



CATHOLIC SCHOOLS
DIOCESE OF GRAND RAPIDS



COVID-19 Non-public School Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Name of Diocese: Diocese of Grand Rapids

Name of Non-public School: St. Stephen School

Address of Non-public School: 740 Gladstone SE, East Grand Rapids, MI 49506

District/School Code Number: School Code 04018

Web Address of the School: www.ststephenschoolgr.com

Preparedness Plan Introduction

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, Non-public schools must adopt a COVID-19 Preparedness and Response Plan laying out how they will address mitigation strategies 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 “required”, “strongly recommended”, and “recommended” safety protocols appropriate during each phase. There is no one-size-fits-all solution. Where safety protocols are not “required”, Non-public Schools will retain the flexibility to tailor their plan to their particular needs and to the disease conditions present in their region.

Each Non-public School 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 12 (seven days before the first day of school). This plan serves as a single Assurance Document and Preparedness Plan.

The Preparedness Plan will be sent by the chief/designated school administrator for the Non-public School to the State Superintendent of Public Instruction and State Treasurer by August 17, 2020. Additionally, this Preparedness Plan will be posted on the Non-public School’s public website home page no later than August 17, 2020.

Preparedness Plan Assurances

The Non-public School agrees to meet all the following requirements of Executive Order 2020-142

- ✓ St. Stephen 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.
- ✓ St. Stephen 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 Non-public School 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 all Catholic schools within the Diocese of Grand Rapids (DOGR) will, at a minimum, adhere to all requirements of Michigan's Return to School Roadmap.

- A. The policies and procedures that will be followed by St. Stephen School when the region is in **Phase 4** of the Michigan Safe Start Plan are as follows:

1. **Personal Protective Equipment** *Return to School Roadmap* (p. 22).

- All staff will wear facial coverings when in **classrooms**, except (1) during meals and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician.
- All passengers and drivers will wear facial coverings when on a **school bus**, except (1) when eating and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician, 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 classrooms by children ages 3 and 4.
- All students in grades kindergarten through 5 will not be required to wear facial coverings in their **classrooms**, 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.
- All staff and students in grades 6-12 will wear facial coverings, 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.
- Facial coverings may be homemade or disposable level one/basic-grade surgical masks, and/or face shields.

2. **Hygiene** *Return to School Roadmap* (p. 22-23).

- Ensure adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).

- Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
- Educate staff and students on how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.
- Systematically and frequently check and refill soap and hand sanitizers.
- Daily, provide opportunities for handwashing with soap and water by students and teachers.
- Limit sharing of personal items and supplies such as writing utensils.

3. Spacing, Movement and Access *Return to School Roadmap* (p. 23).

- Space students as far apart as feasible in classrooms, whether desks or tables are utilized.
- Post signage to indicate proper social distancing.
- Place markers at six-foot intervals where line formation is anticipated.
- Provide social distancing markers in waiting and reception areas.
- Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.
- Restrict entrance to the school to students and staff only, with the following allowances: Family members or other non-staff adults are not allowed in the school building except under extenuating circumstances determined by school officials. 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, should be kept of all non-staff adults entering and exiting the building.

4. Screening Students and Staff *Return to School Roadmap* (p. 24).

- Schools will cooperate with the Kent County Health Department regarding implementing protocols for screening students and staff.
- Identify and designate a quarantine area and a staff person to care for students and staff who develop signs or symptoms of COVID-19 at school.
- Students and staff who become ill with signs or symptoms of COVID-19 will be placed in an identified quarantine area with a facial covering in place, if able, until they can be picked up. Identified person caring for these children/staff will wear a facial covering.
- Symptomatic students and staff sent home from school will stay home until they have tested negative or have completely recovered according to CDC guidelines.
- 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.

5. Testing Protocols for Students and Staff and Responding to Positive Cases *Return to School Roadmap* (p. 25).

- St. Stephen School will cooperate with the Kent County Health Department regarding implementing protocols for screening students and staff.
- Symptomatic students and staff will be kept home until they have tested negative for COVID-19 or have been released from isolation according to CDC guidelines.
- Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.

6. Responding to Positive Tests Among Staff and Students *Return to School Roadmap* (p. 25).

- St. Stephen School will cooperate with the Kent County Health Department if a confirmed case of COVID-19 is identified, and in particular, 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. The Local Health Department will initiate contact tracing, following regular public health practice.
- 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.

7. Food Service, Gathering, and Extracurricular Activities *Return to School Roadmap* (p. 26).

- St. Stephen School will prohibit indoor assemblies that bring together students from more than one classroom.
- School Masses will be allowed provided that all DOGR Mass guidelines are followed.
- If cafeterias are used and six feet of distance between students is not possible, meal times should be staggered or physical barriers should be used. Serving and cafeteria staff will use barrier protection including gloves, face shields, and surgical masks.
- Classrooms or outdoor areas can be used for students to eat meals at school.

8. Athletics *Return to School Roadmap* (p. 26-27).

- St. Stephen School will comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).
- Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering.
- Every participant should confirm that they are healthy and without any symptoms prior to any event. On non-school days Monitoring Form needs to be completed by all participants (this includes all adult volunteers, coaches and administrators)
- All equipment must be disinfected before and after use.
- Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
- Handshakes, fist bumps, and other unnecessary contact must not occur.
- Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.
- Large scale indoor spectator events are suspended. Large scale outdoor spectator or stadium events are limited to 100 people, and people not part of the same household must maintain six feet of distance from one another.
- Spectators are allowed provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times. Attention must be given to entry and exit points to prevent crowding.

9. Cleaning *Return to School Roadmap* (p. 27).

- Frequently touched surfaces including light switches, doors, benches, bathrooms, will undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach

solution.

- Libraries, computer labs, arts, and other hands-on classrooms will undergo cleaning after every class period or when cohorts change classrooms, with either an EPA-approved disinfectant or diluted bleach solution.
- Student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period, or when cohorts change classrooms.
- Playground structures will 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 masks, and face shields when performing all cleaning activities.

10. Busing and Student Transportation *Return to School Roadmap* (p. 27-28).

- Schools who use public school district busing will defer all safety guidelines to those providers. The following is intended for schools who are the direct provider of busing services.
- St. Stephen School will require the use of hand sanitizer before entering a school bus. Hand sanitizer will be supplied on the bus.
- The bus driver, staff, and all students in grades preK-12, if medically feasible, will wear facial coverings while on the bus. Note: there may be situations where it is not safe for the bus driver to wear a facial covering. Decisions about these situations should be made on a case-by-case basis with local public health officials.
- St. Stephen School will clean and disinfect transportation vehicles before and after every transit route. Children will not be present when a vehicle is being cleaned.
- St. Stephen School will clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes and prior to afternoon routes.
- St. Stephen School will clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.
- Schools will create a plan for getting students home safely if they are not allowed to board the vehicle.
- If a student becomes sick during the day, they will not use group transportation to return home and must follow protocols outlined above. If a driver becomes sick during the day, they will follow protocols for sick staff outlined above and will not return to drive students.
- Weather permitting, doors and windows will be open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.

11. Spiritual, Mental & Social Emotional Health *Return to School Roadmap* (p. 29).

- Teachers will collaborate with the principal and/or student support services to facilitate communication with families and make student referrals to appropriate school, parish, and community resources.
- Provide staff with timely, responsive, and ongoing training/professional development.

B. The policies and procedures that will be followed by St. Stephen School when the region is in **Phase 5** of the Michigan Safe Start Plan are as follows:

Personal Protective Equipment *Return to School Roadmap* (p. 38).

- All staff should wear facial coverings when in **classrooms**, except (1) during meals and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician.
- All passengers and drivers should wear facial coverings when on a **school bus**, except (1) when eating and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician, with parental consent.
- All staff and all students in grades pre-kindergarten and up should 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 classrooms by children ages 3 and 4.
- All students in grades kindergarten through 5 will not be required to wear facial coverings in their **classrooms**, 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.
- All staff and students in grades 6-12 should wear facial coverings, 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.
- Facial coverings may be homemade or disposable level one/basic-grade surgical masks, and/or face shields.

3. **Hygiene** *Return to School Roadmap* (p. 38-39).

- Ensure adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).
- Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
- Educate staff and students on how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.
- Systematically and frequently check and refill soap and hand sanitizers.
- Daily, provide opportunities for handwashing with soap and water by students and teachers.
- Limit sharing of personal items and supplies such as writing utensils.

4. **Spacing, Movement and Access** *Return to School Roadmap* (p. 39).

- Space students as far apart as feasible in classrooms, whether desks or tables are utilized.
- Post signage to indicate proper social distancing.
- Place markers at six-foot intervals where line formation is anticipated.
- Provide social distancing markers in waiting and reception areas.
- Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.
- Restrict entrance to the school to students and staff only, with the following allowances: Family members or other non-staff adults are not allowed in the school building except under extenuating circumstances determined by school officials. 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, should be kept of all non-staff adults entering and exiting the building.

5. **Screening Students and Staff** *Return to School Roadmap* (p. 40).

- St. Stephen School will cooperate with the Kent County Health Department regarding implementing protocols for screening students and staff.
- Identify and designate a quarantine area and a staff person to care for students and staff who develop signs or symptoms of COVID-19 at school.
- Students and staff who become ill with signs or symptoms of COVID-19 will be placed in an identified quarantine area with a facial covering in place, if able, until they can be picked up. Identified person caring for these children/staff will wear a facial covering.
- Symptomatic students and staff sent home from school will stay home until they have tested negative or have completely recovered according to CDC guidelines.
- 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.

6. Testing Protocols for Students and Staff and Responding to Positive Cases

Return to School Roadmap (p. 40-41).

- St. Stephen School will cooperate with the Kent County Health Department regarding implementing protocols for screening students and staff.
- Symptomatic students and staff will be kept home until they have tested negative for COVID-19 or have been released from isolation according to CDC guidelines.
- Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.

8. Responding to Positive Tests Among Staff and Students *Return to School Roadmap (p. 41-42).*

- St. Stephen School will cooperate with the Kent County Health Department if a confirmed case of COVID-19 is identified, and in particular, 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. The Local Health Department will initiate contact tracing, following regular public health practice.
- 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.

9. Food Service, Gathering, and Extracurricular Activities *Return to School Roadmap (p.42).*

- St. Stephen School will prohibit indoor assemblies that bring together students from more than one classroom.
- School Masses will be allowed provided that all DOGR Mass guidelines are followed.
- If cafeterias are used and six feet of distance between students is not possible, meal times should be staggered or physical barriers should be used. Serving and cafeteria staff will use barrier protection including gloves, face shields, and surgical masks.
- Classrooms or outdoor areas can be used for students to eat meals at school.

9. Athletics *Return to School Roadmap (p. 42).*

- St. Stephen School will comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).
- Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering.
- Every participant should confirm that they are healthy and without any symptoms prior to any event. On non-school days Monitoring Form needs to be completed by all participants (this includes all adult volunteers, coaches and administrators)
- All equipment must be disinfected before and after use.
- Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
- Handshakes, fist bumps, and other unnecessary contact must not occur.
- Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.
- Indoor spectator events are limited to 50 people. Large scale outdoor spectator or stadium events are limited to 250 people, and people not part of the same household must maintain six feet of distance from one another.
- Spectators are allowed provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times. Attention must be given to entry and exit points to prevent crowding.

10. Cleaning *Return to School Roadmap* (p. 43).

- Frequently touched surfaces including light switches, doors, benches, bathrooms, will undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.
- Libraries, computer labs, arts, and other hands-on classrooms will undergo cleaning after every class period or when cohorts change classrooms, with either an EPA-approved disinfectant or diluted bleach solution.
- Student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period, or when cohorts change classrooms.
- Playground structures will 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 masks, and face shields when performing all cleaning activities.

11. Busing and Student Transportation *Return to School Roadmap* (p. 43).

- Schools who use public school district busing will defer all safety guidelines to those providers. The following is intended for schools who are the direct provider of busing services.
- St. Stephen School will require the use of hand sanitizer before entering a school bus. Hand sanitizer will be supplied on the bus.
- The bus driver, staff, and all students in grades preK-12, if medically feasible, will wear facial coverings while on the bus. Note: there may be situations where it is not safe for the bus driver to wear a facial covering. Decisions about these situations should be made on a case-by-case basis with local public health officials.
- St. Stephen School will clean and disinfect transportation vehicles before and after every transit route. Children will not be present when a vehicle is being cleaned.
- St. Stephen School will clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes and prior to

afternoon routes.

- St. Stephen School will clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.
- Schools will create a plan for getting students home safely if they are not allowed to board the vehicle.
- If a student becomes sick during the day, they will not use group transportation to return home and must follow protocols outlined above. If a driver becomes sick during the day, they will follow protocols for sick staff outlined above and will not return to drive students.
- Weather permitting, doors and windows will be open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.

12. Spiritual, Mental & Social Emotional Health *Return to School Roadmap* (p. 44).

- Teachers will collaborate with the principal and/or student support services to facilitate communication with families and make student referrals to appropriate school, parish, and community resources.
- Provide staff with timely, responsive, and ongoing training/professional development.

Final Steps for Submission

Each Catholic School in the Diocese of Grand Rapids shall submit a single completed Assurance Document and Preparedness Plan to its School Board and the chief or designated school administrator in time for approval by August 12.

**Date of Approval by the nonpublic school chief/designated school administrator:
August 5, 2020**

Signature of nonpublic school chief/designated school administrator:

Cindy Thomas Aug. 5, 2020

**Link to the approved Plan posted on the Non-public School website:
www.ststephenschoolgr.com**

The Preparedness Plan will be sent by the chief/designated school administrator for the nonpublic school to the State Superintendent of Public Instruction and State Treasurer by August 12, 2020. Additionally, this Preparedness Plan must be posted on the nonpublic school's public website home page no later than August 17, 2020.

Name of Non-public Leader Submitting Plan: Cindy Thomas

Date Approved by the Chief or designated School Administrator: August 5, 2020

Date Submitted to State Superintendent and State Treasurer: August 11, 2020