



SAINT MICHAEL

CATHOLIC CHURCH AND SCHOOL

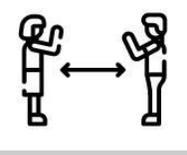
Return to School Procedures & Protocols

August 5, 2020

** Subject to change based on current data and recommendations from the Lincoln-Lancaster County Health Department.*

"I command you: be firm and steadfast! Do not fear nor be dismayed, for the Lord, your God, is with you wherever you go. ~Joshua 1:9

UNIVERSAL PROTOCOLS

Self Screening	Face Coverings	Hand Hygiene	Respiratory Etiquette	Physical Distancing
				

SELF-SCREENING & SYMPTOM CHECKING

- All students and staff are expected to conduct a self-screen for symptoms every day, prior to entering the school building.
- Screening Questions
 1. **Do you have one of the following?**
 - Fever of over 100.4
 - Onset of shortness of breath or difficulty breathing
 - New onset of dry cough
 - New onset of loss of taste or smell
 2. **Do you have two or more of the following?**
 - Chills longer than two hours
 - Congestion and/or runny nose
 - Nausea, Vomiting or Diarrhea
 - Sore throat

- Headache
3. **Have you had contact with Covid-19?**
 - Have you had close contact with someone positive for COVID-19? *Definition: contact longer than 15 minutes, within 6 feet, without a face covering, or residing with someone who is positive.*
 4. **Have you been directed to self-isolate?**
 - Have you been directed to self-isolate due to a positive COVID-19 result or for having contact with someone with COVID-19?

If you answered “YES” to ANY of the above questions, please do not go to school!
Instead:

1. Contact your physician or seek medical care.
2. Get tested for COVID-19.
3. Self-isolate. Do not go to school until you have been tested for COVID-19 **and** have received a test result of “negative” **or** have been cleared by a licensed medical professional.

If a student is exhibiting symptoms of COVID-19, they will move to an identified area in the building where symptomatic students can isolate. Staff taking temperatures with a no-touch thermometer will use appropriate PPE (surgical mask and gloves, if N-95 not feasible). Staff will communicate with parent/caregiver and refer to student’s health history form.

Students and staff with a fever of 100.4 degrees or higher, cough, or other COVID-19 symptoms will be sent home.

COVID+ CASES - Students & Staff

- LLCHD will notify St. Michael School and will lead contact tracing process in coordination with school staff.
- Families and staff will be notified of positive case and given direction for next steps.
- LLCHD will work with schools to consider the following questions when determining how the confirmed case will impact others in their classroom and/or school building:

- What is the level of community spread outside the school building?
- Was the individual with COVID-19 wearing a mask most of the time?
- Were other students and staff who were within 6 feet of the individual with COVID-19 for more than 15 minutes masked?
- Was the individual with COVID-19 part of a cohort within the building or did they interact with a large number of students and staff throughout their day?
- To what extent is the school community implementing other non-pharmaceutical interventions (hand washing, hand sanitizers, etc.)?
- The answers to these questions will determine 1) the number of close contacts, 2) if the close contacts who are not symptomatic may stay in the classroom, and 3) the number of other students and staff who will need to be quarantined.
- Contact information must be updated by each family prior to the start of the new school year.

ATTENDANCE EXCLUSION & RETURN CRITERIA

Once a student is excluded from the school environment, he/she may return if he/she satisfies the following recommendations from the CDC. Currently, these guidelines are:

- **UNTESTED:** Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following three conditions are met:
 1. Fever free for at least 24 hours, (no fever without the use medicine that reduces fevers); and
 2. Other symptoms have improved (for example, when cough or shortness of breath have improved); and
 3. Ten (10) calendar days have passed since symptoms first appeared.

OR

Students may also return if they are approved to do so in writing by the student's health care provider.

- **TESTED:** Persons who experienced symptoms and have been tested for COVID-19 and are found to be positive may return to school if the following three conditions are met:

1. Fever free for at least 24 hours, (no fever without the use medicine that reduces fevers); and
2. Other symptoms have improved (for example, when cough or shortness of breath have improved); and
3. Ten (10) calendar days have passed since symptoms first appeared

Persons who experienced symptoms and have been tested for COVID-19 and are found to be negative may return to school if the following two conditions are met:

1. Fever free (no fever without the use medicine that reduces fevers); and
2. Other symptoms have improved (for example, when cough or shortness of breath have improved)

- **TESTED WITH NO SYMPTOMS:** Persons who have not had symptoms but test positive for COVID- 19 may return to school when the following three conditions are met:

1. Fever free for at least 24 hours (no fever without the use medicine that reduces fevers); and
2. Any symptoms that develop have improved (for example, cough or shortness of breath have improved); and
3. Ten (10) calendar days have passed since positive test was done.

Remote learning plan may be implemented while excluded for an extended period of time beyond 10 days.

Siblings or Other Students in the Household

If a student is excluded from school due to COVID-19 symptoms or has had a positive COVID-19 test, his or her siblings or other students living in the same household will also be excluded from school and required to self-quarantine.

Self-Quarantine

Anyone in close, prolonged contact with a COVID+ individual will be required to quarantine for 14 days by the health department.

Any student that is excluded from school due to exclusion, quarantine or isolation will be coded as such for attendance purposes.

School Response to Exclusion from School or Self-Quarantine

Refer to procedures above. As soon as the school becomes aware that a student or staff has COVID-19, the student will be isolated, as previously stated, staff will be sent home, and custodial staff will be informed so that all desks, cubbies, lockers, workspaces, etc. are thoroughly disinfected. If the school is not open when notification occurs, the custodial staff will wait 24 hours or as long as possible prior to disinfecting and instead will block off the area so that others do not have contact. However, if a 24-hour wait time is not possible or school is in session, the cleaning will occur immediately.

Missed School Work Due to Illness/Absences

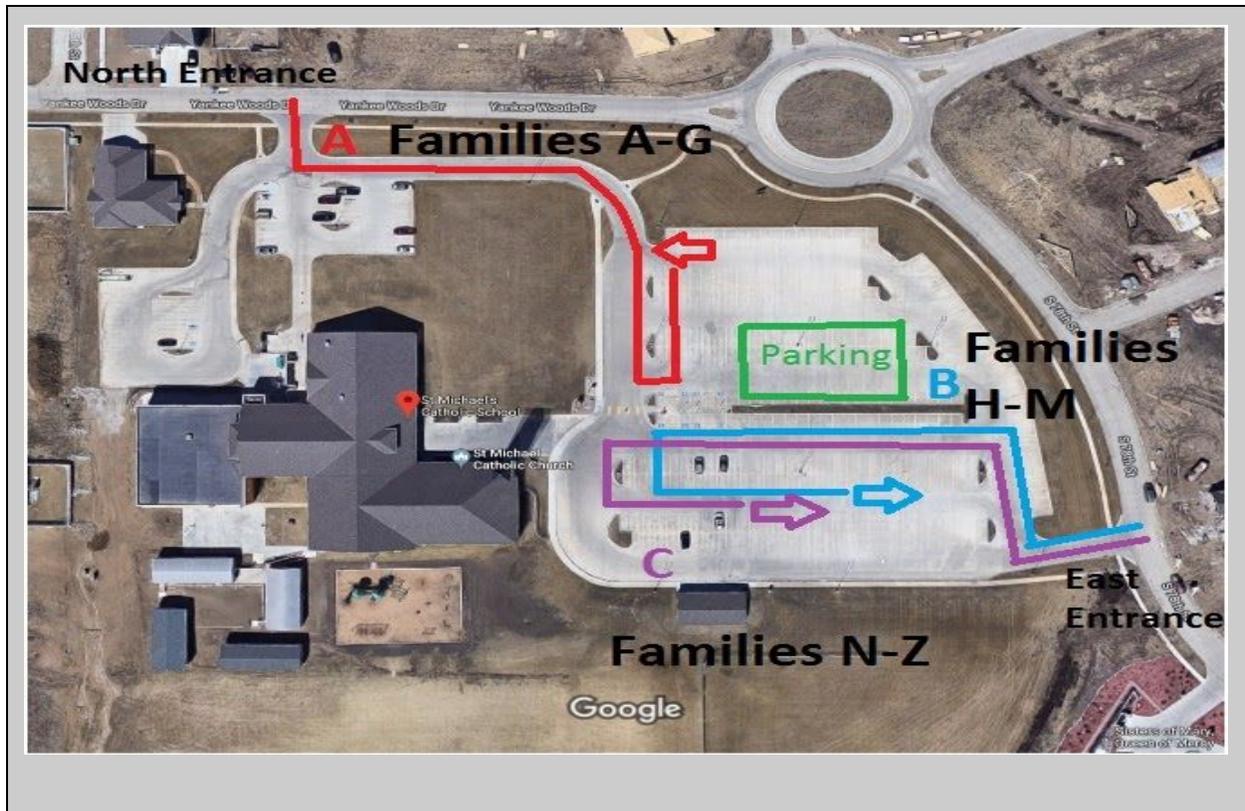
Per St. Michael Student Handbook, when a student is absent due to illness (or quarantine), we ask that parents make a request for missed work when they report their child's illness/absence. Typically, assignments for the day are available for pick up at the close of the school day. Any assignments not given in advance will be given upon a student's return to school. A remote learning plan may be developed in cases of absences beyond 10 days.

FACE COVERINGS

- All students in kindergarten through grade 8 and all staff will wear multi-layer cloth face coverings (neck gaiters are allowed, bandanas are NOT allowed).
- Catholic-school appropriate.
- Face shields may be used as an additional layer of protection when used with a face mask, unless medically necessary.
- Face coverings should:
 - Allow for breathing without restriction. Anyone who has trouble breathing and would not be able to remove it themselves should not wear a face cloth.
 - Be secured with ties or ear loops.
 - Fit snugly but comfortably against the side of the face.
 - Include multiple layers of fabric.
 - Not be touched on the inside as they may be contaminated from breathing, coughing, or sneezing.
 - Be laundered and machine dried daily without damaging or changing their shape. Families are encouraged to have multiple masks for each child to ensure a clean one for each day of the week.
- Students will take face coverings home at the end of each school day.
- Disposable masks will be available for any student or staff who does not have one or needs one.
- Students will have frequently scheduled breaks, outdoors when possible, when they may take their masks off while maintaining 3-6' physical distancing.

ARRIVAL/DISMISSAL

- Self-screening at home prior to arrival is required. See procedures above.
- Students will wash/hand sanitize before arriving at school.
- Exit vehicles in designated drop-off zones, maintain physical distance, wear face coverings, unless individual circumstances exclude.
- To distribute students evenly and limit commingling, 3 entry/exit points have been designated:
 - Bell tower Door #2 - Preschool (Miss Barb), Grades K & 6-8
 - Main Entrance Door #1 - Grades 1-5
 - North Entrance Door #9 - Preschool (7:55am Drop off)
- Students in grades K-8 may begin arriving on school grounds at 7:45am. Start (tardy) bell will ring at 8:05am.
- Students will go directly to classrooms upon arrival.
- Students will wash/hand sanitize in classroom upon arrival/prior to dismissal.
- Dismissal times will be staggered. All grade levels will be dismissed to the front of the school by way of bell tower and main entrance doors.
 - Preschool & kindergarten will dismiss to designated pick-up loops at 3:15pm.
 - Grade 5 - 3:15pm
 - Grade 6 - 3:17pm
 - Grade 7 - 3:19pm
 - Grade 8 - 3:21pm
 - Grades 1 & 2 - 3:20pm
 - Grade 3 & 4 - 3:22pm.
- Pick-up Loops:
 - Loop A - North Loop (North parking lot entrance) - Students with last names beginning with A-G.
 - Loop B - Center Loop (East entrance) - Students with last names beginning with H-M and families who park.
 - Loop C - South Loop (East entrance) - Students with last names beginning with N-Z.
- Students will wait to load vehicle while standing with family group, physically distanced from other students/family groups. Families carpooling will determine in which pick-up zone students will wait.



DAILY MASS

- Daily Mass will continue to be held in the gym until further notice.
- Grade 1-8 students will have an opportunity to attend Mass in person on a rotating schedule. Assigned seating will maintain physical distancing.
 - Monday - Grades 1 & 2
 - Tuesday - Grades 3 & 4
 - Wednesday - Grades 5 & 6
 - Thursday - Grades 7 & 8
 - Friday - Sacramental Grades 2 & 5
- For students not assigned to attend in person, Mass will be livestreamed to classrooms. Communion will be distributed to students in classrooms.
- Persons attending school Mass, aside from students and school staff, must sit in designated seating, away from students.
- Face coverings will be worn at Mass. Students may sing while wearing masks.
- Students will wash/sanitize hands prior to/after Mass.
- No missalette will be used.
- Chairs will be disinfected after Mass.

RECESS

- Students will wash/sanitize hands prior to/after recess.
- Students are NOT required to wear face coverings during recess. Face coverings will be left in the classroom, in a labeled ziploc bag, until return from recess.
- Classes will remain in cohort groups.
- Students will be assigned a specific play zone for the day. Students may not leave assigned zone and commingle with students in another cohort group. Zone assignment will rotate daily.
- Outdoor play equipment and areas with high-touch surfaces, such as railings, handles, etc, will be cleaned and disinfected daily.
- Indoor recess will be in classrooms. Students will be physically distanced to the extent possible. When not physically distanced, students will wear face coverings.

LUNCH

- Students will wash/sanitize hands prior to/after lunch.
- Students will wear face coverings in line and after eating lunch.
- Students will line up single file, in alphabetical order.
- Distancing marks will be placed on the floor to maintain physical distancing.
- Milk, condiments, utensils will be plated by cafeteria staff.
- Cafeteria staff will ask for student's name and enter account number.
- Students will sit in classroom cohort groups and have assigned seating.
- Seating will be one direction, with 3' distance between students. Stickers on benches will mark seating.
- Trash cans will be placed at the end of each table to clear trays. Lunch trays will be returned to the tray window one table at a time with physical distancing maintained. Students will return to assigned seat and wait for dismissal by classroom teacher.
- Tables, benches, chairs will be washed by adult supervisors after each lunch period.
- All-day preschool students will eat in their classroom.

WATER BOTTLES

- Drinking fountains located in the hallways will not be accessible.
- Students may bring a personal water bottle clearly labeled with their name.
- Water bottle should come to school filled with water ONLY. Classroom faucets will be used to refill bottles.

- Disposable cups will be available as needed.
- Junior high students must have clear water bottles.
- Water bottles will go home with students at the end of the day to be cleaned.

K-8 CLASSROOMS

- Face covering will be worn by students and staff. Mask breaks will be scheduled into the school day.
- Cohort groups will be maintained throughout the day.
- Junior high teachers will rotate each class period, students will stay in their assigned homeroom.
- Desks will be arranged in rows facing the same direction with as much distance between desks as possible.
- Trips to cubbies to retrieve materials and belongings will be staggered to create distancing.
- Outdoor spaces will be utilized for instruction when possible.
- Classroom doors will be left open to minimize contact with high-touch surfaces.
- Students/staff will sanitize desks twice a day (before lunch & end of the day), with approved cleaner.
- Supplies and materials will not be shared.
- Attendance and lunch count will be done verbally - no sticks.

PRESCHOOL CLASSROOMS

- Cohort groups will be maintained throughout the session.
- Outdoor spaces will be utilized for instruction when possible.
- All preschool students will wear a face covering entering/exiting the building. Per current directed health measure (July 20, 2020), preschool students who are 5 years of age will also wear a face covering in the classroom.
- Frequent opportunities for hand washing will be scheduled - Arrival/dismissal, after breaks, when hands are visibly soiled, before meals & snack, after outdoor play, after restroom, sneezing, etc.
- Staff will disinfect high-touch surfaces and areas frequently and between morning and afternoon sessions.
- Staff will clean and disinfect shared materials, supplies, toys, and equipment between uses.
- Tables and chairs will be disinfected at the end of each school day.
- Preschool will focus on effective risk mitigation strategies that include hand hygiene, infection prevention education for staff and families, adult physical distancing from one another, adults wearing face coverings, cohorting, and spending time outdoors.

SPECIALIST CLASSES

- Specialist teachers will provide instruction in regular classrooms with cohort groups.
- Students will wash/sanitize hands prior to/after class.
- Students will use their own supplies.
- If shared, materials, supplies, instruments, equipment will be disinfected between uses.
- PE classes will be held outside to the extent possible. Locker rooms will not be available to students. Students will use restroom prior to PE and will bring water bottle to class.
- Students will wear face coverings, except in PE class.
- Students will sing while wearing face coverings in Music class.
- Students will be assigned a tablet/iPad. Keyboards be sanitized after use.

BAND

- Students will wash/sanitize hands prior to/following band.
- All students and teachers will wear face coverings, except when playing instrument.
- Teacher may use face shield to model, but only when able to maintain six-foot distancing from student(s).
- Band will have a delayed start, until mid September, due to interruptions last spring.
- Instrument selection process with 5th grade classes will be done when school starts.
- Students will be spaced at least six feet apart. No sharing of stands and/or music will be permitted.
- Cleaning of stands and chairs will occur after every lesson.
- Doors will be propped open or opened and closed by the teacher to avoid contact with the door and door handle.
- Water keys (“spit valves”) will be emptied onto a paper towel (or facial tissue), which will then be thrown away. Students will wash or sanitize their hands after touching paper towel.
- No sharing of instruments or supplies will be allowed.
- Lesson groups will be designated based on grade level/classrooms.
- Masks with a slit cut in them for the mouthpiece will be encouraged.
- Students will use a paperless method to submit practice times.

LIBRARY

- Students will wash/sanitize hands prior to/follow classroom library visit and before/after handling books.
- Individual online accounts for students will be established so they can browse books and request specific titles.
- Small selections of books will be brought to classrooms to show students. The book selected will be placed on the student's desk.
- Students will return books directly to Ms. Kottwitz when she visits classrooms. A cart will be provided with one side for returns, the other side for new checkouts.
- All returned books will stay on the cart for a minimum of 3 days.

FIELD TRIPS/EXTRACURRICULAR ACTIVITIES/SCHOOL EVENTS

- No off-site field trips, student assemblies, special performances, school-wide parent meetings will be scheduled until further notice.
- Nonessential visitors, volunteers, and activities involving external groups or organizations will be limited or not allowed until further notice.

VISITORS & VOLUNTEERS

- Office staff will deliver lunches, instruments, ect. brought to the office by parents.
- Only individuals or groups pre-approved by the principal are allowed in the building during the school day.
- Parents are allowed in the building for scheduled meetings.
- No parent visitors for lunch, classroom helpers, parent volunteers, or parents walking students into the building until further notice.

REMOTE LEARNING

- Provided on an individual, case-by-case basis to families with unique circumstances, unless deemed necessary for the entire student body.
- Attendance will be taken.
- Details of the remote learning plan will be provided as necessary.

CLEANING & DISINFECTING

- Drinking fountains will not be accessible. Students are encouraged to bring personal, reusable water bottles.
- Cleaning and disinfecting frequently-touched surfaces within school will occur throughout the school day.
- Disinfecting frequently touched surfaces include, but not limited to:
 - Door handles - Doors will be kept open when not a security risk.
 - Light switches
 - Sink handles
 - Restroom surfaces
 - Tables
 - Student desks
 - Chairs
- Cleaning and disinfecting schedule has been established to avoid both under and over-use of cleaning products.
- Safe and correct application of disinfectants will be practiced.
- Proper ventilation during cleaning and disinfecting will be maintained with fresh outdoor air as much as possible.
- Thorough cleaning will be conducted when students are not present.
- Optimal air quality will be achieved through air filter and filtration system replacements and maintenance checks.

KNOW HIM. LOVE HIM. SERVE HIM.

be a missionary disciple
