

# St. Thomas More Academy

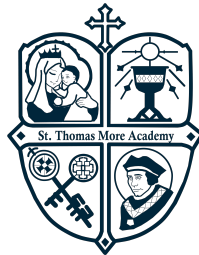
Preparedness Plan 2020-2021  
Phase, 3, 4, and 5  
MI Safe Schools

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# Enrollment (as of 8-12-20)

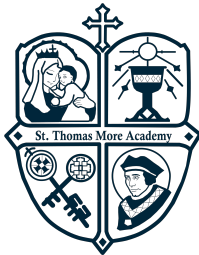
Kindergarten	4	Seventh Grade	5
First Grade	5	Eighth Grade	9
Second Grade	3	Ninth Grade	3
Third Grade	4	Tenth Grade	6
Fourth Grade	5	Eleventh Grade	9
Fifth Grade	6	Twelfth Grade	4
Sixth Grade	8	Total Enrolled	71



# Phase 4 : Face to Face

## Teachers and students learning together at STMA.

- Social distancing and other safety precautions will be used throughout the day.
- Student arrival, dismissal and passing in the halls will be socially distanced and staggered.
- All seating will be as socially distanced as feasible and face forward.
- Students will wash their hands with soap and water/hand sanitizer multiple times per day.
- Windows will be open, weather permitting, to increase ventilation.
- Students will bring their own reusable water bottle as drinking fountains will be closed.
- Gym class will be held outside, weather permitting. No masks worn during gym.
- Desks and any shared materials will be disinfected after each use.
- Students will be expected to have their own materials. Their materials will be kept separately in lockers, cubbies and desks.
- Students are asked to only bring needed materials to school, and to clean out backpacks, desks, cubbies and lockers weekly.
- Custodians will follow an enhanced cleaning schedule for all rooms and surfaces.
- We will follow the direction of the Genesee County Health Department regarding any COVID-19 cases that affect our school community.



# Phase 4: Arrival & Dismissal Procedures

## **Arrival - School begins 8:45-AM**

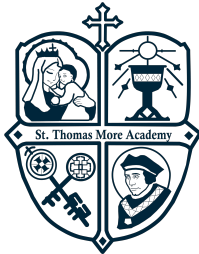
- Students can be dropped off beginning at 8:15 AM. Students will have their temperature checked by a teacher and then asked to social distance in the gym.
- Students who arrive after 8:35AM will have their temperatures taken and they will proceed directly to their homeroom classrooms.

## **Dismissal - School ends at 2:45PM**

- Students will be packed up and ready to exit the building at 2:45 PM. PLEASE BE PROMPT
- Parents can remain in their vehicles in a single file line and we will send students out to your vehicle.
- Parents can come to the door to pick up their child but we ask that they do not linger in the atrium during this time.

# Phase 4: Safety Protocols Personal Protective Equipment

- Facial coverings must always be worn by staff except for meals.
- All students in grades K-6 must wear facial coverings unless students remain with their classes throughout the school day and do not come into close contact with students in another class.
- Facial coverings must be worn in classrooms by all students grades 7-12.
- Facial coverings must always be worn in hallways and common areas by preK-12 students in the building except for during meals.
- Any student, staff, or teacher that is unable to medically tolerate a facial covering must not wear one.
- Parents or teachers can sign a mask waiver..



# Phase 4

## Safety Protocols Hygiene

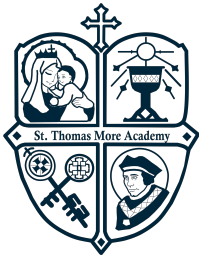
- Students and staff will wash/sanitize their hands upon entering their classroom at the beginning of the day.
- Students and staff will wash/sanitize their hands before and after meals.
- Hand sanitizing stations have also been added to all classrooms.
- Students will use their own school supplies. If sharing occurs, items will be sanitized.

# Phase 4: Safety Protocols Spacing, Movement and Access

Nothing required for non-public schools.

## **STMA will follow the recommendations below:**

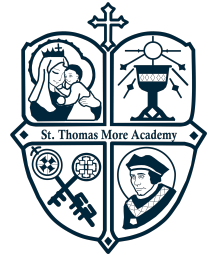
- Desks and tables will be placed as far apart as possible, dependent on the room size and the number of students in the classroom.
- Student desks/tables, as feasible, will face the same direction in the classroom.
- Passing times will be staggered to minimize the number of students in the hallway at one time.
- Students will social distance in the gym before the first bell and during dismissal.
- Family members and other guests will be allowed in the building after completing the screening document.
  - [Screening Document](#)





# Phase 4: Safety Protocols Screening Students and Staff

- Prior to students starting the school year, parents will be required to complete a [COVID-19 Parent Verification and Acknowledgement](#) document indicating that, to the best of their knowledge, their child does not have COVID-19, has not been exposed to someone with COVID-19, and does not have any current symptoms.
- Students and staff will have their temperatures taken as they enter the building daily.
- At the start of each day, and throughout the day, staff will visually and verbally screen students for symptoms of COVID-19.
- Students and staff displaying symptoms of COVID-19 will be sent to the office for further screening.
  - Students and staff will be placed in a quarantine area, receive a temporal screen (temperature check), and be asked a series of questions related to their symptoms.
    - Students will be required to wear a mask in the quarantine area.
  - Parents will be contacted for extended discussion about the symptoms and potential exposure to COVID-19.
  - Symptomatic students and staff will be sent home until they have been symptom free for 24 hours or have been tested and received a negative result for COVID-19.
- Students and staff who exhibit symptoms of COVID-19 (any respiratory or gastrointestinal symptoms or temperature of 100.4 or greater) should stay home. Daily checks for symptoms is strongly encouraged.



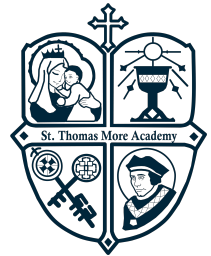
# Phase 4: Safety Protocols Testing Protocols for Students and Staff and Responding to Positive Cases

- St. Thomas More Academy will cooperate with the Genesee County Health Department regarding protocols for screening students and staff. Additionally, the Genesee County Health Department and CDC will be consulted in the event that a student or staff member contracts COVID-19 during the school year.
- Families shall be notified of a positive COVID-19 result in the classroom and/or school.
- Students and staff who develop symptoms at school will be quarantined and must be symptom free (without medical assistance) for at least 24 hours or have a negative COVID-19 test result and are cleared to return to school by a physician.
- Students and staff who spent more than 15 minutes, less than six feet from the student or staff member who tested positive will be quarantined for 14 days from school. Testing is only required if symptoms develop for an individual student or staff member.



# Phase 4: Responding to Positive Tests Among Staff and Students

- St. Thomas More Academy will cooperate with the Genesee County Health Department and the CDC if a confirmed case of COVID-19 is identified.
- St. Thomas More Academy shall 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.
  - STMA will provide staff with guidance on confidentiality laws and statutes that protect student and staff health information. Student communicable disease related information is protected health information. (Even if a family/ student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test).
- Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.
- Cleaning staff shall wear a surgical mask, gloves, and a face shield when performing cleaning of these areas.



# Phase 4: Safety Protocols Food Service, Gathering, and Extracurricular Activities

## FOOD SERVICE

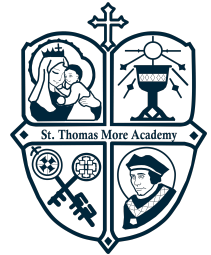
Students will eat lunch in their homeroom classrooms. A peanut room will be available during both lunch hours. They will bring a sack lunch that includes a drink.

## GATHERING

Indoor assemblies with more than one classroom are prohibited with the exception of Catholic devotions. Students and staff will be seated as far apart as possible and be encouraged to wear masks

## EXTRACURRICULARS

**Social distancing and Safety Protocols will be utilized during any Activity**



# Phase 4: Safety Protocols Cleaning

- Frequently touched surfaces including light switches, doors, benches, bathrooms, will be cleaned at least every four hours with an EPA-approved disinfectant..
- Computer labs and shared classrooms will be cleaned after every class period with an EPA-approved disinfectant.
- Student desks will be wiped down with an EPA-approved disinfectant after every class period.
- Playground structures will continue to undergo normal routine cleaning.
- 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 uses products.
- Staff must wear gloves, surgical masks, and face shield when performing all cleaning activities.



# Phase 4: Athletics

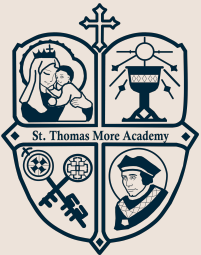
- STMA will not participate in MHSAA this year.
- Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering.
- Every participant should confirm that they are healthy and without any symptoms prior to any event.
- All equipment must be disinfected after use.
- 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.
- 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.
- 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.



# Phase 3: Distant Learning

**STMA has partnered with Oxford Virtual Academy to provide digital access to classes that correspond with STMA curriculum. The teachers will guide the students through the Acellus courses, using current STMA textbooks and holding Zoom or Google Meet meetings to ensure student understanding.**

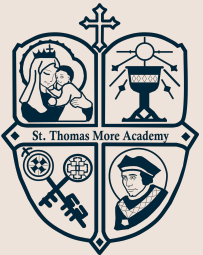
- Families will be issued up to two Google Chromebooks to ensure their children have access to digital learning.
- Teachers and students will be trained on the Acellus platform.
- Daily lessons and assignments will be presented through JupiterEd and Acellus: A digital learning platform
- If approved through Davison Schools, we will offer families with lower speed Wifi a Wifi booster that will ensure better connectivity.
- STMA books and workbooks will also be utilized.
- Grades will be posted in JupiterED.



# Phase 3: Distant Learning

## **TEACHER RESPONSIBILITIES:**

- **Post lessons and assignments no later than 8 AM daily**
- **Interact with students via Zoom or Gmail Meet on a weekly basis or as needed by individual students to ensure success.**
- **Provide feedback to guide students understanding**

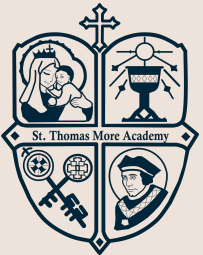




# Phase 3: Distant Learning

## **STUDENT RESPONSIBILITIES:**

- Will be expected to attend and participate in class daily
- Will be able to participate virtually in class discussion and group projects..
- May take any needed breaks from the computer
- Students are expected to submit assignments as they are due.
- Students will need to be verbal about any learning difficulty they are experiencing either with the program or understanding the material.



# Stage 5 : Things Return to Normal

**There are no required safety protocols for the following areas.**

- **Personal Protective Equipments - no masks required**
- **Handwashing and Hygiene**
- **Spacing, Movement, Access**
- **Cleaning**
- **Lunch, Assemblies, Extracurriculars**
- **Screening Students and Staff**
- **Testing Protocols for Students and Staff and Responding to Positive Cases**
- **Responding to Positive Tests Among Staff and Students**

# Stage 5 : STMA will continue the following protocols

- **Handwashing and Hygiene**
  - Students and staff will continue to maintain healthy habits in regards to handwashing, best practices with sneezing and coughing and sanitizing classrooms.
- **Lunch, Assemblies, Extracurriculars**
  - Lunch can be served in the cafeteria.
  - After School Clubs can resume
  - Mass will continue but without required masks.
- **Responding to Positive Tests Among Staff and Students**
  - St. Thomas More Academy will cooperate with the Genesee County Health Department and the CDC if a confirmed case of COVID-19 is identified.

Fordham Teacher's Guide to FERPA -  
[https://www.fordham.edu/download/downloads/id/1850/09\\_-\\_dos\\_and\\_donts\\_for\\_teachers.pdf](https://www.fordham.edu/download/downloads/id/1850/09_-_dos_and_donts_for_teachers.pdf)

CDC - Cleaning and Disinfecting -  
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

CDC - Mental Health and COVID -  
<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html>

Michigan High School Athletic Association -  
<https://www.mhsaa.com>

Michigan Department of Education Return to School Roadmap -  
[https://www.michigan.gov/documents/whitmer/MI\\_Safe\\_Schools\\_Roadmap\\_FINAL\\_695392\\_7.pdf](https://www.michigan.gov/documents/whitmer/MI_Safe_Schools_Roadmap_FINAL_695392_7.pdf)

Genesee County Health Department  
<https://gchd.us/coronavirus/>

CDC - Talking with Children about Coronavirus -  
<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/talking-with-children.html>

CDC Guidance for Schools  
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>

CDC Guidance on Face Masks or Coverings -  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>

# Resources – Helpful Websites