Marian Center School and Services, Inc.

Return to School Plan

Marian Center Mission Statement

The Mission of the Marian Center is to educate and empower Persons with diverse Abilities, and nurture them to wholeness, following the Gospel and the Church’s call to Love, Charity and Justice.
Introduction

We the staff, and the Principal of the Marian Center came together to create a plan for the reopening of the School. The plan mainly focused on the safety of the students, employees and parents, to reduce the impact of Covid-19. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH). The use of best practices in education and guidance from the Department of Education (DOE), Office of Early Learning (OEL), Department of Children and Families (DCF), the National Catholic Education Association (NCEA), and the Florida Catholic Conference (FCC), Council for Expectational Children (CEC) and the Archdiocese of Miami were used to create this plan. Regular update will be made to this plan based on information provided by all the organizations mentioned above, and applicable federal, state and local agencies.

This document will be updated as needed.

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Cleaning and Sanitizing

Daily Cleaning Requirements

Classrooms
Pick up waste and move to trash and recycling containers. Survey the room and make sure items are in their designated places, papers cannot be left out on surfaces. Wipe down student and teacher desks with disinfection wipes and then spray with Vital Oxide spray leaving the surfaces to air dry. Wipe down hard nonporous surfaces with disinfecting wipes, also then spray with, SparSan Q spray leaving the surfaces to air dry. Wipe doorknobs, light switches, remote and sink faucets, and other common touch points with disinfecting wipes.

Restrooms
The following procedures will be performed after each use throughout the school day for all common restrooms. Pick up waste, move to trash containers, and empty trash containers replacing trash bags. Wipe down sink basins and faucets with disinfection wipes. Ensure that soap, toilet paper, and paper towels are stocked. Clean toilets and urinals. Wipe down toilet and urinal flush handles and surrounding partitions and wall tiles with disinfection wipes. Wipe doorknobs, light switches, and other common touch points with disinfecting wipes.

Frequently Touched Surfaces
The following procedures will be performed at least four times throughout the school day for all common areas. Wipe down sink basins and faucets with disinfection wipes for the four handwashing check points. Ensure that soap, toilet paper, and paper towels are stocked. Pick up waste in hallways, move to trash containers, and empty trash containers replacing trash bags if contains any trash. Wipe down doorknobs, light switches, and other common touch points with disinfecting wipes.

Weekly Cleaning Requirements

Classrooms
Pick up waste and move to trash and recycling containers. Vacuum cleaning floors. To apply SparSan Q spray to the entire classroom leave to air dry. Disinfectant EPA approved product to combat the COVID-19 Corona Virus located on the N-list.

Restrooms
Pick up waste, move to trash containers, and empty trash containers replacing trash bags. Clean sink basins and faucets with bleach solution. Ensure that soap, toilet paper, and paper towels are stocked. Clean toilets and urinals with bleach solution. Clean toilet and urinal flush handles and surrounding partitions and wall tiles with bleach solution. Clean doorknobs, light switches, and other common touch points with bleach solution. When bleach solution dries.
Cleaning and Disinfection Documentation

Classroom Documentation
Teachers and teacher assistants will be required to clean classrooms daily following and completing a Classroom Cleaning Log, which will be turned into the School Office weekly to be added to the School Cleaning Documentation Binder.

Restroom Documentation
The maintenance staff will be required to clean restrooms multiple times daily following and completing Restroom Cleaning Logs, which will be turned into the School Office weekly to be added to the School Cleaning Documentation Binder.

Common Area Documentation
The maintenance staff will follow a cleaning and disinfection schedule which will include times and initials for each item completed daily. This schedule will be turned into the School Office weekly to be added to the School Cleaning Documentation Binder.

Cleaning and Disinfection Responsibility

Principal and an assigned staff
Oversee maintenance and cleaning crew. Collect and file daily and weekly cleaning logs. Monitor cleaning and disinfection supplies.

Teachers
Pick up waste and move to trash and recycling containers. Survey the room and make sure items are in their designated places, papers cannot be left out on surfaces. Wipe down student and teacher desks with disinfection wipes and then spray with SparSan Q spray leaving the surfaces to air dry. Wipe down hard nonporous surfaces with disinfecting wipes, also then spray with SparSan Q spray leaving the surfaces to air dry. Wipe doorknobs, all the material they used for teaching and learning process.

Maintenance Staff
Follow and complete all items on the daily cleaning schedule. Turn in completed daily cleaning schedule to School Office daily. Clean restrooms, frequently touched surfaces, and disinfect classrooms following the procedures below:

The following procedures will be performed after each use throughout the school day for all common restrooms by the maintenance staff. Pick up waste, move to trash containers, and empty trash containers replacing trash bags. Wipe down sink basins and faucets with disinfection wipes. Ensure that soap, toilet paper, and paper towels are stocked. Clean toilets and urinals. Wipe down toilet and urinal flush handles and surrounding partitions and wall tiles with disinfection wipes. Wipe doorknobs, light switches, and other common touch points with disinfecting wipes. Turn in Restroom cleaning logs to School Office weekly.
Disinfect classrooms weekly based on schedule. In the classrooms, pick up waste and move to trash and recycling containers. Vacuum the carpet. Sanitize the hall with bleach solution. Utilize the SparSan Q spray to the entire classroom leave to air dry.

Cleaning Crew
Clean bathrooms, classrooms, and offices daily by emptying trash, sweeping, and cleaning surfaces. Any surfaces that are cleaned will be sprayed with Vital Oxide spray leaving the surfaces to air dry.

Cleaning and Disinfection Equipment and Supplies

Equipment
Air purifier is used in each Classroom throughout the day.

Supplies
Chemicals Used (EPA approved cleaners) RENO 2903, Clorox, SparSan Q Disinfectant, Purell Advanced Hand Sanitizer. SparSan Q spray: It is a very effective spray to protect surfaces from the virus and meets ADAC Efficacy standard for hospital aerosol disinfectant.

Bleach Solution: mix: 5 tablespoons (1/3rd cup) bleach per gallon of room temperature water or 4 teaspoons bleach per quart of room temperature water

All cleaning and disinfecting supplies will be kept locked up in the maintenance room.

Room Capacity

Seating/desks are spaced at least 6 feet apart. Desks and Tables face in the same direction or have students sitting on only one side of tables, spaced apart.

CDC Signage

The office Secretary will be responsible for updating signage in common areas and distributing new signage to teachers. Teachers are responsible for making sure the proper signage is displayed within the classrooms.

Daily Operations/ Logistics

Arrival/ Dismissal Procedures

As the parent drives into the loading and unloading zone in carline, a staff member will ask the parent the health check questions and take the child’s temperature before exiting the car. There will be two teacher assistants stationed at the entrance. The health screener will record the data using a Google Form on their iPads.
Before entering the classroom, students will sanitize their hands. Students must wear a face covering when leaving the car and must keep them on throughout the day. Arrival and dismissal paths will be color coded with social distancing guidelines.

Touchless hand sanitizer stations, soap dispensers, paper towel dispensers are available.

Staggered Arrival and Dismissal Times
Arrival and dismissal times are not staggered at this moment because of the few students present. We will revisit this request if necessary.

Entrance Protocols

Teachers
Teachers will enter the school building through the main office. The school secretary will check and record their temperature and answers to health screening questions. Teachers are not permitted to enter classrooms before the health screening process. Teachers will go directly to their classrooms. Copies will be completed by the school secretary and placed in their classroom mailboxes.

Students
All families must utilize the carline. Parents will not be permitted to walk students to the school entrances. After exiting their cars, students will follow the assistant teacher, then they will proceed to the sanitizing station before entering their classroom.

Parents/Volunteers/Visitors
In order to minimize exposure, only students and staff will be permitted to enter the school building. Since volunteers/visitors will be denied access until further notice.

Health Screening Questions
The following Health Screen Questions will be asked:
Do you have any of the following symptoms?
  Fever
  Cough
  Shortness of breath or difficulty breathing
  Fatigue
  Muscle or body aches
  New loss of taste or smell
  Sore throat, congestion or runny nose
  Nausea or vomiting
  Diarrhea
Are you ill, or caring for someone who is ill?
Have contact with someone diagnosed with COVID-19?
Visit a place where COVID-19 is spreading?
Temperature Checks
Temperatures will be checked for every student and staff member entering the building. A student, teacher, or staff member with a temperature of 100.4° F (38.0° C) or greater, have signs of a fever, or used fever-reducing or other symptom-altering medicines (e.g. cough suppressants) will be sent home.

Social Distancing Measures

Classrooms
Space seating/desks with the goal of 6 feet apart. Desks and Tables to face in the same direction or have students sit on only one side of tables, spaced apart.

Outdoor Spaces
Students will participate in outdoor time whenever possible. Only one cohort will be allowed in each outdoor space at a time. Use of the spaces will be scheduled.

Church Visits
School Masses will be celebrated monthly with one group participating in the Mass at a time. Students participating in the mass will be social distanced a minimum of 6ft and will wear face coverings. School Masses will be live-streamed into the classrooms and school community.

Emergency Drills
Emergency drills and lockdowns will be conducted monthly in accordance with the school safety plan. Drills that involve an evacuation will be performed with one group at a time to maintain social distancing.

Response to COVID-19 Case/Symptoms
Based on CDC Guidelines and ADOM guidelines

Designated COVID-19 Point of Contact
Marian Center office secretary is responsible for responding to COVID-19 concerns. She can be reached by email, lisa.moore@mariancenterschool.org phone, (305)625-8354 ext. 211. Sick staff members or students should not return until they have met CDC’s criteria to discontinue home isolation.

Temperature Check

Temperature Check Frequency
Student temperature checks will occur at arrival prior to entering the classroom. Teachers and staff will report to the front office upon arrival to have their temperature checked daily before entering the classrooms.
Temperature Check Locations
The main office is the temperature Check Locations. Health check station will have a scanning thermometer and a computer to record the temperatures.

Temperature Over 100.4 Response
Staff and children with COVID-19 symptoms (such as fever, cough, or shortness of breath) at school will be sent to the isolation room. Individuals who are sick will be sent home or to a healthcare facility depending on how severe their symptoms are.

The school isolation room will be used to separate anyone who has COVID-19 symptoms from the classmates.

Sick staff members or students should not return until they have met CDC’s criteria to discontinue home isolation.

Face Covering Requirements

Face Masks
Students and employees will be required to wear appropriate face coverings while on the campus including in the classrooms. The only time face masks may be removed is to eat lunch. Students must keep facemasks around their neck or attached to them with a lanyard. Face masks must be in color without characters or distracting patterns and labeled with the student’s name.

Face Shields
Students and employees can wear face shields but they are not required. Face shields may assist children who are sensitive or are not able to keep the mask on.

COVID-19 Case Response

COVID-19 Isolation Location
If a positive case is suspected, student will be taken to the COVID-19 designated isolation room to wait for parents to pick up student or medical assistance to arrive if needed.

COVID-19 Response Personnel
The school secretary will be responsible for contacting the parents, making sure the child is picked up, and notifying administration.

COVID-19 Response Positive Case
Teachers, staff, students with a credible exposure to someone who has already tested positive needs to quarantine until they received negative test results or 14 days from exposure has passed and the individual remained asymptomatic throughout the period following ADOM requirements based on CDC criteria.

According to the CDC, a credible exposure/close contact may have occurred if ....
You were within 6 feet of someone who has (diagnosed + or symptomatic with) COVID-19, for at least 15 minutes
You provided care at home to someone who is sick with COVID-19
You had direct physical contact with the person (touched, hugged, or kissed them)
You shared eating or drinking utensils
They sneezed, coughed, or somehow got respiratory droplets on you

Teachers, staff, or students who tested positive and has remained asymptomatic must isolate for a minimum of 10 days from testing date before returning to school and is required to get medical clearance (2 negative tests, administered at least 24 hours apart) to return to school;

Teachers, staff, or students who had symptoms of the disease, that once the symptoms resolved AND a minimum of 10 days had passed from the onset of symptoms AND at least 3 days had passed without fever, is required to get medical clearance (2 negative tests, administered at least 24 hours apart) to return to school;

For employees out because of a COVID related exposure or employees who are sick, the usual process toward implementing FMLA is used; bookkeepers should contact ADOM HR with questions

In accordance with state and local laws and regulations, school administrators will notify Miami Dade County Health department, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA) external icon. Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop.

**COVID-19 Case Form**
The COVID-19 Case Form provided by the ADOM must be completed for all staff member and students with a credible exposure to COVID-19 or has tested positive for COVID-19. The information on this form is needed to track the exposure, determine what action is needed and eventually, to approve the employee or student to return to school. Designated COVID Response Personnel will receive the form and email to Sr. Elizabeth Worley eworley@theadom.org, the ADOM central contact for COVID cases.

**COVID-19 Communication Plan**
Designated COVID Response Personnel contacts administration. Administration completes the COVID-19 Exposure Report and submits to Sr. Worley. Further directions are then sought from the Superintendent of Schools and the Miami Dade County Health Department.

Faculty, staff, and parents will be notified via email of the Positive case and further instructions.

Faculty and staff will be reminded of confidentiality policies, especially as it relates to student and faculty health status to ensure that this is not inadvertently released.

Visitors and Volunteers
*No visitors or volunteers will be permitted until further notice*
Visitor Entry
If it is necessary for a school visitor, upon entry to the school, the visitor will be check-in through the school office by the school secretary. They will be issued a visitor’s badge.

Visitor Health Check
The visitor will be required to complete a Self-Screening form and have their temperature checked and recorded by the school secretary. Form provided by ADOM.

Visitor Personal Protective Equipment (PPE)
Visitors will be required to wear a face mask while on school campus. If the visitor does not have a face mask, one will be provided.

Cafeteria

Food Service
The Dietary personnel of the Marian Center will prepare a fresh and cooked lunch.

Food Preparation
The Marian Center Dietary Personnel will follow CDC guidelines when preparing food.

Food Delivery/ Distribution
The Marian Center Dietary Personnel will serve the meal individually.

Outdoor Lunch
Whenever possible students will be taken to outdoor designated social distancing lunch spaces.

Classrooms

Desk Spacing
Space seating/desks with the goal of 6 feet apart. Desks and Tables to face in the same direction or have students sit on only one side of tables, spaced apart. Teachers will be responsible to re-adjust desks daily to make sure that desks stay 6ft apart.

Cleaning Protocols
Throughout the school day surfaces can be cleaned as needed with disinfection wipes. The SparSanQ will then be sprayed on the desks at the end of the day leaving the surfaces to air dry.

At the end of the school day, teachers will pick up waste and move to trash and recycling containers. Survey the room and make sure items are in their designated places, papers cannot be left out on surfaces. Wipe down student and teacher desks with disinfection wipes and then spray with SparSanQ spray leaving the surfaces to air dry. Wipe down hard nonporous surfaces with disinfecting wipes, also then spray with SparSanQ spray leaving the surfaces to air dry. Wipe doorknobs, light switches, pencil sharpeners, remote and sink faucets, and other common touch points with disinfecting wipes. Complete classroom cleaning log and submit to principal weekly.
Changing Classrooms
We do not change classrooms.

COVID-19 Education and Training

Administration
Administration will create accounts on the World Health Organization Training Module Site https://openwho.org/ and complete the following courses. Completion certificates will be submitted to Register Me Live.

- **Emerging respiratory viruses, including COVID-19: Introduction**
- **Infection Prevention and Control (IPC) for COVID-19 Virus**
- **Environmental Cleaning and Disinfection**

Faculty and Staff
Faculty and staff will create accounts on the World Health Organization Training Module Site https://openwho.org/ and complete the following courses. Completion certificates will be submitted to the Principal and added to Register Me Live by teachers.

- **Emerging respiratory viruses, including COVID-19: Introduction**
  - Module A: Introduction to emerging respiratory viruses, including COVID-19
  - Module B: Detecting emerging respiratory viruses, including COVID-19: Surveillance and Laboratory investigation
  - Module C: Risk Communication and Community Engagement
  - Module D: Preventing and responding to an emerging respiratory virus, including COVID-19

Maintenance Staff
Maintenance staff will create accounts on the World Health Organization Training Module Site https://openwho.org/ and complete the following course. Completion certificate will be submitted to the Assistant Principal Standard precautions:

- **Environmental Cleaning and Disinfection**
  - Areas of collaboration between IPC and environmental services;
  - Purpose of environmental cleaning;
  - Differences between routine and terminal cleaning;
  - Standard precautions to keep environmental services workers safe;
  - The function of cleaning agents and disinfectants; and
  - Uses of environmental monitoring in the health care setting.

Parents
Administration will communicate new procedures within the school, school safety measures, and responsibility of the parents to help keep our community safe. Parents will be provided with the daily
health check screening tool prior to the start of the school year to become aware of the symptoms of COVID-19.

Teachers will communicate to the parents procedures, needed supplies, and expectations within their classrooms. Parents will be expected to sign the HandbookAcknowledgement Form before their children can return to school. The school handbook will contain all policies and procedures.

Students
Teachers will use approved resources to educate their students on social distancing, hand washing, mask wearing, what is a virus, and why schools are different. Social emotional needs will be addressed.

COVID-19 Education Materials
Training materials for administration, teachers and staff are courses provided by the World Health Organization. Course items must be viewed and quiz score of 70% or higher is needed to obtain course certificate.

Teachers will utilize resources from pbskids, Brainpop, and CDC to educate students on social distancing, hand washing, mask wearing, what is a virus, and why schools are different. Shows like Sesame Street, Daniel Tiger, and Sid the Science Kid address many of the issues children are facing.

Communication

Parents
The Marian Center uses email, School Messenger, online meeting to communicate essential information to parents. The Re-opening plan will be emailed to Parents and update as needed.

Weekly, parents receive announcements, events, community news, tech tips, and parenting strategies for guidance.

Teachers
In addition to being included in all parent communication, teachers also receive a weekly Monday memo. The weekly memo includes announcements, reminders, prayers, inspiration, and professional development.

At-Home Learning Program
Expectations and Responsibilities

Teacher's Role:
Develop high quality distance learning lessons/assignments for students that address course standards/benchmarks and follow the General Weekly Schedule.

Observe established office hours during the regularly scheduled school day to provide feedback to students.

Begin each class with prayer and serve as the spiritual leader for the class. Integrate faith into lessons.
Professionalism: adhere to policies and procedures set forth by your school and ADOM including email communication, webinars, and student learning.

Provide direct instruction daily utilizing Zoom multiple times during the day following their virtual learning schedule.

Observations will occur quarterly by administration to make sure that instructional requirements are met.

Assess student knowledge utilizing formative and summative assessments.

Review student assessment data to ensure mastery of benchmarks.

Utilize differentiated learning to meet each student’s individual academic needs.

Communicate regularly with parents regarding expectations and student progress.

Contact parents of students who are not engaged in the lessons or not submitting assignments.

Teachers will record daily class attendance as they do for a traditional in school class

Participate in professional development and virtual learning sessions intended to support distance learning.

**Student’s Role:**

Dedicate appropriate time to learning, using the time on task recommendations or as guided by your teacher(s).

Check for information on classes, assignments, resources daily.

Identify a quiet space with all needed materials to learn and study distraction free.

Wear the Marian Center School Uniform.

Be prepared with all supplies needed to lean before Zoom session begins.

Engage in online learning activities being offered by your teachers and/or provided through online resources.

Submit all assignments by due dates established by your teacher(s).

**Parent’s Role:**

Assure that a mobile device and internet access are available at home.

Ensure internet content is filtered and monitor student online communication.

Maintain communication with your children’s teacher(s).

Uphold the school’s academic honor policy for assessments and work submission.

Support student’s development of study habits and encourage organization of time and materials.

Monitor time spent engaging in online and offline learning.

Support your children’s emotional balance by providing time for physical activity and creative play.
The Weekly General Schedule you find it is the guideline for our teaching. Each teacher will have a lesson plan and list of activities according to each student and their Individual Learning Plan. Changes will be made according to necessity.

**WEEKLY SCHEDULE - General**

<table>
<thead>
<tr>
<th>Time</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
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<tbody>
<tr>
<td>8:30 – 8:45</td>
<td>Schoolwide – Morning Songs; Computer log-ins; Record Attendance</td>
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<tr>
<td>8:45 -9:00</td>
<td>Schoolwide – Morning Prayer; Personal Intentions</td>
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<tr>
<td>9:00 – 9:30</td>
<td><strong>READING</strong></td>
<td>Physical Education Class 1 Primary</td>
<td>MUSIC Schoolwide</td>
<td><strong>READING</strong></td>
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<td>(Includes whole/small group direct instruction and follow-up activities.)</td>
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<td><strong>READING</strong></td>
<td>(Includes whole/small group direct instruction and follow-up activities.)</td>
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<td>*Utilize teacher assistant for support activities where possible.</td>
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<td>*Utilize teacher assistant for support activities where possible.</td>
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<tr>
<td>9:30 – 10:00</td>
<td><strong>Physical Education Class 1 Primary</strong></td>
<td><strong>MUSIC Schoolwide</strong></td>
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<tr>
<td>10:00 – 10:30</td>
<td>10:00 – 10:15 Relax, Stretch, Exercise</td>
<td><strong>Physical Education Class 2 Intermediate</strong></td>
<td>10:00 – 10:15 Relax, Stretch, Exercise</td>
<td>10:00 – 10:15 Relax, Stretch, Exercise</td>
<td>10:00 – 10:15 Relax, Stretch, Exercise</td>
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<td>10:30 – 11:00</td>
<td>10:15 – 11:00 Affective Education &amp; Other Skills</td>
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<td>11:00 – 12:00</td>
<td><strong>LUNCH</strong></td>
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<td>12:00 – 12:30</td>
<td><strong>MATHEMATICS</strong></td>
<td>Physical Education Class 3 Secondary</td>
<td><strong>MATHEMATICS</strong></td>
<td><strong>MATHEMATICS</strong></td>
<td><strong>ART</strong></td>
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<td>*Utilize teacher assistant for support activities where possible.</td>
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<tr>
<td>12:30 – 1:00</td>
<td><strong>Physical Education Class 3 Secondary</strong></td>
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<td><strong>Assessments</strong></td>
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<tr>
<td>1:00 - 1:30</td>
<td>Religious Education</td>
<td><strong>Affective Education &amp; Other Skills</strong></td>
<td>Religious Education</td>
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<td>1:30 – 2:00</td>
<td>D.E.A.R Relax, stretch, exercise</td>
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<td>D.E.A.R Relax, stretch, exercise</td>
<td>D.E.A.R Relax, stretch, exercise</td>
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