K-5 students and students with special needs in classrooms.	Preschool through fifth grade students are going to remain in a cohort grouping and will not wear masks in the classroom. All students will wear a face covering while in the hallway, cafeteria, and recess. Students will have the option to wear a mask in the classroom if they would prefer wearing one.
Facial coverings should be considered for preK students and students with special needs in hallways and common areas.	
Facial coverings are not recommended for use in classrooms by children ages 3 and 4	
Facial coverings should never be used on children under age 2	

Hygiene

<i>Required (Michigan Safe Schools Roadmap, pg 22-23)</i>	
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).	
Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.	
<i>Strongly Recommended (Michigan Safe Schools Roadmap, pg 22-23)</i>	<i>School's explanation if not able to meet:</i>

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Return to School Roadmap
Protocols: Phase 4 (Required - Strongly Recommended)

Educate staff and students on how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques	
Systematically and frequently check and refill soap and hand sanitizers.	
Students and teachers must have scheduled handwashing with soap and water every 2-3 hours.	
Limit sharing of personal items and supplies such as writing utensils.	
Keep students' personal items separate and in individually labeled cubbies, containers, or lockers.	
Limit use of classroom materials to small groups and disinfect between use, or provide adequate supplies to assign for individual student use.	
Procure portable handwashing and/or hand sanitizing stations to set up throughout school buildings.	<p>Sanitizing stations will be set up in every classroom. The kindergarten and pre-school classroom are the only rooms with sinks present.</p> <p>Hand sanitizer stations at entryway.</p>

Spacing, Movement and Access

<i>Required (Michigan Safe Schools Roadmap, pg. 22-23)</i>
None

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Return to School Roadmap
Protocols: Phase 4 (Required - Strongly Recommended)

<i>Strongly Recommended</i>	<i>School's explanation if not able to meet:</i>
Space desks six feet apart in classrooms. Class sizes should be kept to the level afforded by necessary spacing requirements.	Students will be spaced as much as possible and allowed to have class outside in the warmer months.
In classrooms where large tables are utilized, space students as far apart as feasible.	
As feasible, arrange all desks facing the same direction toward the front of the classroom.	
Teachers should maintain six feet of spacing between themselves and students as much as possible.	
Family members or other guests are not allowed in the school building except under extenuating circumstances determined by district and school officials.	
Post signage to indicate proper social distancing.	
Floor tape or other markers should be used at six foot intervals where line formation is anticipated	
Provide social distancing floor/seating markings in waiting and reception areas.	
Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.	
Adult guests entering the building should be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.	

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Screening Students and Staff

<i>Required (Michigan Safe Schools Roadmap, pg. 24)</i>	
Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff.	
<i>Strongly Recommended (Michigan Safe Schools Roadmap, pg. 24)</i>	<i>School's explanation if not able to meet:</i>
Every school should identify and designate a quarantine area and a staff person to care for students who become ill at school.	
Students who become ill with symptoms of COVID-19 should be placed in an identified quarantine area with a surgical mask in place until they can be picked up. Identified school staff caring for these children should wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required.	Local health official stated N95 masks were not available to schools for this purpose and reserved for medical personnel.
Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.	
Staff should conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they should stay home.	Daily health screenings will be conducted at home and on the school premises when needed.

Testing Protocols for Students and Staff and Responding to Positive Cases

<i>Required (Michigan Safe Schools Roadmap, pg 25)</i>
Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff.

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Return to School Roadmap
Protocols: Phase 4 (Required - Strongly Recommended)

<i>Strongly Recommended (Michigan Safe Schools Roadmap, pg. 25)</i>	<i>School's explanation if not able to meet:</i>
Students who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing.	
Staff who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported for off-site testing.	
Symptomatic students and staff sent home from school should be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.	
Families should be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.	
In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts should be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. Students and staff should be closely monitored for any symptoms of COVID-19. At this time, empiric testing of all students or staff members in the class is not recommended. Only those that develop symptoms require testing for COVID-19.	

Responding to Positive Tests Among Staff and Students

Required (Michigan Safe Schools Roadmap pg 25)

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Return to School Roadmap
Protocols: Phase 4 (Required - Strongly Recommended)

All schools, public and private, must cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, must collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present at the school.	
<i>Strongly Recommended (Michigan Safe Schools Roadmap pg. 25-26)</i>	<i>School's explanation if not able to meet:</i>
Notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws. a	
The Local Health Department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self quarantine for up to 14 days after exposure. Local health officials, depending on the situation, may identify other contacts who require quarantine. Schools can help the local health department by collecting data and contact information of those exposed.	
Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.	
Cleaning staff should wear a surgical mask, gloves, and a face shield when performing cleaning of these areas.	
If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles	

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Food Service, Gathering, and Extracurricular Activities

<i>Required (Michigan Safe Schools Roadmap pg. 26)</i>	
Prohibit indoor assemblies that bring together students from more than one classroom.	
<i>Strongly Recommended</i>	<i>School's explanation if not able to meet:</i>
(None)	

Athletics

<i>Required (Michigan Safe Schools Roadmap, pg 27)</i>	
Comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).	
Students, teachers, 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.	
All equipment must be disinfected before and after use.	
Inter-school competitions may be held provided that, facial coverings are worn if school transportation is provided. Buses must be cleaned and disinfected before and after every use, as detailed in the subsequent "Busing and Student Transportation" section.	
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 given to entry and exit points to prevent crowding. Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.	
Handshakes, fist bumps, and other unnecessary contact must not occur.	
Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. 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	

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feet of distance from one another.	
<i>Strongly Recommended</i>	<i>School's explanation if not able to meet:</i>
(None)	

Cleaning

<i>Required (Michigan Safe Schools Roadmap, 27)</i>	
Frequently touched surfaces including light switches, doors, benches, bathrooms, must undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.	
Libraries, computer labs, arts, and other hands-on classrooms must undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.	
Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.	
Playground structures must continue to undergo normal routine cleaning, but using an EPA approved disinfectant is unnecessary.	
Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use products.	
Staff must wear gloves, surgical mask, and face shield when performing all cleaning activities.	
<i>Strongly Recommended</i>	<i>School's explanation if not able to meet:</i>
(None)	

Busing and Student Transportation

<i>Required (Michigan Safe Schools Roadmap, pg 28)</i>	
Require the use of hand sanitizer before entering the bus. Hand sanitizer must be supplied on the bus.	

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Return to School Roadmap
Protocols: Phase 4 (Required - Strongly Recommended)

The bus driver, staff, and all students in grades preK-12, if medically feasible, must wear facial coverings while on the bus. Note: there may be situations where it is not safe for the bus driver to wear a facial covering. Decisions about these situations should be made on a case-by-case basis with local public health officials.	
Clean and disinfect transportation vehicles before and after every transit route. Children must not be present when a vehicle is being cleaned.	
Clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes and prior to afternoon routes.	
Clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.	
Create a plan for getting students home safely if they are not allowed to board the vehicle.	
If a student becomes sick during the day, they must not use group transportation to return home and must follow protocols outlined above. If a driver becomes sick during the day, they must follow protocols for sick staff outlined above and must not return to drive students.	
Weather permitting, keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.	
Weather permitting, consider keeping windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe.	
<i>Strongly Recommended</i>	<i>School's explanation if not able to meet:</i>
(None)	

Medically Vulnerable Students and Staff

<i>Required</i>	
(None)	
<i>Strongly Recommended (Michigan Safe Schools Roadmap , pg. 28)</i>	<i>School's explanation if not able to meet:</i>

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Return to School Roadmap
Protocols: Phase 4 (Required - Strongly Recommended)

Systematically review all current plans (e.g. Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19.	
Create a process for students/families and staff to self-identify as high-risk for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements or work reassignments.	With limited staff, the student would be subject to the teachers availability to meet virtually and go over the materials as much as they are able.

Before Schools Reopen (In-Person or Hybrid)

Mental & Social Emotional Health

<i>Required</i>	
(None)	
<i>Strongly Recommended (Michigan Safe Schools Roadmap ,pg. 29)</i>	<i>School's explanation if not able to meet:</i>

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Return to School Roadmap
Protocols: Phase 4 (Required - Strongly Recommended)

Encourage schools to implement a mental health screening for all students by a trained professional, if possible. Any screening should be compliant with HIPAA and FERPA policies. Screening instructions (offered verbally to younger students) should provide age-appropriate and transparent disclosure of protocols in place to protect confidentiality while adhering to mandated reporting guidelines.	
Establish and communicate to all staff guidelines for identification and rapid referral of at-risk students to appropriate building-level support teams.	
Provide all staff with timely, responsive, and ongoing training/professional development as well as needed tools, resources, and implementation support, focused on a variety of topics, including: social-emotional learning, trauma-informed best practices, identification of students at risk and proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.	
Encourage the identification of a point person or establish an access navigator to centralize mental health referrals, communications to families/ students, and public-facing wellness materials.	
Establish a comprehensive crisis management plan that leverages available internal and external/ community-based resources, which can be activated efficiently as needed (e.g., loss of student, loss of a school staff member).	
Compile and regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that references school and community wellness resources.	

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Return to School Roadmap
Protocols: Phase 4 (Required - Strongly Recommended)

Establish ongoing reporting protocols for school staff to evaluate physical and mental health status.	
Provide resources for staff self-care, including resiliency strategies.	
Designate a mental health liaison (school-based) who will work across the school, local public health agencies, and community partners.	
Leverage MDE resources for student and staff mental health and wellness support.	
Activate communication channels for school stakeholders to address mental health concerns resulting from COVID-19 (for example, a telephone hotline or a designated email).	
<p>Communicate with parents and guardians, via a variety of channels, return to school transition information including:</p> <ul style="list-style-type: none"> · Destigmatization of COVID-19 · Understanding normal behavioral response to crises · General best practices of talking through trauma with children · Positive self-care strategies that promote health and wellness. 	

Governance

<i>Strongly Recommended (Michigan Safe Schools Roadmap, pg 30)</i>	<i>School's explanation if not able to meet:</i>
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Return to School Roadmap
Protocols: Phase 4 (Required - Strongly Recommended)

<p>Create a district Return to Instruction and Learning working group, potentially led by the Director of Curriculum, Chief Academic Officer or the equivalent, and composed of a broad group of stakeholders on the district and school level, to:</p> <ul style="list-style-type: none"> · Gather feedback from families, teachers, students, and school leaders about their experiences with remote learning through online surveys and/or virtual focus groups or conversations. · Revise the district's remote learning plan to incorporate feedback and input from stakeholders to improve its effectiveness. · Share the district's remote learning plan with all involved stakeholders in case of a return to remote learning. 	<p>The Diocese of Saginaw created a task force to discuss the issues surrounding Covid – 19.</p>
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Instruction

<i>Strongly Recommended (Michigan Safe Schools Roadmap, pg 30-31)</i>	<i>School's explanation if not able to meet:</i>
<p>Activate hybrid learning programs at scale to deliver standards-aligned curricula and high-quality instructional materials. Integrate synchronous and asynchronous learning and best practices that promote student engagement, consistency, and differentiation. Consult MDE for high-quality digital resources.</p>	

MISSION STATEMENT

Auburn Area Catholic School, with our parishes and families as partners, empowers each student along their academic journey to develop their God-given talents and to become a lifelong disciple of Christ.

<p>Make expectations clear to school leaders and teachers around hybrid or remote instruction that include:</p> <ul style="list-style-type: none"> · Best practices for blended or remote learning · Grade-level proficiencies · Modes of student assessment and feedback · Differentiated support for students · The inclusion of social-emotional learning; and · Guidance around daily instructional time and workload per different grade bands to ensure consistency for students. 	
<p>Set an instructional vision that ensures that:</p> <ul style="list-style-type: none"> · Every student will start the year with access to grade-level instruction and high quality, standards-aligned instructional materials in every subject. · Every student will be assessed on their understanding of prerequisite skills and grade-level proficiencies using formative assessments, screeners, or diagnostics. · Every students' academic and social emotional needs will be addressed with the integration of Social and Emotional Learning (SEL) and strengthening connections with students. 	
Secure supports for students who are transitioning to postsecondary	Students in our building move to middle school.
<p>Support schools to implement grade-level curricula that is aligned to Michigan preK-12 standards.</p> <ul style="list-style-type: none"> · Support teachers to utilize power standards that identify the major work of the grade in order to focus, prioritize, and accelerate instruction. 	

MISSION STATEMENT

Auburn Area Catholic School, with our parishes and families as partners, empowers each student along their academic journey to develop their God-given talents and to become a lifelong disciple of Christ.

Protocols: Phase 4 (Required - Strongly Recommended)

<p>Revise students' IEPs, IFSPs, and 504 plans in coordination with general and special education teachers to reflect the child's evolving needs based on assessment data and parent feedback, and design accommodations and match services accordingly.</p> <ul style="list-style-type: none"> · Commence intervention and support services. Plans must include all programs and learning environments, especially special education, birth to five services, and CTE. · Establish structures for general and special education teachers to collaborate on delivery methods for assessments and instruction as outlined in IEPs. Consider students' needs around accessibility and provide assistive technologies, where possible. 	
Inventory all intervention programs and services available to students on the district and school level and identify any gaps.	
Remain connected with MDE about policies and guidance.	
Develop a continuation of services plan for students needing either occupational, physical, and/or speech and language therapy, including evaluations by school psychologists and social workers.	Done through our LEA.

Communications and Family Supports

<i>Strongly Recommended (Michigan Safe Schools Roadmap, pg. 31)</i>	<i>School's explanation if not able to meet:</i>
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MISSION STATEMENT

Auburn Area Catholic School, with our parishes and families as partners, empowers each student along their academic journey to develop their God-given talents and to become a lifelong disciple of Christ.

<p>Implement any additional communication systems needed to reach every family and student in their home language through multiple modes (e.g., text, all call, email, home visit) to share:</p> <ul style="list-style-type: none"> · Expectations around their child's return to school; · Clear information about schedules and configurations, if hybrid; · Information about modes of assessment, details on curricula used in each of the core subjects, and grade-level proficiencies; <p>Plans for each of the different school opening scenarios.</p>	
<p>Provide resources that demonstrate schools value parents as partners in their child's education. Offer family supports that provide families with:</p> <ul style="list-style-type: none"> · Training about how to access and use the school's chosen digital systems and tools; · Supports and resources for families to use at home, such as grade-specific activities and strategies for teaching and helping their child; · Opportunities to build their digital literacy; <p>Strategies to support their child's learning at home.</p>	

Professional Learning

<p><i>Strongly Recommended (Michigan Safe Schools Roadmap, pg. 31)</i></p>	<p><i>School's explanation if not able to meet:</i></p>
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MISSION STATEMENT

Auburn Area Catholic School, with our parishes and families as partners, empowers each student along their academic journey to develop their God-given talents and to become a lifelong disciple of Christ.

<p>Provide adequate time for schools and educators to engage in:</p> <ul style="list-style-type: none"> · Intentional curriculum planning and documentation to ensure stability of instruction, whether school buildings are open or closed; · Identify students who did not engage in remote learning and develop a plan to provide additional supports, if needed. Share data and concerns about each student's growth and needs with students' assigned teacher(s) for the 2020-2021 school year; · Identify students who potentially need additional support; and · Share knowledge and ideas around the use and effectiveness of digital tools and resources that support remote learning 	
<p>Create a plan for professional learning and training, with goals to:</p> <ul style="list-style-type: none"> · Offer restorative supports for teachers and learning around equity and implicit bias, social-emotional learning, and culturally responsive education; · Train school leaders and teachers thoroughly in the chosen digital systems and tools and their use; and · Build school leaders' and teachers' capacity to design and develop blended and remote learning experiences that are equitable and engaging. 	

MISSION STATEMENT

Auburn Area Catholic School, with our parishes and families as partners, empowers each student along their academic journey to develop their God-given talents and to become a lifelong disciple of Christ.

Strongly Recommended When Schools Reopen for In-Person or Hybrid Instruction

Instruction

<i>Strongly Recommended (Michigan Safe Schools Roadmap, pg. 32)</i>	<i>School's explanation if not able to meet:</i>
<p>Ensure that every student:</p> <ul style="list-style-type: none">· Has access to standards-aligned, grade level instruction, including strategies to accelerate student learning;· Is assessed to determine student readiness to engage in grade-level content;· Is offered scaffolds and supports to meet their diverse academic and social emotional needs.	
<p>Conduct checkpoints with school leaders around curriculum pacing and ongoing monitoring of student progress, specifically honing in on the growth of students who need acceleration.</p>	
<p>Review student data to identify overall trends and gaps in student learning to design systemic supports and interventions.</p>	

MISSION STATEMENT

Auburn Area Catholic School, with our parishes and families as partners, empowers each student along their academic journey to develop their God-given talents and to become a lifelong disciple of Christ.

Protocols: Phase 4 (Required - Strongly Recommended)

Conduct a review of each students' IEP in partnership with teachers and parents to reflect each student's evolving needs based on time away from associated services including OT, PT, and Speech while school buildings were closed.	
Procure any additional standards-aligned tools or materials to support differentiation, intervention, and remote learning, based on students' needs.	
Set expectations for schools and teachers to integrate high quality digital tools and resources that are appropriate and sustainable at each grade level, to increase teachers' and students' familiarity with online learning in case of a return to remote instruction.	
Determine and activate structures outside of the regular school day, such as summer learning options, extended day, and after-school programming, to potentially be leveraged to support students in need of additional support.	
Support schools to communicate regularly with families in their home language about their child's progress and the targeted plans for students in need of additional support.	

MISSION STATEMENT

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<p>If hybrid, activate plans to monitor and assess the following:</p> <ul style="list-style-type: none"> · Connectivity and Access: <ul style="list-style-type: none"> ○ Ensure that all students and families have adequate connectivity and the devices necessary to successfully engage in and complete schoolwork. · Attendance: <ul style="list-style-type: none"> ○ Develop systems to monitor and track students' online attendance on a daily basis. · Student Work: <ul style="list-style-type: none"> ○ Teachers will assess the quality of student work and provide feedback to students and families. ○ Students will self-assess the quality of work, reflect on teacher feedback, and learning progress. 	<p>We do not have a plan that includes hybrid.</p>
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Strongly Recommended Before Schools Reopen for In-Person Instruction

Facilities

<i>Strongly Recommended Michigan Safe Schools Roadmap, pg. 33)</i>	<i>School's explanation if not able to meet:</i>
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MISSION STATEMENT

Auburn Area Catholic School, with our parishes and families as partners, empowers each student along their academic journey to develop their God-given talents and to become a lifelong disciple of Christ.

Return to School Roadmap
Protocols: Phase 4 (Required - Strongly Recommended)

Audit necessary materials and supply chain for cleaning and disinfection supplies.	
Coordinate with Local Emergency Management Programs (LEMP) for support with procurement of cleaning and disinfection supplies. · Advocate for ISDs to coordinate with LEMPs.	
Audit any additional facilities that the district may have access to that could be used for learning.	
Provide school-level guidance for cleaning and disinfecting all core assets including buildings and playgrounds. Frequently touched surfaces should be cleaned several times a day.	Teachers will be provided a sanitation supplies survival kit with all of the necessary items needed for them to sanitize properly.
Alert school-based custodial and infection control staff of any changes in recommended cleaning guidelines issued by OSHA and/or CDC. It is expected that this guidance will be updated in real-time based on the status	
Encourage schools to convene custodial and facilities staff to review and make actionable district guidance regarding cleaning and disinfection.	
Encourage schools to provide advanced training for custodial staff.	Not applicable - we hire a cleaning service, they provide the training and guidance.
Custodial staff should continue deep cleaning over the summer.	Custodial company will clean areas used throughout the summer that are used for different reasons.
Audit all school buildings with a focus on: · How many classrooms are available; · The size of each classroom; · Additional spaces that are available (e.g., gym, lunchroom, auditorium); · The ventilation in each classroom.	Classroom filters have been changed and turned on to filter outside air into the classroom on a daily basis.

MISSION STATEMENT

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Protocols: Phase 4 (Required - Strongly Recommended)

Audit school security protocols to decide if any process changes need to be implemented.	
School security staff should follow CDC protocols if interacting with the general public.	Not applicable - no security staff on the premise.
<p>Maintain facilities for in-person school operations.</p> <ul style="list-style-type: none"> · Check HVAC systems at each building to ensure that they are running efficiently. · Air filters should be changed regularly. · Custodial staff should distribute wastebaskets, tissues, and CDC-approved soap to every office and classroom so that these materials can be used upon entry and exit into any discrete location and during travel between sites. · Signage about frequent handwashing, cough etiquette, and nose blowing should be widely posted, disseminated, and encouraged through various methods of communication. · Custodial staff should follow guidance from the CDC about the use of facial coverings and special respirators at use when performing cleaning duties. 	Regular checklist is in place. Maintenance teams should be doing this but need to add new CDC protocols.
School leaders should conduct and document a facility walk-through with the custodial services team to ensure that the classrooms, common spaces, and the exterior are ready for staff and students	Administration (principal or teacher) and Maintenance can do a walk-through on a daily basis and check off the list.
Procure level-1 facial coverings, including those with a transparent front, for preK-5 teachers, low income students, and students with special needs.	
Procure level-1 surgical masks for cleaning and janitorial staff.	Not Applicable - hired company will do this

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Return to School Roadmap
Protocols: Phase 4 (Required - Strongly Recommended)

<i>Strongly Recommended If Schools are Instructed to Close for In-Person Instruction (Michigan Safe Schools Roadmap, pg. 34)</i>	
<ul style="list-style-type: none"> · Activate school cleaning and disinfection protocols according to the CDC School Decision Tree. Custodial staff should wear surgical masks when performing cleaning duties. · Maintain facilities for resumption of school operations. 	Janitorial service that is outsourced may be a face covering and not a surgical mask.

Budget, Food Service, Enrollment, and Staffing

<i>Strongly Recommended (Michigan Safe Schools Roadmap, pg 34)</i>	
Support schools in assessing student arrival protocols. This should include how students arrive at and depart from school (e.g., school bus, dropped off via car, drive themselves, walk, public transportation).	
<p>Support schools in conducting staff and student outreach to understand who is coming back.</p> <ul style="list-style-type: none"> · For staff, this should include a breakdown of the staff – administrators, educators, support staff, full-time nurses, part-time nurses, school counselors, etc. · Develop a staffing plan to account for teachers and staff who are not returning or are at risk (i.e., those who are 65 years or have an underlying medical condition and decide not to return). · For students, this should include those with preexisting conditions who may need a remote learning environment. 	

MISSION STATEMENT

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Return to School Roadmap
Protocols: Phase 4 (Required - Strongly Recommended)

Assess need for new or additional positions with a specific focus on student and staff wellness, technology support, and other COVID-19 related needs.	Extra computers have been purchased.
Work with relevant local bargaining units to assess how job responsibilities may shift in light of COVID-19 and how new or additional responsibilities will be accounted for.	Not applicable - no teacher union present
Recruit, interview and hire new staff.	
Consider redeploying underutilized staff to serve core needs.	
Where possible, and in partnership with local bargaining units, identify and modify staff positions, that would enable high-risk staff to provide remote services.	
Communicate any student enrollment or attendance policy changes with school staff and families.	
Provide guidance to school leaders for recruiting, interviewing, and hiring staff remotely	Interviews will be conducted on a in person level adhering to social distancing and other required safety protocols.
Seek and provide guidance on use of CARES Act funding for key purchases (e.g., cleaning supplies).	
Coordinate services with related service providers, in the school and community, to identify and address new student and adult needs.	
Inventory how many substitute teachers are available.	

MISSION STATEMENT

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Protocols: Phase 4 (Required - Strongly Recommended)

Build and send back to school communications to all relevant stakeholders (i.e., families, school staff) and include updates across all policies and procedures.	
Verify that student and staff handbooks and planners are printed and ready for distribution and/or are available digitally. Create a master list of any changes to distribute at the first staff meeting.	
Consult legal counsel to preemptively address liability questions, related concerns, or vendor issues relative to COVID-19 and share with school leaders.	
Engage school leaders in a budgeting exercise to help plan for changing enrollment patterns, new staffing needs, and resource constraints or additional dollars.	
Work with school leaders to orient new school staff to any operational changes.	
Create master teaching schedules, student and faculty arrival/dismissal schedules, bus schedules, lunch schedules for staff and students, and bell schedules with safety protocols in mind.	
Collaborate with food service staff to ensure any necessary food handling changes are implemented based on local public health guidance.	Yes - carry out food containers with disposable wrapped silverware will be used. Children will eat in the classroom.

Technology

<i>Strongly Recommended</i> (Michigan Safe Schools Roadmap pg. 35)	<i>School's explanation if not able to meet:</i>
Survey families to collect information about the numbers, types, and condition of devices used in their homes to support remote learning.	Was done prior, but can be done again. Will attempt to have as many individual computers as possible for students in grades 1-5.

MISSION STATEMENT

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Return to School Roadmap
Protocols: Phase 4 (Required - Strongly Recommended)

Designate a single point of contact in each school to plan and communicate with district technology teams	Done on a school level with the Principal being the designated individual.
Develop a district technology plan that includes guidance for schools. If possible, include training and support for educators to adapt remote learning for the classroom	Done on a school level with the Principal being the designated individual.
Identify a device and/or general technology support lead for each school. Consider elevating that position to a more formal role and providing additional support potentially with parent volunteers.	
Assign technology process leaders to key efforts and publish their contact information on the district intranet and/or internet.	
Where practical given demands on parents or guardians, consider identifying family technology liaisons to support communication regarding the use of technology. (For example, the existing parent organization may be able to fulfill this role).	
Develop district-wide procedures for return and inventory of district owned devices as part of a return to school technology plan. The procedures should include: <ul style="list-style-type: none"> · Safely bagging devices collected at schools; · Sanitizing the devices prior to a repair or replacement evaluation; · Ordering accessories that may be needed over the summer; and · Conducting prepared maintenance routines to remove malware and fix standard issues including, screen, keyboard, or battery replacement. 	
Identify an asset tracking tool.	

MISSION STATEMENT

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Return to School Roadmap
Protocols: Phase 4 (Required - Strongly Recommended)

Identify a vendor to assist with processing, returning, and maintaining devices, if needed.	
Develop on-site triage of staff and student devices to minimize the time that staff may be without a device	
Prepare the Infrastructure Evaluation process. Every WiFi access point and wired network device should be tested.	
Develop a technology support plan for families.	
Strongly Recommended If Schools are Instructed to Close for In-Person Instruction	
Deploy digital learning devices and move to virtual learning.	
Communicate consistent procedures for return and inventory of school owned devices as part of a return to school technology plan. The procedures should include: <ul style="list-style-type: none"> · Safely bagging devices collected at schools; · Transporting them to a central location; · Sanitizing the devices prior to a repair or replacement evaluation; · Conducting prepared maintenance routines to remove malware and fix standard issues including screen, keyboard, or battery replacement 	
Ensure that school and community access points and wired network devices are functional.	
Strongly Recommended When Schools Reopen for In-Person Instruction	

MISSION STATEMENT

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Protocols: Phase 4 (Required - Strongly Recommended)

Organize and centralize online resources that were created, published, or distributed by teachers and others during the closure period.	
Compile technology-facing lessons learned for inclusion in the district's updated remote learning plan.	
Review issue tracking and inventory results frequently as a way of understanding the quality and progress of technology processes in your district.	
Continue infrastructure evaluations until all issues are resolved.	
Identify chronic technology issues that arose during the school closure period and use them to begin the development of a long-term technology maintenance plan.	

Transportation

<i>Strongly Recommended (Michigan Safe Schools Roadmap, pg. 36)</i>	<i>DTF Position</i>
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MISSION STATEMENT

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Return to School Roadmap
Protocols: Phase 4 (Required - Strongly Recommended)

Inventory buses, contractors, including any vehicles used for transporting students to/from school or to other school events, and students riding buses. Address questions, such as: <ul style="list-style-type: none"> · How many buses are or could be made available in the district? · How much variation is there in the size and maximum capacity of buses in the district? · How have the buses been currently or historically used (i.e., transportation to/ from school, transportation for multiple schools, athletic events, food service delivery)? · How many drivers will be returning? How many are in the training pipeline? What is the plan to address any shortage of drivers? 	Not applicable - Bay City Public provides out transportation.
Assess whether any bus contractors have been impacted by COVID-19 (i.e., closed or opt-out from current routes).	Not applicable - Bay City Public provides out transportation.
Inventory bus drivers to understand the extent of high-risk populations.	Not applicable - Bay City Public provides out transportation.
Finalize bus procedures for bus drivers and students that are informed by public health protocols.	Not applicable - Bay City Public provides out transportation.
Encourage close collaboration between transportation and IEP teams to monitor changes to students' IEPs and implement accordingly	Not applicable - Bay City Public provides out transportation.
Strongly Recommended if Schools Are Instructed to Close for In-Person Instruction	
Utilize buses to provide food service and delivery of instructional materials where possible	Not applicable - Bay City Public provides out transportation.

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COVID-19 PHASE 5 PREPAREDNESS AND RESPONSE PLAN

(Executive Order 2020-142 School Preparedness Plan
Template)

School Name: **Auburn Area Catholic School**

School Address: **114 W. Midland**

Web Address of the School:

auburnacschool.org

Name of Authorizing Body:

Diocese of Saginaw

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[Executive Order 2020-142](#) “provides a structure to support all schools in Michigan as they plan for a return of pre-K-12 education in the fall. Under the order, school districts must adopt a COVID-19 Preparedness and Response Plan laying out how they will cope with the disease across the various phases of the [Michigan Safe Start Plan](#). In turn, the accompanying Michigan Return to School Roadmap offers a guide to the types of safety protocols appropriate during each phase. There’s no one-size-fits-all solution: What works in Lansing may not work in Sault Sainte Marie. Districts will retain the flexibility to tailor their instruction to their particular needs and to the disease conditions present in their regions.” (EO-2020-142)

If schools are unable to meet the strongly recommended actions, an explanation is listed below.

PHASE 5

Safety Protocols

Personal Protective Equipment

<i>Strongly Recommended (pg. 38)</i>	<i>School’s explanation if not able to meet:</i>
<p>Facial coverings should always be worn by staff except for meals. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Any staff member who cannot medically tolerate a facial covering should not wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance, should not wear a facial covering.</p> <ul style="list-style-type: none">• PreK-5 and special education teachers should consider wearing clear masks.• Homemade facial coverings should be washed daily. <p>Disposable facial coverings should be disposed of at the end of each day.</p>	<p>Preschool through fifth grade students are going to remain in a cohort grouping and will not wear masks in the classroom. All students will wear a face covering while in the hallway, cafeteria, and recess. Students will have the option to wear a mask in the classroom if they would prefer wearing one.</p>

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Return to School Roadmap
Protocols: Phase 5 (Required - Strongly Recommended)

<p>Facial coverings should always be worn in hallways and common areas by preK-12 students in the building except for during meals. Any student that is unable to medically tolerate a facial covering should not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, should not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. If social distancing and cohorting is practiced and enforced, facial coverings for students in grades preK-5 are encouraged but not required.</p> <ul style="list-style-type: none"> Homemade facial coverings should be washed daily. <p>Disposable facing coverings should be disposed of at the end of each day.</p>	
<i>Recommended (pg. 38)</i>	
<p>Facial coverings should be considered for preK students and students with special needs in hallways and common areas. Facial coverings are not recommended for use in classrooms by children ages 3 and 4.</p> <p>Facial coverings should never be used on children under age 2.</p>	
<p>Facial coverings should be considered for K-5 students and students with special needs in classrooms, especially if students and teachers are not placed in cohorts.</p>	
<p>Facial coverings should be worn in classrooms by grades 6-12 students. Any student who cannot medically tolerate a facial covering must not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, must not wear one.</p>	

MISSION STATEMENT

Auburn Area Catholic School, with our parishes and families as partners, empowers each student along their academic journey to develop their God-given talents and to become a lifelong disciple of Christ.

Gloves are not required except for custodial staff or teachers cleaning their classrooms	
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Hygiene

<i>Strongly Recommended (pg. 38-39)</i>	<i>School's explanation if not able to meet:</i>
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).	
Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.	
Educate staff and students to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.	
Students should wash their hands or use hand sanitizer after changing any classroom; teachers in the classroom should wash their hands or use sanitizer every time a new group of students enters their room.	
<i>Recommended (pg. 39)</i>	<i>School's explanation if not able to meet:</i>
Systematically and frequently check and refill soap and hand sanitizers.	
Students and teachers should have scheduled handwashing with soap and water every 2-3 hours.	

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Return to School Roadmap
Protocols: Phase 5 (Required - Strongly Recommended)

Limit sharing of personal items and supplies such as writing utensils.	
Keep students' personal items separate and in individually labeled cubbies, containers, or lockers	
Limit use of classroom materials to small groups and disinfect between uses or provide adequate supplies to assign for individual student use.	
Procure portable handwashing and/or hand sanitizing stations to set up throughout school buildings.	<p>Sanitizing stations will be set up in every classroom. The kindergarten and pre-school classroom are the only rooms with sinks present.</p> <p>Hand sanitizer stations at entryway.</p>

Spacing, Movement and Access

<i>Strongly Recommended (pg. 39)</i>	<i>School's explanation if not able to meet:</i>
<i>None</i>	
<i>Recommended (pg. 39)</i>	<i>School's explanation if not able to meet:</i>
Spacing is six feet between desks to the extent that it is feasible.	Students will be spaced as much as possible and allowed to have class outside in the warmer months.
Class sizes should be kept to the level afforded by necessary spacing decisions.	
In classrooms where tables are utilized, space students as far apart as feasible.	
Arrange all desks facing the same direction toward the front of the classroom	

MISSION STATEMENT

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Return to School Roadmap
Protocols: Phase 5 (Required - Strongly Recommended)

Teachers should try to maintain six feet of spacing between themselves and students as much as possible.	
<p>Post signage to indicate proper social distancing. Floor tape or other markers should be used at six-foot intervals where line formation is anticipated.</p> <p>Provide social distancing floor/seating markings in waiting and reception areas.</p> <p>Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.</p> <p>Post signs on the doors of restrooms to indicate proper social distancing.</p>	
If a classroom has windows that can open, they should be open as much as possible, weather permitting. Considerations should be made for students with allergy-induced asthma.	
As able, “specials” (like art, music, and library) should be brought to the classrooms instead of having students move to different locations	
Flow of foot traffic should be directed in only one direction, if possible. If one-way flow is not possible, hallways can be divided with either side following the same direction.	
Efforts should be made to keep six feet of distance between people in the hallways. Staggered movements at incremental intervals should be used if feasible to minimize the number of persons in the hallways as able.	
Have staff monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their classrooms and vice-versa.	

MISSION STATEMENT

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Screening Students and Staff

<i>Strongly Recommended (pg. 40)</i>	<i>School's explanation if not able to meet:</i>
Every school should identify and designate a quarantine area and a staff person to care for children who become ill at school.	
Students who become ill with symptoms of COVID-19 at school should be placed in an identified quarantine area with a surgical mask in place until they can be picked up. Identified school staff caring for these children should wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required.	
Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines .	Daily health screenings will be conducted at home and on the school premises when needed.
Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.	
<i>Recommended (pg. 40)</i>	<i>School's explanation if not able to meet:</i>
Staff should conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they should stay home.	
Any parents or guardians entering the building should wash or sanitize hands prior to entry	

MISSION STATEMENT

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Return to School Roadmap
Protocols: Phase 5 (Required - Strongly Recommended)

Parents or guardians are not allowed in the school building except under extenuating circumstances as determined by school officials. Only one parent or guardian per child should be allowed to enter except under extenuating circumstances as determined by school officials.	
Parents or guardians are encouraged to check their children's temperature at home every morning using oral, tympanic (ear), or temporal scanners students with a temperature of 100.4 or greater should stay home and consider coronavirus testing if no other explanation is available	
Parents or guardians are encouraged to ask their children or monitor for symptoms of COVID-19, including cough, congestion, shortness of breath, or gastrointestinal symptoms every morning. Any positives should prompt parents or guardians to keep the student home from school.	
Entrances and exits should be kept separate to keep traffic moving in a single direction	

Testing Protocols for Students and Staff and Responding to Positive Cases

<i>Strongly Recommended (pg. 41)</i>	<i>School's explanation if not able to meet:</i>
Students who develop fever or become ill with symptoms of COVID-19 at school should wear a mask and be transported by their parent/guardian, emergency contact, or ambulance, if clinically unstable, for off-site testing	
Staff who develop fever or become ill with symptoms of COVID-19 at school should wear a mask and should be transported for off-site testing	

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Protocols: Phase 5 (Required - Strongly Recommended)

Parents and guardians should be notified of the presence of any laboratory positive or clinically diagnosed cases in the classroom and/or school to encourage closer observation for any symptoms at home.	
Symptomatic students and staff sent home from school should be kept home until they have tested negative or have been released from isolation according to CDC guidelines .	
In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts should be made to contact any close contacts (those who spent more than 15 minutes within six feet to the student or staff member) so that they can be quarantined at home. Classmates should be closely monitored for any symptoms. At this time, empiric testing of all students in the class is not recommended. Only those that develop symptoms require testing	
<i>Recommended (pg. 41-42)</i>	<i>School's explanation if not able to meet:</i>
Parents or guardians are encouraged to check student's temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 greater must stay home and consider COVID-19 testing if no other explanation is available.	
Parents or guardians are encouraged to monitor for symptoms of COVID-19, including any cough, congestion, shortness of breath, or gastrointestinal symptoms every morning. Any positives should prompt the parent or guardian to keep the student home from school and seek out testing	

Responding to Positive Tests Among Staff and Students

<i>Strongly Recommended (pg. 41)</i>	<i>School's explanation if not able to meet:</i>
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<p>Notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.</p> <ul style="list-style-type: none"> The Local Health Department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self-quarantine for up to 14 days after exposure. Local health officials, depending on situation, may identify other contacts who require quarantine. Schools can help the local health department by collecting data and contact information of those exposed. <p>Note: schools should provide staff with guidance on confidentiality laws and statutes that protect student and staff health information. Student communicable disease related information is protected health information. (Even if a family/ student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test).</p>	
<p>Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.</p>	
<p><i>Recommended (pg. 41-42)</i></p>	<p><i>School's explanation if not able to meet:</i></p>

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Return to School Roadmap
Protocols: Phase 5 (Required - Strongly Recommended)

If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles.	
Cleaning staff should wear a surgical mask when performing cleaning of these areas along with gloves and face shield.	

Food Service, Gathering, and Extracurricular Activities

<i>Strongly Recommended (pg. 42)</i>	<i>School's explanation if not able to meet:</i>
Serving and cafeteria staff should use barrier protection including gloves, face shields, and surgical masks.	
Students, teachers, and cafeteria staff wash hands before and after every meal.	
All gatherings, including those that occur outdoors (e.g., graduations) should comply with current and future executive orders that set caps on congregations of people.	
If field trips occur, they should comply with transportation guidelines within this document, including mandatory facial covering.	
<i>Recommended (pg. 39)</i>	<i>School's explanation if not able to meet:</i>
If possible, classrooms should be used for eating in place, taking into consideration food allergies	
If cafeterias need to be used, meal times should be staggered to create seating arrangements with six feet of distance between students	
If possible, school-supplied meals should be delivered to classrooms with disposable utensils	

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Return to School Roadmap
Protocols: Phase 5 (Required - Strongly Recommended)

Schools should offer telecasting of assemblies and other school-sanctioned events if able.	
Students and teachers should wash hands before and after every event.	
After-school programs may continue with the use of facial coverings.	

Athletics

<i>Strongly Recommended (pg. 42)</i>	<i>School's explanation if not able to meet:</i>
Indoor spectator events are limited to 50 people. Large scale outdoor spectator or stadium events are limited to 250 people. Spectators not part of the same household must always maintain six feet of distance from one another.	
Students, teachers, 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.	
All equipment must be disinfected before and after use.	
Buses must be cleaned and disinfected before and after every use, as detailed in the subsequent "Busing and Student Transportation" section	
Each participant should use a clearly marked water bottle for individual use. There should be no sharing of this equipment.	
<i>Recommended (pg. 42)</i>	<i>School's explanation if not able to meet:</i>
Indoor weight rooms and physical conditioning activities are allowed. Social distancing of six feet between participants should be maintained while indoors and sharing equipment should be	

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Return to School Roadmap
Protocols: Phase 5 (Required - Strongly Recommended)

avoided	
Handshakes, fist bumps, and other unnecessary contact should not occur	

Cleaning

<i>Strongly Recommended (pg. 38-39)</i>	<i>School's explanation if not able to meet:</i>
Frequently touched surfaces including lights, doors, benches, and bathrooms should undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.	
Libraries, computer labs, arts, and other hands-on classrooms should undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution. Efforts must be made to minimize sharing of materials between students, as able.	
Student desks should be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.	
Playground structures should continue to undergo normal routine cleaning, but using an EPA-approved disinfectant is unnecessary	
Athletic equipment can be cleaned with either an EPA-approved disinfectant or diluted bleach solution before and after each use	
Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use such products.	
<i>Recommended (pg. 42)</i>	<i>School's explanation if not able to meet:</i>
Staff should wear gloves, surgical masks, and	

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face shield when performing all cleaning activities	
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Busing and Student Transportation

None of the Catholic school in the diocese provide daily transportation for students. Some schools provide bussing for athletics and extracurricular activity. In these instances, appropriate protocols will be followed. See page 43 of the [Michigan Return to School Roadmap](#) for specifics.

Medically Vulnerable Students and Staff

<i>Strongly Recommended (pg. 38-39)</i>	<i>School's explanation if not able to meet:</i>
Systematically review all current plans (e.g., Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and updating their care plans as needed to decrease their risk for exposure to COVID-19	
Create a process for students/families and staff to self-identify as high risk for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements or work reassignments	With limited staff, the student would be subject to the teacher's availability to meet virtually and go over the materials as much as they are able.
<i>Recommended (pg. 39)</i>	<i>School's explanation if not able to meet:</i>
Staff caring for children and providing any medical care that include aerosol generating procedures (e.g., nebulizers) should wear an N95 mask at the time of delivery.	
Enable staff who self-identify as high risk for severe illness to minimize face-to-face contact and to allow them to maintain a distance of six feet from others, modify job responsibilities that limit exposure risk, or to telework if	

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possible.	
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Mental & Social Emotional Health

<i>Recommended Before Schools Reopen for In-Person Instruction(pg. 45)</i>	<i>School's explanation if not able to meet:</i>
Encourage schools to implement a mental health screening for all students by a trained professional, if possible. Any screening should be compliant with HIPAA and FERPA policies. Screening instructions (offered verbally to younger students) should provide age-appropriate and transparent disclosure of protocols in place to protect confidentiality while adhering to mandated reporting guidelines.	
Establish and communicate to all staff guidelines for identification and rapid referral of at-risk students to appropriate building-level support teams.	
Provide all staff with timely, responsive, and ongoing training/PD as well as needed tools, resources, and implementation support, focused on a variety of topics, including: social-emotional learning, trauma-informed best practices, identification of students at risk and proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma	
Encourage the identification of a point person or establish an access navigator to centralize mental health referrals, communications to families/ students, and public-facing wellness materials	

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Protocols: Phase 5 (Required - Strongly Recommended)

Establish a comprehensive crisis management plan that leverages available internal and external/ community-based resources, which can be activated efficiently as needed following an acute incident (e.g., loss of student, loss of a school staff member).	
Compile and regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that references school and community wellness resources.	
Establish ongoing reporting protocols for school staff to evaluate physical and mental health status	
Provide resources for staff self-care, including resiliency strategies	
Designate a mental health liaison (school-based) who will work across the district, local public health agencies, and community partners	
Activate communication channels for district stakeholders to address mental health concerns resulting from COVID-19 (for example, a telephone hotline or a designated email).	
<p>Communicate with parents and guardians, via a variety of channels, return to school transition information including:</p> <ul style="list-style-type: none"> • Destigmatization of COVID-19; • Understanding normal behavioral response to crises; • General best practices of talking through trauma with children; and <p>Positive self-care strategies that promote health and wellness.</p>	

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Instruction

Governance

<i>Recommended Before Schools Reopen for In-Person Instruction (pg. 46)</i>	<i>School's explanation if not able to meet:</i>
<p>Create a district Return to Instruction and Learning working group, potentially led by the Director of Curriculum, Chief Academic Officer or the equivalent, and composed of a broad group of stakeholders on the district and school level, to:</p> <ul style="list-style-type: none">• Gather feedback from families, teachers, students, and school leaders about their experiences with remote learning through online surveys and/or virtual focus groups or conversations.• Revise the district's remote learning plan to incorporate feedback and input from stakeholders to improve its effectiveness. <p>Share the district's remote learning plan with all involved stakeholders in case of a return to remote learning</p>	<p>The Diocese of Saginaw created a task force to discuss the issues surrounding Covid – 19.</p>

Instruction

<i>Recommended Before Schools Reopen for In-Person Instruction (pg. 46)</i>	<i>School's explanation if not able to meet:</i>
<p>Set an instructional vision that ensures that:</p> <ul style="list-style-type: none">• Every student will start the year with access to grade-level instruction and high quality, standards-aligned instructional materials in every subject.• Every student will be assessed on their understanding of prerequisite skills and grade-level proficiencies using formative assessments, screeners, or	

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Return to School Roadmap
Protocols: Phase 5 (Required - Strongly Recommended)

<p>diagnostics.</p> <p>Every students' academic and social-emotional needs will be addressed with the integration of Social and Emotional Learning (SEL) and strengthening connections with students.</p>	
<p>Support schools to implement grade-level curricula that is aligned to Michigan preK-12 standards.</p> <p>Support teachers to utilize power standards that identify the major work of the grade in order to focus, prioritize, and accelerate instruction.</p>	
<p>Revise students' IEPs, IFSPs, and 504 plans in coordination with general and special education teachers to reflect the child's evolving needs based on assessment data and parent feedback, and design accommodations and match services accordingly.</p> <ul style="list-style-type: none"> Commence intervention and support services. Plans must include all programs and learning environments, especially special education, birth to five services, and CTE. <p>Establish structures for general and special education teachers to collaborate on delivery methods for assessments and instruction as outlined in IEPs. Consider students' needs around accessibility and provide assistive technologies, where possible.</p>	
<p>Inventory all intervention programs and services available to students on the district and school level and identify any gaps</p>	
<p>Remain connected with MDE about policies and guidance.</p>	

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Develop a continuation of services plan for students needing either occupational, physical, and/or speech and language therapy, including evaluations by school psychologists and social workers.	
Secure supports for students who are transitioning to postsecondary	Students in our building move to middle school.

Communications and Family Supports

<i>Recommended Before Schools Reopen for In-Person Instruction (pg. 47)</i>	<i>School's explanation if not able to meet:</i>
<p>Implement any additional communication systems needed to reach every family and student in their home language through multiple modes (e.g., text, all call, email, home visit) to share: Expectations around their child's return to school;</p> <ul style="list-style-type: none"> Information about modes of assessment, details on curricula used in each of the core subjects, and grade-level proficiencies; and <p>Plans for each of the different school opening scenarios</p>	
<p>Provide resources that demonstrate schools value parents as partners in their child's education. Offer family supports that provide families with:</p> <ul style="list-style-type: none"> Training about how to access and use the school's chosen digital systems and tools; Opportunities to build their digital literacy; and <p style="padding-left: 40px;">Strategies to support their child's learning at home.</p>	

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Professional Learning

<i>Recommended Before Schools Reopen for In-Person Instruction (pg. 47)</i>	<i>School's explanation if not able to meet:</i>
<p>Provide adequate time for schools and educators to engage in:</p> <ul style="list-style-type: none">• Intentional curriculum planning and documentation to ensure stability of instruction, whether school buildings are open or closed;• Identify students who did not engage in remote learning and develop a plan to provide additional supports, if needed. Share data and concerns about each student's growth and needs with students' assigned teacher(s) for the 2020-2021 school year;• Identify students who potentially need additional support; and <p>Share knowledge and ideas around the use and effectiveness of digital tools and resources that support remote learning.</p>	
<p>Create a plan for professional learning and training, with goals to:</p> <ul style="list-style-type: none">• Offer restorative supports for teachers and learning around equity and implicit bias, social-emotional learning, and culturally responsive education;• Train school leaders and teachers thoroughly in the chosen digital systems and tools and their use; and <p>Build school leaders' and teachers' capacity to design and develop blended and remote learning experiences that are equitable and engaging.</p>	

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Instruction

<i>Recommended When Schools Reopen for In-Person Instruction (pg. 48)</i>	<i>School's explanation if not able to meet:</i>
<p>Ensure that every student:</p> <ul style="list-style-type: none"> • Has access to standards-aligned, grade-level instruction, including strategies to accelerate student learning; • Is assessed to determine student readiness to engage in grade-level content; and <p>Is offered scaffolds and supports to meet their diverse academic and social-emotional needs.</p>	
<p>Conduct checkpoints with school leaders around curriculum pacing and ongoing monitoring of student progress, specifically honing in on the growth of students who need acceleration</p>	
<p>Review student data to identify overall trends and gaps in student learning to design systemic supports and interventions</p>	
<p>Conduct a review of each students' IEP in partnership with teachers and parents to reflect each student's evolving needs based on time away from associated services including OT, PT, and Speech while school buildings were</p>	

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Return to School Roadmap
Protocols: Phase 5 (Required - Strongly Recommended)

closed.	
Procure any additional standards-aligned tools or materials to support differentiation, intervention, and remote learning, based on students' needs.	
Set expectations for schools and teachers to integrate high quality digital tools and resources that are appropriate and sustainable at each grade level, to increase teachers' and students' familiarity with online learning in case of a return to remote instruction	
Determine and activate structures outside of the regular school day, such as summer learning options, extended day, and after-school programming, to potentially be leveraged to support students in need of additional support	
Support schools to communicate regularly with families in their home language about their child's progress and the targeted plans for students in need of additional support	

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Operations

Facilities

<i>Recommended Before Schools Reopen for In-Person Instruction (pg. 49)</i>	<i>School's explanation if not able to meet:</i>
Audit necessary materials and supply chain for cleaning and disinfection supplies	
Coordinate with Local Emergency Management Programs (LEMP) for support with procurement of cleaning and disinfection supplies. Advocate for ISDs to coordinate with LEMPs.	
Audit any additional facilities that the district may have access to that could be utilized for learning	
Provide school-level guidance for cleaning and disinfecting all core assets including buildings and playgrounds. Frequently touched surfaces should be cleaned several times a day	Teachers will be provided a sanitation supplies survival kit with all of the necessary items needed for them to sanitize properly.
Alert school-based custodial and infection control staff of any changes in recommended cleaning guidelines issued by OSHA and CDC. It is expected that this guidance will be updated in real-time based on the status of community spread local geographies	
Encourage schools to convene custodial and facilities staff to review and make actionable district guidance regarding cleaning and disinfection	
Encourage schools to provide advanced training for custodial staff	Not applicable - we hire a cleaning service; they provide the training and guidance.
Custodial staff should continue deep cleaning over the summer.	Custodial company will clean areas used throughout the summer that are used for different reasons.

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Return to School Roadmap
Protocols: Phase 5 (Required - Strongly Recommended)

<p>Audit all school buildings with a focus on:</p> <ul style="list-style-type: none"> • How many classrooms are available; • The size of each classroom; • Additional spaces that are available (e.g., gym, lunchroom, auditorium, etc.); and <p>The ventilation in each classroom.</p>	<p>Classroom filters have been changed and turned on to filter outside air into the classroom on a daily basis.</p>
<p>Audit school security protocols to decide if any process changes need to be implemented. School security staff should follow CDC protocols if interacting with the general public.</p>	
<p>Maintain facilities for in-person school operations.</p> <ul style="list-style-type: none"> • Check HVAC systems at each building to ensure that they are running efficiently. • Air filters should be changed regularly. • Custodial staff should distribute wastebaskets, tissues, and CDC approved soap to every office and classroom so that these materials can be used upon entry and exit into any discrete location and during transit between sites. • Signage about frequent handwashing, cough etiquette, and nose blowing should be widely posted, disseminated, and encouraged through various methods of communication. <p>Custodial staff should follow guidance from the CDC about the use of facial coverings and special respirators at use when performing cleaning duties.</p>	<p>Regular checklist is in place. Maintenance teams should be doing this but need to add new CDC protocols.</p>

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Return to School Roadmap
Protocols: Phase 5 (Required - Strongly Recommended)

School leaders should conduct and document a facility walk-through with the custodial services team to ensure that the classrooms, common spaces, and the exterior are ready for staff and students.	Administration (principal or teacher) and Maintenance can do a walk-through on a daily basis and check off the list.
Procure level-1 facial coverings, including those with a transparent front, for preK-5 teachers, low-income students, and students with special needs	
Procure level-1 surgical masks for cleaning and janitorial staff	Janitorial service that is outsourced may be a face covering and not a surgical mask.

Budget, Food Service, Enrollment, and Staffing

<i>Recommended Before Schools Reopen for In-Person Instruction (pg. 50)</i>	<i>School's explanation if not able to meet</i>
Support schools in assessing student arrival protocols. This should include how students arrive at and depart from school (e.g., school bus, dropped off via car, drive themselves, walk, public transportation).	

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Return to School Roadmap
Protocols: Phase 5 (Required - Strongly Recommended)

Support schools in conducting staff and student outreach to understand who is coming back. For staff, this should include a breakdown of the staff – administrators, educators, support staff with a teaching license, support staff without a teaching license, full-time nurses, part-time nurses, school counselors, etc. Develop a staffing plan to account for teachers and staff who are not returning or are at risk (i.e., those who are 65 years or have an underlying medical condition and decide not to return). For students, this should include those with preexisting conditions who may need a remote learning environment.	
Assess need for new or additional positions with a specific focus on student and staff wellness, but also including technology support.	Extra computers have been purchased.
Consider redeploying underutilized staff to serve core needs	
Communicate any student enrollment or attendance policy changes with school leaders, and families	
Seek and provide guidance on use of CARES Act funding for key purchases (e.g., cleaning supplies).	
Coordinate services with related service providers, in the school and community, to identify and address new student and adult needs	Not applicable - no teacher union present School committees will be utilized for this role.
Inventory how many substitute teachers are available	

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Return to School Roadmap
Protocols: Phase 5 (Required - Strongly Recommended)

Build and send back to school communications to all relevant stakeholders (i.e., parents or guardians, school staff) and include updates across all workflows	
Engage school leaders in a budgeting exercise to help them plan for changing enrollment patterns, new staffing needs, and resource constraints or additional dollars	
Create master teaching schedules, student and faculty arrival/dismissal schedules, bus schedules, lunch schedules for staff and students, and bell schedules with safety protocols in mind	
Collaborate with food service staff to ensure any necessary food handling changes are implemented based on local public health guidance	Yes - carry out food containers with disposable wrapped silverware will be used. Children will eat in the classroom.

Technology

<i>Recommended Before Schools Reopen for In-person Instruction (pg. 51)</i>	<i>School's explanation if not able to meet:</i>
Survey families to collect information about the numbers, types, and condition of devices used in their homes to support remote learning	Was done prior, but can be done again. Will attempt to have as many individual computers as possible for students in grades 1-5.
Develop a district plan that includes guidance for schools. If possible, include training and support for teachers to adapt remote learning skills for the classroom.	
Where practical given demands on parents or guardians, consider identifying family technology liaisons to support communication regarding the use of technology. (For example, the existing parent organization may be able to fulfill this role).	

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<p>Develop district-wide procedures for return and inventory of district owned devices as part of a return to school technology plan. The procedures should include:</p> <p>Safely bagging devices collected at schools;</p> <p>Sanitizing the devices prior to a repair or replacement evaluation;</p> <p>Assessing technology needs from loaner devices during Spring 2020;</p> <p>Ordering accessories that may be needed over the summer; and Conducting prepared maintenance routines to remove malware and fix standard issues including screen, keyboard, or battery replacement</p>	
Develop a technology support plan for families	
Where possible, consider implementing live streaming of classrooms for students who are medically vulnerable	

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