

# COVID-19 Preparedness and Response Plan

(Executive Order 2020-142  
District Preparedness Plan)

**Name of District:** Diocese of Saginaw, Saint Brigid Catholic School

**Address of School:** 130 West Larkin Street, Midland MI 48640

**Web Address of the School:** <https://stbrigid-midland.org/school/>

## Preparedness Plan Introduction

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

Each district (public, public school academy (PSA), nonpublic, and intermediate school district (ISD) that educates pre-K-12 students) shall submit a single completed Assurance Document and Preparedness Plan to its Board in time for approval by August 15 or seven days before the first day of school, whichever comes first. This template, when completed, serves as a single Assurance Document and Preparedness Plan.

The Preparedness Plan will be collected by the Intermediate School District for public school districts, the authorizing body for public school academies, or the chief/designated school administrator for nonpublic schools for transmission to the State Superintendent of Public Instruction and State Treasurer by August 17, 2020. Additionally, this Preparedness Plan must be posted on the district's/PSA's, or nonpublic school's public website home page no later than August 17, 2020. A single application should be filed by the district rather than multiple applications for individual schools within a district.

## Preparedness Plan Assurances

Saint Brigid Catholic School agrees to meet all of the following requirements of Executive Order 2020-142

- Saint Brigid Catholic School assures that when it provides in-person instruction to its students without disabilities, the district must also provide in-person instruction to its students with disabilities, consistent with their individualized education programs (IEPs).
- Saint Brigid Catholic School assures that when schools are closed to in-person instruction, districts must strive in good faith and to the extent practicable, based upon available resources, technology, training, and curriculum, as well as the circumstances presented by COVID-19, to provide equal access to any alternative modes of instruction to students with disabilities from birth through age 26. This assurance includes the provision of auxiliary services under section 1296 of the Revised School Code, MCL 380.1296.
- Saint Brigid Catholic School assures that while any state of emergency or disaster related to the COVID-19 pandemic continues, it shall comply with guidance from the United States Department of Education, including its Office of Civil Rights and Office of Special Education and Rehabilitative Services, and the Michigan Department of Education concerning the delivery of alternative modes of instruction to students with disabilities in light of the impact of COVID-19.
- Saint Brigid Catholic School assures that it shall, to the extent practicable and necessary, make individualized determinations whether and to what extent compensatory services may be needed for students with disabilities in light of the school closures during the 2019–2020 school year.
- Saint Brigid Catholic School assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will close its buildings to anyone except: (a) District employees or contractors necessary to conduct minimum basic school operations consistent with a Preparedness Plan, including those employers or contractors necessary to facilitate alternative modes of instruction, such as distributing materials and equipment or performing other necessary in-person functions. (b) Food-service workers preparing food for distribution to students or their families. (c) Licensed child-care providers and the families that they serve, if providers follow all emergency protocols identified by the state.

- Saint Brigid Catholic School assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will suspend athletics, after-school activities, inter-school activities, and busing.
- Saint Brigid Catholic School assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continued pay of school employees while redeploying staff to provide meaningful work in the context of the Preparedness Plan, subject to any applicable requirements of a collective bargaining agreement.
- Saint Brigid Catholic School assures that in **Phases 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continuation of food distribution to eligible students.
- Saint Brigid Catholic School assures that during **Phase 4** of the *Michigan Safe Start Plan* it will prohibit indoor assemblies that bring together students from more than one classroom.
- Saint Brigid Catholic School assures cooperation with the local public health department if a confirmed case of COVID-19 is identified, and agrees to collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present in school.

## Preparedness Plan

Every district must develop and adopt a COVID-19 Preparedness and Response Plan (“Preparedness Plan”) that is informed by [Michigan’s 2020-21 Return to School Roadmap](#) (“Return to School Roadmap”) from the COVID-19 Task Force on Education and Return to School Advisory Council.

In accordance with Executive Order 2020-142 a plan must include all the following parts:

**A.** The policies and procedures that the District will follow when the region in which the district is located is in **Phase 1, 2, or 3** of the *Michigan Safe Start Plan*.

1. Describe how the district will offer alternative modes of instruction other than in-person instruction and a summary of materials each student and the student’s parents or guardians will need to meaningfully access the alternative modes of instruction included in the Preparedness Plan. If the Preparedness Plan relies on electronic instruction, the Preparedness Plan must consider how the district will aid students who lack access to computers or to the internet. This is also in the Continuity of Learning and COVID-19 Response Plan submitted in April. You may want to update and link to this plan in your response below.

### Phases

#### 1-3

### Personal Protective Equipment and Hygiene

Schools are closed for in-person

instruction.

## **Spacing and Movement**

Schools are closed for in-person instruction.

School employees and contractors are permitted to be physically present in school buildings for the purposes of conducting basic school operations, including remote live instruction, as determined by school administrators.

All inter-school activities are discontinued.

After-school activities are suspended.

We do not participate in Title I programs. Families that need help with food will be directed to services associated with Midland Public Schools and our own Helping Hands programs.

## **Athleti cs**

All athletics are suspended.

## **Cleani ng**

Schools are closed for in-person instruction, and cleaning practices are adjusted to maintain school building functional order.

## **Busi ng**

N/  
A

## **Faith and Wellness**

Catholic Family Services can provide any needed mental health screenings and/or counseling that is needed by families and can be reached at [\(989\) 753-8446](tel:9897538446).

For assistance with food, rent or other necessary expenses during required stay-at-home measures, you may contact the parish office to inquire about our Helping Hands Program.

Mass will continue to be shown on Youtube on Sunday mornings (9 AM) and on Wednesday mornings until we can return to-in person masses.  
([https://www.youtube.com/channel/UCR\\_bIWYMT9OBgNt3zdZxkqw](https://www.youtube.com/channel/UCR_bIWYMT9OBgNt3zdZxkqw))

Our ability to celebrate mass in person will be guided by the Diocese of Saginaw.

Staff will receive training in anxiety related to COVID-19 and depression and suicide through our SafeSchools programs.

Grief counselors will be available as needed through the Children's Grief Center.

Regular parent communications will include MDE resources as well as local resources, including, Child Abuse & Neglect Hotline 1-855-444-3911, Michigan Suicide Hotline 1-800-273-8255 or text HOME to 741741 and the Michigan Domestic Violence Hotline 1-800-799-7233.

## **Governan ce**

An online survey about parents' success and satisfaction with virtual instruction in the spring will be examined to determine best practices and additional training needs. Results of the plan will be shared with staff and the school committee to provide guidance for strategic and instructional planning.

## **Instructi on**

Remote learning plans will be made available on Seesaw for grades K-5 and on Google Classroom for students in grades 6-8.

Reading and math curricula will align with Common Core. Science will align with

Next Generation Science Standards and Social Studies curriculum aligns with the Next Generation Social Studies Standards.

Students will be assessed during the first two weeks of instruction using a diagnostic assessment through IXL for reading, language and mathematics. NWEA assessments will continue to be given on a regular basis.

All 504 plans will be reviewed to allow for accommodations to be made and for Midland Public Schools OT/PT, speech and language and Behavioral specialists to reach out to families.

## **Communication**

Communication with families will continue via email, newsletter, social media, phone calls and text messages.

Families will receive training opportunities prior to the beginning of the school year.

The principal will continue to provide updates via weekly emails and biweekly newsletters.

All families will be contacted to ensure that they have equal access to technology and internet capabilities.

## **Professional Learning**

Training has begun and will continue before school begins to improve skills related to teaching via technology.

Teachers and principal will meet weekly to discuss student progress and participation. The principal will reach out to all students and their families where there is concern to assess how the school can meet the needs of the each.

The Diocese of Saginaw and Saint Brigid Catholic School has created several forums for sharing

information on best virtual practices and we will continue to utilize these to meet our needs.

## **Monitoring**

Skyward will be used to track student attendance.

- Attendance will be taken during online video sessions. If a student cannot attend for any reason, parents are responsible for notifying the teacher as to the reason why. Just as in face-to-face instruction, at five unexcused absences you will receive notification that your child is in danger of exceeding the number of unexcused absences allowable by the state. At seven days of excused or unexcused absences, you will receive a letter stating that an appointment needs to be scheduled to set up a plan of action and at nine days of unexcused absences must be reported to the court service coordinators office.

Based on our survey of our virtual experience, we will provide more instruction, especially in upper level grades on concepts in addition to explanation of assignments. We will continue with our grading policy of pass/fail per each assignment but an overall grade based upon the number of completed assignments. For example, a student passes 8 out of 10 assignments and therefore earns an 80% or a B.

## **Facilities**

Fulsan, 500 disposable face masks, 30 face shields, and a dozen N95 masks and 50 gallons of sanitizer has been purchased to use throughout the school year.

Custodial staff will wear masks while performing cleaning duties.

## **Technology**

Survey families to collect information about the numbers, types, and condition of devices used in their homes to support remote learning.

Our technology specialist will serve as the “help coordinator” for parents and staff. Our sixth grade teacher will assist other teachers with instructional technology questions.

If a device should need maintenance or collection during remote learning, a time for drop off and pick up of new equipment will be coordinated. Devices will be sanitized with bleach wipes upon receipt.

Technology specialist will continue to monitor security needs and access to ensure that devices are being properly used.

## **Budget, Food Service, Enrollment, and Staffing**

If access by teachers to the building is not possible, the maintenance supervisor or principal can provide materials to teachers as needed

The Diocesan job description for teachers has been modified to include remote learning requirements

Food services director will monitor the ordering of food as face-to-face instruction become imminent. Families in need of food assistance will call the parish office for our Helping Hands program.

Teachers are expected to conduct a virtual lesson each day for students in grades K-8. Reading and Math should meet two times per week. Science, Social Studies and Religion each have a once per week requirement.

Middle School elective classes have a once per week requirement.

## **Facilities**

- Custodial staff will continue with disinfection of the building while schools are closed to in-person instruction.

**B.** The policies and procedures that the District will follow when the region in which the District is located is in **Phase 4** of the Michigan Safe Start Plan. Those policies and procedures must, at a minimum, include:

1. **Face coverings** (p. 22)

- a. Please describe how the district will implement **requirements** for facial coverings that at a minimum require the wearing of face coverings, except during meals and unless face coverings cannot be medically tolerated, for:
- All staff and all students in grades preK-12 when on a school bus.
  - All staff and all students in grades preK-12 when in indoor hallways and common areas.
  - All staff when in classrooms.
  - All students in grades 6 and up when in classrooms.
  - All students in grades kindergarten through grade 5 unless students remain with their classes throughout the school day and do not come into close contact with students in another class.

- 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.
- Homemade facial coverings must be washed daily.
- Disposable facial coverings must be disposed of at the end of each day.
- Facial coverings must be worn by K-8 students and staff.
- Any student that is unable to medically tolerate a facial covering must not wear one. Any student that is coverings may be homemade or disposable level-one (basic) grade surgical masks.
- Facial coverings must always be worn in hallways and common areas by K-8 students in the  
building except for during  
meals.
- 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.
- All students and staff in before and after school care are required to wear masks.

**2. Hygiene** Please describe how you will implement the **requirements** for hygiene protocols from the *Return to School Roadmap* (p. 22-23).

Most classrooms are equipped with sinks, soap dispensers, and paper towels. All classrooms will begin with 2- sixteen-ounce bottles of sanitizer and a gallon refill bottle. Students will wash hands upon entering the room each day. They will wash every two hours and sanitize before all center activities.

Students will be taught to safely wash hands for at least 20 seconds. Signs about proper handwashing are posted at every sink in the building.

We will 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.

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.

**3. Cleaning** Please describe how you will implement the cleaning **requirements** for cleaning protocols from the *Return to School Roadmap* (p. 27).

Frequently touched surfaces including light switches, doors, benches, bathrooms, must undergo cleaning at least every four hours with Fulsan or a diluted bleach solution.

The art room and cafeteria 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.

**4. Athletics** Please describe how you will implement the **requirements** for athletics protocols from

the *Return to School Roadmap* (p. 27).

In Phase Four there will be **no** athletic events in the school.

**5. Screening** Please describe how you will implement the **requirements** for screening protocols from

the *Return to School Roadmap* (p. 24).

- Saint Brigid will comply with the local public health department regarding implementing protocols for screening students and staff.
- Student, staff and volunteer temperatures will be taken daily. Parents and students will need to follow a strict illness policy as listed below.

1. By sending your child to school, you are indicating the following: 2. That your child has not had a temperature above 99.7 in the past twenty four hours without medication 3. That your child is not suffering from fever, cough, shortness of breath, sore throat or diarrhea 4. That they have not had close contact with someone who has been diagnosed with COVID-19 in the last 14 days 5. That they have not travelled outside of Michigan within the last 14 days.

**• Having any of the above symptoms or conditions is reason for your child and for staff to stay home.**

- Tracey Shark and Laura Wilkowski have been designated to deal with students who become ill during the day. They will wear an N95 masks and face shield in dealing with students COVID-19 symptoms.
- Our conference room will be used as a sick room for students. Students who become ill will be required to wear a mask and will be placed in this room until they can be picked up. Students

with symptoms of COVID-19 should be kept home until they have tested negative for COVID-19.

- The health department is required to be notified of any child or staff member who is exhibiting symptoms of COVID-19 and/or notification of any student or staff who has tested positive for COVID-19. Students or staff who have been exposed to a known case of COVID-19 may be asked to quarantine for up to 14 days. At this time, empiric testing of all students or staff who have been exposed is not recommended. Only those who have

symptoms are required to be tested.

- Cleaning staff will be notified if we have used the conference room as a sick room and it will be disinfected by staff wearing gloves, surgical mask and face shield and using a CDC approved disinfectant.

**6. Testing** Please describe how you will implement the **requirements** for testing protocols from the *Return to School Roadmap* (p. 25).

- Saint Brigid must cooperate with the Midland public health department regarding implementing protocols for screening students and staff.
- 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. α 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. Recommended α Parents and guardians are encouraged to check students' temperature at home every morning using oral, tympanic (ear), or temporal scanners; students with a temperature of 100.4 or greater must stay home and consider coronavirus testing.
- Parents and guardians are encouraged to monitor for symptoms of COVID-19. The presence of any unexplained symptoms, including cough or shortness of breath, should prompt the parent or guardian to keep the student home from school and to follow up with their primary care provider.
- Saint Brigid must cooperate with the Midland 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.

- 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.
- The Midland 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.
- Saint Brigid will 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).
- 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. Alternate rooms may be utilized if classrooms are closed.

## 7. Busing and Student Transportation

Please describe how you will implement the **requirements** for busing and student transportation protocols from the *Return to School Roadmap* (p. 28).

N/A – we do not have busing. Students who ride the bus with Midland Public Schools will follow their plan to wear masks and have temperatures checked.

## 8. Food Service, Gathering, and Extracurricular Activities

Please describe how you will implement the **requirements** for busing and student transportation protocols from the *Return to School*

*Roadmap* (p. 28). • Assemblies are prohibited.

- Tables and seated will be staggered to accommodate social distancing guidelines.
- Serving and cafeteria staff should use barrier protection including gloves, face shields, and surgical masks.
- Students, teachers, and food service staff should wash hands before and after every meal.

- Students, teachers, and staff should wash hands before and after every event.
- Recess should be conducted outside whenever possible with appropriate social distancing and cohorting of students. Recess will take place outside each day through use of the playground. One class will be permitted on the playground, one class on the large blacktop, and one on the blacktop between the school and the church. Classes will take turns daily so that they each get a turn. Equipment will be limited to balls only and they will be disinfected between daily. Each class will have their own equipment basket which will be brought in daily. All equipment will be disinfected daily. In the event of inclement weather, recess will occur within individual classrooms and classroom teachers will be asked to monitor.
- If possible, schools should offer telecasting of assemblies and other school-sanctioned events.
- Extracurricular activities may continue with the use of facial coverings.

**C. Describe the policies and procedures that the district will follow when the region in which the district is located is in Phase 5 of the Michigan Safe Start Plan.**

1. Indicate which highly recommended protocols from the *Return to School Roadmap* the district will include in its Preparedness Plan when the region in which the district is located is in **Phase 5** of the *Michigan Safe Start Plan*.

- 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.
- Homemade facial coverings must be washed daily.
- Disposable facial coverings must be disposed of at the end of each day.
- Facial coverings must be worn by K-8 students and staff.
- Any student that is unable to medically tolerate a facial covering must not wear one. Any student that is coverings may be homemade or disposable level-one (basic) grade surgical masks.
- Facial coverings must always be worn in hallways and common areas by K-8 students in the building except for during meals.

- Facial coverings must be worn in common areas by students in grades 6-8 but may be removed in classrooms. Our classes are small and allow for six foot social distancing guidelines to easily be followed. 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.

- **Hygiene**

- Most classrooms are equipped with sinks, soap dispensers, and paper towels. All classrooms will begin with 2- sixteen-ounce bottles of sanitizer and a gallon refill bottle. Students will wash hands upon entering the room each day. They will wash every two hours and sanitize before all center activities.

- Students will be taught to safely wash hands for at least 20 seconds. Signs about proper handwashing are posted at every sink in the building.

- We will 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.

- 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.

- **Spacing, Movement and Access**

- Space desks six feet apart in classrooms where possible.

- In classrooms where large tables are utilized, desk shields will be employed.

- 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.

- Signs will be posted throughout the school to indicate proper social distancing.

- Floor tape or other markers should be used at six-foot intervals in the

cafeteria.

- 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.
- Students should dress for the weather as classroom windows will be kept open to allow for air flow.
- Specials teachers will move to the classrooms for grades K-6 with the exception of PE and art. Shared Resources: Time will be built into schedules of the art teacher, music teacher and librarian for teacher/students to wipe down tables and supplies with bleach wipes.
- PE and band will be held outside as weather permits or in the gym using social distancing.
- Students who move up for math classes will “Zoom” into that class. Assignments and feedback will be given through both the regular classroom teacher and the math classroom teacher.
- Middle Schools students will be dismissed in ~1- 2 minute intervals to allow for students to get into and out of lockers before another group needs to get to their lockers to help with traffic in the halls.
- Have staff monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their classrooms and vice-versa.
- Hallways should be divided with either side following the same direction.
- Entrances and exits should be kept separate to keep traffic moving in a single direction.

**• Screening Students and Staff**

- Saint Brigid will comply with the local public health department regarding implementing protocols for screening students and staff.
  - Student, staff and volunteer temperatures will be taken daily. Parents and students will need to follow a strict illness policy as listed below.
- 
- By sending your child to school, you are indicating the



following:

- That your child has not had a temperature above 99.7 in the past twenty four hours without medication
- That your child is not suffering from fever, cough, shortness of breath, sore throat or diarrhea
- That they have not had close contact with someone who has been diagnosed with COVID-19 in the last 14 days
- That they have not travelled outside of Michigan within the last 14 days.
- **Having any of the above symptoms or conditions is reason for your child and for staff to stay home.**
- Tracey Shark and Laura Wilkowski have been designated to deal with students who become ill during the day. They will wear an N95 masks and face shield in dealing with students COVID-19 symptoms.
- Our conference room will be used as a sick room for students. Students who become ill will be required to wear a mask and will be placed in this room until they can be picked up. Students with symptoms of COVID-19 should be kept home until they have tested negative for COVID-19.
- The health department is required to be notified of any child or staff member who is exhibiting symptoms of COVID-19 and/or notification of any student or staff who has tested positive for COVID-19. Students or staff who have been exposed to a known case of COVID-19 may be asked to quarantine for up to 14 days. At this time, empiric testing of all students or staff who have been exposed is not recommended. Only those who have symptoms are required to be tested.
- Cleaning staff will be notified if we have used the conference room as a sick room and it will be disinfected by staff wearing gloves, surgical mask and face shield and using a CDC approved disinfectant.

• **Testing Protocols for Students and Staff and Responding to Positive Cases**

- Saint Brigid must cooperate with the Midland public health department regarding implementing protocols for screening students and staff.
- 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. Recommended Parents and guardians are encouraged to check students' temperature at home every morning using oral, tympanic (ear), or temporal scanners; students with a temperature of 100.4 or greater must stay home and consider coronavirus testing.
- Parents and guardians are encouraged to monitor for symptoms of COVID-19. The presence of any unexplained symptoms, including cough or shortness of breath, should prompt the parent or guardian to keep the student home from school and to follow up with their primary care provider.

#### **• Responding to Positive Tests Among Staff and Students**

- Saint Brigid must cooperate with the Midland 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.
- 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.
- The Midland 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.
- Saint Brigid will 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).
- 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. Alternate rooms may be utilized if classrooms are closed.

#### • **Food Service, Gathering, and Extracurricular Activities**

- Assemblies are prohibited.
- Tables and seated will be staggered to accommodate social distancing guidelines.
- Serving and cafeteria staff should use barrier protection including gloves, face shields, and surgical masks.
- Students, teachers, and food service staff should wash hands before and after every meal.
- Students, teachers, and staff should wash hands before and after every event.
- Recess should be conducted outside whenever possible with appropriate social distancing and cohorting of students. Recess will take place outside each day through use of the playground. One class will be permitted on the playground, one class on the large blacktop, and one on the blacktop between the school and the church. Classes will take turns daily so that they each get a turn. Equipment will be limited to balls only and they will be disinfected between daily. Each class will have their own equipment basket which will be brought in daily. All equipment will be disinfected daily. In the event of inclement weather, recess will occur within individual classrooms and classroom teachers will be asked to monitor.
- If possible, schools should offer telecasting of assemblies and other school-sanctioned events.
- Extracurricular activities may continue with the use of facial coverings.

#### • **Athletics**

- In Phase Four there will be **no** athletic events in the school.

#### • **Cleaning**

- Frequently touched surfaces including light switches, doors, benches, bathrooms, must undergo cleaning at least every four hours with Fulsan or a diluted bleach solution.
- The art room and cafeteria 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.

- **Medically Vulnerable Students and Staff**

- We will 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.

- Students who are at high risk may participate in the Diocese of Saginaw remote learning opportunity.

- **Faith and Wellness**

- Weekly school masses will continue, with masks, social distancing, no choir, limited ministries and Eucharist at the end of mass as it is now.
- Weekly masses for children will include only the grade doing the ministries and will not be open to the general public. Other classes will attend virtually.
- Retreats and faith formation classes will continue in individual classrooms or virtually.
- Catholic Families Services will be available on a regular schedule for students as needed.
- Staff will receive training in anxiety related to COVID-19 and depression and suicide through our SafeSchools programs.
- Grief counselors will be available as needed through the Children's Grief Center.
- Regular parent communications will include MDE resources as well as local resources, including, Child Abuse & Neglect Hotline 1-855-444-3911, Michigan Suicide Hotline 1-800-273- 8255 or text HOME to 741741 and the Michigan Domestic Violence Hotline 1-800-799-7233.

- **Governance**

- An online survey about parents' success and satisfaction with virtual instruction in the spring will be examined to determine best practices and additional training needs. Results of the plan will be shared with staff and the school committee to provide guidance for strategic and instructional planning.

- **Instruction**

- Remote learning plans will be made available on Seesaw for grades K-5 and on Google Classroom for students in grades 6-8.

- Reading and math curricula will align with Common Core. Science will align with Next Generation Science Standards and Social Studies curriculum aligns with the Next Generation Social Studies Standards.

- Students will be assessed during the first two weeks of instruction using DIBELS and a math diagnostic assessment through the math series.

- Using a LMS (Seesaw at K-5 and Google at 6-8) will be a part of daily instruction to facilitate the transition to remote learning if necessary.

- Reading and math curricula will align with Common Core. Science will align with Next Generation Science Standards and Social Studies curriculum aligns with the Next Generation Social Studies Standards.

- All 504 plans will be reviewed to allow for accommodations to be made and for Midland

- Public Schools OT/PT, speech and language and Behavioral specialists to reach out to families.

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- **Communication**

- Communication with families will continue via email, newsletter, social media, phone calls and text messages.

- Families will receive training opportunities prior to the beginning of the school year.

- The principal will continue to provide updates via weekly emails and biweekly newsletters.

- All families will be contacted to ensure that they have equal access to technology and internet capabilities.

- **Professional**

## Learning

- Training has begun and will continue before school begins to improve skills related to teaching via technology.
- Teachers and principal will meet weekly to discuss student progress and participation. The principal will reach out to all students and their families where there is concern to assess how the school can meet the needs of the each.
- The Diocese of Saginaw and Saint Brigid Catholic School has created several forums for sharing information on best practices and we will continue to utilize these to meet our needs.
- Title II training plans will be implemented based upon school needs.

## • Facilities

- Hand sanitizers will be accessible in every room of the building.
- Building will be cleaned daily and high traffic areas sanitized daily including crash bars, door handles, desks, bathrooms and stair rails.
- Signs about hand washing will be posted by every sink and signs about masks, hand washing and symptoms of COVID-19 will be posted on the front doors and lobby areas.
- Drinking fountains will not be permitted to be used. Disposable cups will be available in classrooms and water bottles labelled with a student's name are encouraged.
- Social distancing will occur during lunches and added time will allow for sanitization of tables between groups.
- Before school care will be available on a very limited basis to those who **MUST** arrive early due to parent work schedules. All others should arrive at their scheduled arrival time.
- After school care will be available on a first-come, first served basis not to exceed 20 students. ASC lead teacher will determine materials that may be used and these materials will be sanitized after use. Masks are required as students of various grades will be in the room together.
- During fire drills, social distancing between classes will be observed. During tornado drills,  

masks will be worn as social distancing will not be possible. Drills will be short to minimize time together. It is important that students understand that risks from an emergency would outweigh risks from COVID-19.
- Windows in classrooms will be opened whenever possible to increase air circulation into the building as this helps to prevent spread of the virus.
- HVAC systems will be checked regularly to ensure that they are running efficiently.

- Air filters will be changed regularly.
- Signage about the frequency of handwashing , cough etiquette and nose blowing will be widely posted and communicated to students by staff.
- Maintenance staff will audit necessary materials and supply chain for cleaning and disinfection supplies before school resumes.

#### • **Budget, Food Service, Enrollment, and Staffing**

- The Diocesan job description for teachers has been modified to include remote learning requirements.
- Substitute teacher lists are being updated and expanded.
- If we receive CARES funding, we will use this for the purchase of cleaning supplies, desk shields, thermometers and technology needs for remote learning.
- Update back to school communications including student and staff handbooks, COVID back to school plan and disseminate to all stakeholders via email and print means.
- Create a master list of all changes to disseminate to staff at back to school meeting and training
- Create master schedules, shared time schedules and student schedules.
- Train food service staff on necessary changes for preparation, distribution and cleaning.

#### • **Technology**

- Survey families to collect information about the numbers, types, and condition of devices used in their homes to support remote learning.
- Our technology specialist will serve as the “help coordinator” for parents and staff. Our sixth grade teacher will assist other teachers with instructional technology questions.
- If a device should need maintenance or collection during remote learning, a time for drop off and pick up of new equipment will be coordinated. Devices will be sanitized with bleach wipes upon receipt.
- Technology specialist will continue to monitor security needs and access to ensure that devices are being properly used.
- Prepare technology policies for grades 3-8 in the event of virtual instruction.

2. Indicate which highly recommended protocols from the *Return to School Roadmap* the district will not include in its Preparedness Plan when the region in which the district is located is in **Phase 5** of the *Michigan Safe Start Plan*.

Facial coverings must be worn in common areas by students in grades 6-8 but may be removed in classrooms. Our classes are small and allow for six foot social distancing guidelines to easily be followed.

- D. After considering all the protocols that are highly recommended in the *Return to School Roadmap*, please indicate if a school plans to exclude protocols that are highly recommended for any of the categories above in **Phase 4**.

No **Final Steps for**

## **Submission**

*Each district shall submit a single completed Assurance Document and Preparedness Plan to its Board of Education (in the case of a PSA, the Academy Board of Directors; in the case of a nonpublic school, the chief or designated school administrator ) in time for approval by August 15 or seven days before the first day of school, whichever comes first.*

**Date of Approval by the School Committee: 7/16/2020**

**Link to the School Committee Minutes:**

[https://docs.google.com/document/d/1ycnS71Q5hsItXp7Vh6S6QUX2Puw8cEwQ-CT7JPXez\\_0/edit?usp=sharing](https://docs.google.com/document/d/1ycnS71Q5hsItXp7Vh6S6QUX2Puw8cEwQ-CT7JPXez_0/edit?usp=sharing)

**Link to the approved Plan posted nonpublic school website:**

<https://stbrigid-midland.org/wp-content/uploads/2020/07/COVID-state-Saint-Brigid-template-plan.docx>

**Name of Nonpublic Leader Submitting Plan: Laura Wilkowski, Principal**

**Date Received by the designated School Administrator: 7/30/2020**

**Date Submitted to State Superintendent and State Treasurer:**