Immaculate Conception Catholic School

Return to School Plan

COVID-19 Preparedness and Response Plan

Immaculate Conception School promotes (a/an)

Caring Catholic community
Home for the active mind,
Respectful, responsible citizens for a global society,
Individual love for life-long learning,
Strong value-based academic curriculum,
Trust in the Word of God

Last Revision 7/29/2020
A Note to the Immaculate Conception Community

The health and safety of all who enter Immaculate Conception Catholic School is our number one priority. The information contained in this document, Return to School Guide, represents the best practices that will be followed as guided by the Archdiocese of Detroit’s Department of Catholic Schools.

COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as handwashing, wearing PPE and staying home when sick) and environmental cleaning and disinfection are important principles that this document will cover.

RTS Committee Members:

- Mr. Lawrence Ricard, Principal
- Fr. Joseph Esper, Pastor
- Mrs. April Mauro, School Advisory president & parent
- Mrs. Kelly Pennell, 6th grade teacher & parent
- Ms. Kristin Galui, Kindergarten teacher
- Mrs Meghan Rom, Chiropractor & parent
- Mr. Dave Nummer, School Advisory member
- Tina Kovalcik, Director of Religious Education
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Introduction

The following document was written by Immaculate Conception’s Return to School committee in conjunction with the requirements and recommendations of the Archdiocese of Detroit regarding individuals returning to school buildings. In this plan, Immaculate Conception’s school building environment was taken into consideration. This is a living document, as guidance is and has been changing over the past months. Updates to this document will be communicated to all Immaculate Conception families.

Physical Distancing

Social distancing will be employed in all settings throughout the school’s campus, helping limit the transmission of possible aerosol (vapor from breath) viruses.

Classroom: Desks are separated in each classroom between 4’ to 5’ dependent on the student population in that classroom. Where needed (PreK- gr 2) due to student-to-student proximity, tabletops will have transparent “sneeze guards” placed on them to separate and define space. This supports developmentally appropriate curriculum, social/emotional development, etc.

Hallways: Masks will be worn by all staff and students as they travel in the hallway- 1-cohort (classroom) at a time when moving their classroom to another part of the building, thereby limiting cross contamination.

School Office: Markers placed 6 feet apart are present in the school’s office to promote social distancing. If a parent or visitor is conducting business in this area, we ask for your cooperation to practice social distancing on the designated markers.

Restrooms: Urinals will be closed every other unit. Stalls containing toilets will be used in normal fashion. Cleaning of these areas will be conducted after use.

Hygiene/Cleaning

It is important to teach proper hygiene to your children. In doing this, you will be supporting what is being taught at Immaculate Conception Catholic School. In partnership, whether regarding the common cold or virus, we can help reduce the potential for illness. The CDC has many resources available to help your family if needed; below is a link to start the conversation at home. Do not assume many common sense hygiene topics are understood by children at any age.

https://www.cdc.gov/handwashing/when-how-handwashing.html
**Hand Sanitizing:**

- Immaculate Conception Catholic School will provide hand sanitizer “with at least 60% alcohol” to each room in the building for safe use by staff and students.
- Immaculate Conception Catholic School will provide handwashing stations at each end of the building.
- Immaculate Conception Catholic School will teach staff and students 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.
- We will 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.
- We will provide daily opportunities for handwashing with soap and water by students and teachers.
- We will limit sharing of personal items and supplies such as writing utensils.

**Cleaning:**

- Classrooms will be supplied with EPA-approved disinfectant such that teachers may clean “high touch” areas or items when needed. Donations throughout the year from families are very welcome to help keep supplies available for immediate disinfecting cases.
- Option #1: Specials teachers (Music, Art, Spanish) will travel to classrooms to teach.
- The Computer lab and Library will undergo cleaning after every class period or when cohorts change classrooms, with either an EPA-approved disinfectant or diluted bleach solution.
- All rooms (classrooms, bathrooms, offices, et al) within the school will be sanitized/cleaned every evening after all personnel have left.
- **Drinking fountains will be shut off** until further notice. Please supply your child(ren) with bottled water or water containers to last them the school day.
- Immaculate Conception School will ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children. Immaculate Conception School will use products that meet EPA disinfection criteria.

**Ventilation/Air Cleaning:**

Each classroom will be fitted with window fan units. These fans will move the air out of the classroom, as recommended by the CDC, aiding in reduction of the spread of airborne particles. Additionally, classrooms will be potentially outfitted with air purifiers containing UV filtration to aid in the sanitation of the room’s environment. Immaculate Conception School thanks those families who have purchased these items for the classrooms to ensure a safer environment for all individuals. Families who would like to sponsor a unit for a classroom are welcome to do so.
Safety Equipment (PPE)

As directed by the Department of Catholic Schools:

- 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.
  - It is recognized that younger students see a teacher’s facial expressions as knowledge is being transferred; therefore, where applicable, teachers will have access to transparent facial coverings for those incidentals.
- All passengers and drivers will wear facial coverings when on a school bus unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician, with parental consent.
- All staff and all students in 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, with parental consent for students.
- Facial coverings are not required in Preschool through grade 5 while in their classrooms as a cohort, unless (1) students do not remain with their cohort class throughout the school day and (2) come into close contact with students in another class.
- Immaculate Conception School will conduct cohorts within the building keeping 6th, 7th and 8th grades contained in their own classroom to avoid cross contamination and teachers will travel to rooms upon time change.
  - CDC: If you maintain consistent groups, children do not need to wear a mask when with their consistent group. Medical professionals recognize that many young children will not reliably wear a mask, and a mask may result in increased touching of the face which would negate the purpose of the mask. Young children will take the masks off multiple times a day and in the process the mask will touch the floor and other objects making them a potential source of infection.

- NOTE: If you feel your child should wear a mask in the classroom throughout the day, Immaculate Conception School supports your right to do so. The health and safety of your child is of top priority.

Students

- It is required by Immaculate Conception School that you monitor your child(ren) every morning before leaving for school. If they exhibit any symptoms that may be related to being sick with COVID-19, you need to keep them home for the day and monitor their progress.
- PPE
  - Students are to be provided with a gallon or quart Zip Lock bag with their name written on it in black Sharpie for easy recognition/storing of personal mask.
If in latchkey, masks must be worn per CDC/LARA regulations of mixed cohorts, until the individual is picked up. When latchkey is conducted outside, the mask may be removed. However, children must adhere to appropriate safety practices such as social distancing.

- Students are required to have a personal pencil box or case that will contain writing utensils and other items as requested by the teacher. These items will be used only by the student him/herself, stopping potential cross-contamination(s).
- If a student member exhibits symptoms of COVID-19, they will follow the guidelines as listed under “Positive Cases” pg. 7
- Teachers will arrange opportunities for students to go outside for fresh air and short breaks/exercise throughout the day/week.

Parents/Visitors

- The school’s entrances will be restricted to students and staff only. Family members or other non-staff adults are not allowed in the school building except under extenuating circumstances determined by school officials or for prearranged appointments.
- All non-staff adults entering the building must be screened for symptoms using a monitoring form, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, will be kept of all family members or non-staff adults entering and exiting the building.
- If you are picking up a child, please call the school office and we will have your child ready for you with a staff member at the school’s front office.

School Staff

- 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.
- Staff will conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any new or unusual symptoms as reported on the COVID-19 school monitoring form, they will stay home. Staff member will contact the school administrator.
- If a staff member exhibits symptoms of COVID-19, he or she will follow the guidelines as listed under “Positive Cases”
- The school’s workroom will have limited occupancy clearly posted on the door and items will be sanitized by the individual after item use.

Positive COVID-19 Cases

- Report exposure. If a child, staff member, family member, or visitor becomes ill with COVID-19 symptoms, Immaculate Conception School will contact the local health
department, Archdiocese of Detroit and St. Clair County Health Department for next steps.
  o Staff and families of children in care are also required to report to Immaculate Conception School if they become symptomatic or receive positive COVID-19 test results.

- When notifying parents about a positive or presumptive positive case of COVID-19, if COVID-19 was present in the facility, Immaculate Conception School will respect the privacy of individuals by not sharing health information of a specific person in accordance with published HIPAA standards and requirements.
- Families should report to the school and the health department of the county they reside in for presumptive positive or a confirmed positive case of COVID-19 if anyone in their household shows symptoms or has tested positive for COVID-19, including the child or family members.
- The school is required to send anyone who becomes symptomatic home immediately.
  o For children: Isolate the child in a safe location until the child can be picked up. A staff member who will be dressed in CDC recommended PPE will stay with the child.
  o For staff: If a staff member begins to feel ill during the day, he/she will go home. If an individual is the only staff member, he/she should put on a cloth face covering (if not already on) and limit close interactions with children until relieved by another staff member.

Holding area – Resource Room.

Additional specific direction will come from the Archdiocese Department of Schools in a few weeks.

**School Entry/Dismissal**

A staff member will be present at the front of school during drop off.

**Morning entry:** Doors will open at 7:00 am. Students who are dropped off between 7:00 and 7:15am will go to the school’s cafeteria to be monitored by a staff member. All students must wear masks while in the cafeteria and in the hallway traveling to and from the cafeteria. At 7:15am those who are in the cafeteria will go to their classrooms and will be monitored by their homeroom teacher.

Students who arrive between 7:15 and 7:35am (late bell) will proceed directly to their classroom to be received by their teacher.

Students will be allowed to take Accelerated Reader tests in the computer lab from 7:15 to 7:35am. A schedule of available days during the week will be posted in the hallway by the lab’s door. Seating/availability will be a first come first serve basis due to limited capacity. Designated stations will be provided, and testing will be monitored by a staff member. Stations will be sanitized after a student has exited the computer lab. A mask must be worn.
Dismissal: Students will wear face coverings as they exit their classrooms and proceed to buses, car lines or pick up areas.

School Mass

School Masses are held on Fridays at 8:30am unless rescheduled due to vacation or Holy Days of Obligation. Students are to wear masks to/from and in church. Cohorts will be separated by an empty pew (standard design non-COVID). Students will enter and exit as a whole cohort.

Parents are welcome to attend the school Mass. Parent seating will continue to be behind the student body. Please practice social distancing and wear a mask as you attend.

Lunch/Recess

Students will remain in their classroom for the lunch period. Students will be monitored by their school staff. Recess will be given for a time after lunch consumption and monitored by an office staff member.

Weather permitting, opportunities will be given daily for classes on a rotating schedule to eat outside utilizing the green and blue set of picnic tables near the kitchen and lower elementary doors, respectively allowing for social distancing and fresh air.

Latchkey

Latchkey will be held in the cafeteria. Students will be led to latchkey by a teacher at school’s dismissal. Masks will be worn in the hallway to and in latchkey. Students will be kept in cohorts of their grade. Cohorts will be socially distanced in the cafeteria as developmentally appropriate.

When latchkey is held outdoors, students may remove masks while still practicing social distancing. Handwashing will be done upon returning into the cafeteria.

Parents will provide a separate bag/container for latchkey snacks and drink(s) from the day’s regular lunch. Students will wash their hands before consuming any snacks. Items supplied through latchkey will be limited and those items will be cleaned every night. Sharing will not be permissible. A rotating basis of latchkey items will be developed for equal use throughout the week.

If a student or staff member exhibit signs of COVID, he/she will be moved to a quarantine area and monitored by a designated staff member. The principal and parent will be notified. The individual will be requested to be picked up immediately. Remaining students will continue to have adult supervision through latchkey’s co-director.

Please see the school’s latchkey policy handbook for additional information: charges, hours, picking up your child, etc.
Cleaning of students’ spaces will take place after they are picked up. Deeper room cleaning will be performed through maintenance after latchkey closes.

**“Distance” On-Line Learning**

While we are in the school building, Immaculate Conception School will offer distance learning for those families who choose that option. Tuition for at-school learning or distance learning will be the same.

If a family chooses the on-line option, while school is in session within the building (Phases 4, 5, 6), the family commits to on-line enrollment for a full semester at regular tuition rates. Teachers will have programs developed for these individuals. Parent involvement will be expected.

Best practices stresses that student achievement is supported through consistency. If interest changes at semesters end, the family will discuss with the principal switching to in-building instruction.

If an executive order is given from the Governor’s office to move to Phase 3, causing school building closure, Immaculate Conception School will provide distance learning to all students. Our teachers have worked very diligently over the summer to plan for a robust distance learning experience if needed. Distance learning will also incorporate our rigorous Faith-filled curriculum that Immaculate Conception School is known for.

Immaculate Conception will use SeeSaw and Google platforms for the delivery of distance learning.

**Please Consider:**

- Shopping now for disinfectant wipes and hand sanitizers to donate to your child’s classroom.
- Purchasing masks/facial coverings for your child(ren) that they find comfortable and can tolerate for periods of time.
- We are working through all possible scenarios anticipating things to continue to change. Your patience and support are greatly appreciated.
- Please forward any questions [ricard@iccatholic.org](mailto:ricard@iccatholic.org)