

# Father Marquette Catholic Academy



## Guidelines for Reopening During COVID-19



✝ *Only One Thing is Necessary...*

### MISSION STATEMENT

Centered in the person of Jesus Christ and grounded in the teachings of the Catholic Church, Father Marquette Catholic Academy is a mission of four Marquette parishes. Partnering with parents, we work to form students into disciples who will go forth to improve the world around them. We accomplish this by uniting the pursuits of faith and reason. Through rigorous academics grounded in the perennial Classical Curriculum and a commitment to personal attention of each student and their growth in virtue, we are dedicated to the complete formation of our students, remembering that in the end, only one thing is necessary.



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## Phase 4

If a school is located in a Phase 4 MERC District, as described in the MI Safe Start Plan, the following will be adhered to:

### Personal Protective Equipment

- 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.
- Father Marquette Catholic Academy will not conduct indoor assemblies that bring together students from more than one classroom.
  - School Masses may be allowed provided that all Diocese of Marquette Mass guidelines are followed.
- *Facial coverings may be homemade or disposable level one/basic-grade surgical masks, and/or face shields.*

### Hygiene

- Provide 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.



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- 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.

#### **Spacing, Movement and Access**

- 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.

#### **Screening Students and Staff**

- Cooperate with the local public 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.



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### **Testing Protocols for Students and Staff and Responding to Positive Cases**

- Cooperate with the local public 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.

### **Responding to Positive Tests Among Staff and Students**

- Cooperate with the local public 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.

### **Food Service, Gathering, and Extracurricular Activities**

- Prohibit indoor assemblies that bring together students from more than one classroom.
  - School Masses may be allowed provided that all Diocese of Marquette Mass guidelines are followed.
- If cafeterias are used and six feet of distance between students is not possible, mealtimes 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.

### **Athletics**

- Schools 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.



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- 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.

### **Cleaning**

- 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.

### **Busing and Student Transportation (including extra-curricular activities and athletics)**

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.

- Schools 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



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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.

- Schools will clean and disinfect transportation vehicles before and after every transit route. Children will not be present when a vehicle is being cleaned.
- Schools 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.
- Schools 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.

#### **Mental & Social-Emotional Health**

- Schools are to identify a point person or establish an access navigator to facilitate mental health referrals, communications to families/ students, and public-facing wellness materials.
- Provide all staff with timely, responsive, and ongoing training/professional development.



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## RESOURCES

### General

Executive Order - [EO 2020-142.pdf](#)

Roadmap - [MI Safe Schools Return to School Roadmap](#)

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – [www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)

State of Michigan: COVID-19 response – [https://www.michigan.gov/mde/0,4615,7-140-37818\\_53456---,00.html](https://www.michigan.gov/mde/0,4615,7-140-37818_53456---,00.html)

CDC: Resources for Childcare, Schools, and Youth Programs –

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

Federal OSHA – [www.osha.gov](http://www.osha.gov)

### Hygiene

Handwashing video translated into multiple languages –

[www.youtube.com/watch?v=LdQuPGVcceg](http://www.youtube.com/watch?v=LdQuPGVcceg)

CDC Prevention: [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

CDC Hygiene Etiquette: [www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

### Housekeeping

CDC Disinfecting: [www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

CDC Cleaning: [www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

Environmental Protection Agency (EPA): [www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

### Employees exhibiting signs and symptoms of COVID-19

CDC Sickness Steps: [www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

### OSHA Training

Federal OSHA: [www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)

### Social Distancing

CDC: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

Social distancing calculator: <https://www.banquetttablespro.com/social-distancing-room-space-calculator>

### Mental Health

Catholic Charities of SE Michigan: <https://ccsem.org/covid-19-outreach-and-resources/resources/>



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## Phase 5 Requirements

### *Personal Protective Equipment*

Face coverings are optional for students and staff when in classrooms. If a staff member or student has been identified to be at increased risk of illness by their physician, face covering should be worn.

- 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.
- Father Marquette Catholic Academy will not conduct indoor assemblies that bring together more students than the most recent Executive Order allows.
- School Masses may be allowed provided that all Diocese of Marquette Mass guidelines are followed.

### *Hygiene*

- Provide 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).
- 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.

### *Spacing, Movement and Access*

- Space students as far apart as feasible in classrooms, whether desks or tables are utilized.



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- 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.

### ***Screening Students and Staff***

- Cooperate with the local public health department regarding ongoing protocols for screening students and staff.
- Maintain 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.

### ***Testing Protocols for Students and Staff and Responding to Positive Cases***



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- Cooperate with the local public health department regarding ongoing 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.

### ***Responding to Positive Tests Among Staff and Students***

- Cooperate with the local public 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.

### ***Food Service, Gathering, and Extracurricular Activities***

- Father Marquette Catholic Academy schools will not conduct indoor assemblies that bring together more students than the latest Executive Order allows.
- School Masses may be allowed provided that all Diocese of Marquette Mass guidelines are followed.
- If cafeterias are used and six feet of distance between students is not possible, mealtimes should be staggered, or physical barriers should be used. Serving and cafeteria staff will use barrier protection including gloves, face shields, and surgical masks.

### ***Athletics***

- Schools will comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).



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- 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.

### ***Cleaning***

- Frequently touched surfaces including desks, light switches, doors, benches, bathrooms, and hands on classrooms will undergo frequent cleaning with either an EPA-approved disinfectant or diluted bleach solution.

### ***Busing and Student Transportation (including extra-curricular activities and athletics)***

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.

- Schools 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.
- Schools will clean and disinfect transportation vehicles before and after every transit route. Children will not be present when a vehicle is being cleaned.



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- Schools 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.
- Schools will clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.
- 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.

### ***Mental & Social-Emotional Health***

- Schools are to maintain a point person or establish an access navigator to facilitate mental health referrals, communications to families/ students, and public-facing wellness materials.
- Provide all staff with timely, responsive, and ongoing training/professional development.



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### FMCA CONTINUOUS LEARNING GUIDANCE: Phase 1-3 Plan

- ⇒ Our Catholic mission is the core of why we exist and the root of our continuous and distance learning plan.
- ⇒ An emphasis on a balance between our approach to focus upon pastoral care for families and children and student academic work. We will embrace the opportunity to show that we do have tighter relationships with families than our public-school counterparts.
- ⇒ Distance learning in Phase 1-3 is mandatory, and take-home technology will be ready and available for students who need it. FMCA is one-to-one with technology, so students can will take home their own, assigned device.
- ⇒ Essential (CORE) content and skills will be the focus of our preparation and delivery for student learning through this crisis during the 2020-2021 school year. In addition to CORE content, we will offer other subject areas and will continue to do our best to meet all benchmark standards.
  - Elementary CORE: Language Arts, Math, Religion, Science, and Social Studies
  - Middle School CORE: Language Arts, Math, Religion, Science, and Social Studies
  - Elementary Additional: Art and Music
  - Middle School Additional: Band, Art, and Music
- ⇒ Each teacher will provide pertinent, grade-level learning for their students, while focusing on CORE learning, practical lesson delivery, and relationships. Teachers will be regularly available to students through virtual class meetings and office hours.
- ⇒ FMCA will communicate with families in a number of ways: email, phone, virtual Zoom, Facebook, etc. Our goal is to continue to build relationships and community and to offer spiritual and emotional support.
- ⇒ FMCA will communicate and update families regarding assessments and closing the learning gap from the 2019-2020 school year and the 2020-2021 school year.



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### **Best practices for distance learning**

The following are best practices to consider in our current distance learning situation:

1. Continue our mission of educating the whole person: spiritually, intellectually, socially, and physically.
2. Focus frequently upon “our school family as rooted in faith” as a strength to carry us through these difficult times.
3. Use appropriate, grade-level learning platforms and strategies to deliver rigorous distance learning program.
4. Focus on essential and additional content and skills for students.
5. Make decisions to support all students and be ready to adapt when particular students need individualized plans and support.
6. Emphasize relationships in this new learning environment.
7. Show love and care to parents, care givers and students.
8. Be flexible and ready to adapt your plans when needs arise.
9. Provide training and support for all new resources and platforms introduced.
10. Promote instructional delivery that utilizes non-technology activities: reading, nature walks, writing exercise, help around the home, etc.
11. Establish a consistent and agreed upon framework of expectations, communication schedules, and practices that all stakeholders share.
12. Pray daily for all of your students, families and our entire school family.

### **Classroom teachers**

Each teacher will develop a flexible classroom plan which includes the following components:

1. Overall student schedule per day, per week; include how much total time on average is appropriate per day for schoolwork.
2. Communication: daily, weekly, with students, with parents
3. Host at least one virtual office hour daily when teacher is available for questions, support for students and families.
4. What, if any, is whole group instruction online, small group or individual/on your own.
5. Attendance is now mandatory, and teacher will track participation, along with progress.
6. Prayer is scheduled daily with each class and the teacher continues his/her role as spiritual leader of the class.



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7. Subjects taught determine essential core content; religion class is an essential core subject; and additional content.
8. Content to be covered, work to be completed and schedule: materials broken out by days and/or weeks.
9. Assessments or work to be completed, (how grades will be weighted from assignments, quizzes and tests).
10. Grades: Establish a timeline for when grades will be completed once work is turned in and communicated; Grading scale.
11. Special family situations which call for adaptations to the general class plan.
12. Components of the plan which encourage joy, charity, positive social time and building relationships as well as other virtues.
13. Provide the opportunity for your students to interact with their peers online.
14. Weekly personal planning time is scheduled.
15. Teachers working with each other and the principal to support and enhance the quality of each other's plans.
16. Teacher plans to be turned into the principal, possibly weekly, or one time if plans comprise a general template.

### School principals

Components of the plan for principals include:

1. Leads the school staff in our Catholic mission as first priority, emphasizing the balance needed to lead academics as well as charity, positive social time and relationship building as well as other virtues.
2. Establishes a regular teamwork meeting schedule with teachers by individual teacher, small group and large group.
3. Creates and implements a communication plan for the school community at large.
4. Schedules outreach to parents, students.
5. Oversees social media community initiatives, such as sharing videos, prayers, reading a schoolwide book or maybe a middle school and elementary school book together and posting a discussion, etc.
6. Monitors weekly teacher unit and lesson planning, virtual instruction time, and grading to ensure continuation of learning occurs.
7. Works with teaching staff to establish agreed upon grading rubrics for every grade level. Determine where grades will be posted.
8. Attends virtual meetings with other principals across the diocese and the superintendent for mutual support and further guidance during this situation.



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## School Reopening Plan FAQ

### Health and Safety FAQ

#### **Q: What does “reopening our schools” really mean?**

A: Gathering as a school community is an integral part of Catholic education. Our plan is to reopen our school buildings to students this fall. This means that all students are welcome to return to classes for face-to-face instruction. We have developed an in-depth plan that addresses numerous aspects of the reopening process, and how schools will function once reopened.

#### **Q: Will students be safe when school is reopened?**

A: Safety is always our top priority in Catholic education. In constructing our reopening plan, we have closely studied guidance from federal and state authorities.

#### **Q: Who decides when a school has met the requirements to reopen? When will this happen?**

A: Our plan includes specific requirements that schools must meet in order to reopen. Schools must complete a checklist and submit it to the archdiocese for review. In completing this checklist, schools have been asked to form two “Reopening Teams,” one for Health and Safety and a second for Academics. The teams will help the principal think through the school’s specific reopening strategy and complete the checklist of requirements. The archdiocese will determine if/when a school is ready to reopen.

#### **Q: Will all students be allowed to return to school at the same time?**

A: Yes. Our plan provides for the return of all Catholic school students for full-day instruction.

#### **Q: Will students and Staff need to wear masks at school?**

A: Yes. As per directives of the state, all 6-12 students will need to wear masks while at school. Masks may be removed for brief periods of time under certain circumstances (such as outdoor play or lunch). However, when masks are removed, students must remain physically distant from one another (at least six feet). In phase 5, for grades 6-12, masks can be removed while in the classrooms, as long as students are six feet apart.

\*5<sup>th</sup> grade is considered Middle School at FMCA.

All students in grades kindergarten through 4 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.



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In phase 4, 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. In phase 5, staff can remove masks in the classroom setting as long as the six-foot social distancing measure is practiced.

**Q: Do I need to purchase masks for my child?**

A: Yes. We are asking all parents to purchase masks for their child. Parents may opt to buy disposable or reusable masks. For disposable masks, each mask must be thrown away at the end of every school day and parents should send plenty of extra masks to school with their child. For reusable masks, masks should be cleaned after every use and students should send at least one extra reusable mask to school.

**Q: Can face shields be used instead of masks?**

A: No. A face shield can be used in addition to a mask but does not replace a mask.

**Q: Will teachers teach children how to use masks?**

A: Yes. We know that students will need training to learn how to properly wear masks. We will spend time at the beginning of the year helping children learn how to safely keep masks in place.

**Q: Will students be required to physically distance at school?**

A: When students are with their class or cohort, they should remain as far apart as possible, but do not need to keep at least six feet apart.

**Q: Should I take my child's temperature every day before school?**

A: Yes. A high fever is a key symptom of COVID-19. Parents should take their child's temperature every day before their child is taken to school. If your child has a fever of over 100.4°F, your child should be kept home from school. You should contact your child's doctor and the school's main office. Similarly, you should ask your child if he/she has any of the other [symptoms](#) of COVID-19, such as a sore throat, coughing, or nausea. If your child complains of these symptoms, you should keep him/her home and contact your doctor and the school office.

**Q: How will drop off and pick-up be handled?**

A: We are asking each school to carefully evaluate drop off and pick up procedures. Schools will use various entrances and exits to minimize contact between student cohorts. Parents will be asked not to congregate near school doors. Your principal will communicate specific drop off and pick up procedures to you ahead of the start of school.



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In addition, when students enter school every day, they will be asked to participate in two tasks. These are:

1. Students should wash their hands with soap or use hand sanitizer.
2. Students will be asked if they are feeling well.

If a student has a temperature above 100.4°F or complains of other COVID-19 symptoms, he/she will be immediately sent to a quarantine room.

**Q: What does the plan say about safety and cleanliness requirements for school buildings?**

A: Our plan includes very specific requirements for the ongoing cleaning and sanitizing of our school buildings. Generally speaking, buildings will be cleaned very frequently, with a particular focus on high-traffic areas and common surfaces. Windows and/or vents should be opened to maximize air flow. Barriers will be installed in main office areas.

**Q: How will lunch take place when school reopens?**

A: If cafeterias are used and six feet of distance between students is not possible, mealtimes will be staggered, and physical barriers will 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.

**Q: What about recess?**

A: Schools may still conduct recess, but schools must fulfill defined safety requirements. For example, cohorts must be spread out from one another. If recess is outdoors, masks may be removed, but students will stay at least six feet apart.

**Q: Can I still volunteer at school?**

A: We have asked schools to minimize the number of volunteers this year in an effort to mitigate risk.

**Q: Will extended care (before and after care) be available this year?**

A: Yes. Schools may continue to offer extended care. Our schools will follow LARA Regulations for extended care.

**Q: My child and/or another member of my household is in an at-risk group for COVID-19. Should I send my child to school?**

A: Centers for Disease Control (CDC) has defined [conditions in which certain people may be more at risk for severe illness through COVID-19](#). If your child or another member of your



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household is in an at-risk group, we encourage you to speak to your doctor. Ultimately you should decide whether it is safe for your child to attend school.

**Q: Is it okay for my family to travel out of town during the COVID-19 pandemic?**

A: We recommend that you not travel out of town during the current pandemic. However, if travel is necessary, we encourage you to become familiar with the CDC's Travel Guidelines. If you or a member of your household travels to another country or to a state identified by the CDC as having a surge in COVID-19 cases, your school may ask you to wait for 14 days until returning your child to school.

**Q: What happens if there is a COVID-19 surge in Upper Michigan and the state imposes more restrictions on schools?**

A: If a COVID-19 surge occurs, we will work closely with state officials to determine whether we can continue face-to-face instruction (even on an alternate schedule). If necessary, we will return to at-home virtual instruction.

**Infection Protocols FAQ**

**Q: What are the symptoms of COVID-19?**

A: The Centers for Disease Control (CDC) has identified several [symptoms](#) of COVID-19, including high fever (above 100.4°F), sore throat, coughing, nausea, headache, muscle aches, loss of taste or smell, runny nose, fatigue, diarrhea and difficulty breathing.

**Q: What should I do if my child has symptoms of COVID-19?**

A: If your child shows [symptoms](#) of COVID-19, you should contact your doctor. Your doctor may ask that your child participate in a COVID-19 test. You should alert your school's main office and not send your child to school.

If the symptoms occur during the school day, your child will be immediately sent to the office and you will be contacted to pick your child up from school.

**Q: My child had COVID-19-like symptoms but tested negative for COVID-19. When can he/she return to school?**

A: If your child does not have COVID-19, but has another illness, you should keep your child home until the illness' symptoms disappear.

**Q: What should I do if my child tests positive for COVID-19?**

A: You should immediately contact your doctor for additional instructions. You should also contact your school's main office. You should not send your child to school.



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**Q: When can a student return to school after receiving a positive COVID-19 test?**

A: If a student tests positive for COVID-19, the student must isolate and not return to school until they have met [CDC's criteria to discontinue home isolation](#). This includes:

1. Three or more days without a high fever;
2. A reduction of other COVID symptoms by at least 75 percent; and
3. At least 14 days have passed since symptoms first appeared.

**Q: What should I do if a member of my household (who is not my child) tests positive for COVID-19?**

A: You should immediately contact your school's main office. Your school will ask that you keep your child home for at least 14 days. If your family member recovers from COVID-19 (through meeting the criteria in the previous question) AND your child shows no COVID-19 symptoms for the 14-day period, your school may allow your child to return.

**Q: What happens if my child's teacher tests positive for COVID-19?**

A: Should any employee have COVID-19 symptoms or tests positive for COVID-19, we will follow the same protocols used for students (see above). If your child's teacher becomes sick and is unable to work, your school will provide a substitute teacher.

**Q: What happens if another student in my child's class tests positive for COVID-19?**

A: Your school will make all parents aware that a student has tested positive for COVID-19. All students in the cohort will be monitored closely for COVID-19 symptoms. If more than one student tests positive for COVID-19, it is likely that the entire cohort will be isolated (sent home) for at least 14 days. Students will be allowed to complete work virtually while the cohort is away from school.

**Q: Could my child's school building be closed down due to COVID-19 this year?**

A: We will do our best to ensure a safe and healthy environment in the coming year. However, if numerous cases appear in a single school, resulting in the isolation of multiple classes/cohorts, we may need to close the school building and transition all students to virtual learning for a time. Parents will be updated regularly should that need arise.

**Academics and Programming FAQ**

**Q: Will my child's curriculum be changed this year?**

A: Schools will still deliver high-quality instruction in core subjects (religion, language arts, math, science and social studies). Special requirements will be in place for departmentalized classes



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and special area subjects (see sections below). The implementation of safety and health requirements (outlined earlier in this FAQ) will create new complexities in instruction, but our commitment remains to provide your child the best possible faith-based education.

**Q: Will my child's classroom look different?**

A: We have instructed schools to spread out desks and tables in classrooms as much as possible. In order to maximize floorspace, we've asked teachers to remove non-essential furniture and other items. We have also asked that desks and tables be arranged so that they face the front of the room. These steps were taken to minimize risk of any infection in the classroom.

**Q: Will students share school supplies?**

A: No. We are asking schools to ensure that students not share school supplies (e.g., books, crayons, technology, etc.), including for such subjects as art and music. Exceptions may be made for activities outdoors (such as outdoor physical education classes). If it is impossible to avoid sharing supplies, such as computers in a computer lab, such supplies must be cleaned after every use.

**Q: Will students still change classes?**

A: Many schools offer departmentalization, in which students change classes for core subjects (religion, language arts, math, science and social studies).

**Q: Will schools still offer classes in special subject areas (e.g., art, music, PE, etc.)?**

A: Yes. As with departmentalization (see last question), we will ask special subject area teachers to travel to each class' homeroom for instruction whenever possible. This will be particularly likely for such subjects as art, music, health and foreign language. If students visit spaces such as the gymnasium, computer/STEM lab or library, the room must be cleaned after every cohort.

**Q: Will students participate in field trips?**

A: Due to the COVID-19 pandemic, schools will not participate in in-person field trips while the District is in Phase 4.

**Q: I need to meet with a teacher or my school principal. Can these meetings occur?**

A: Yes. These meeting can take place virtually via phone or video chat.

**Q: Will school masses still take place?**

A: The archdiocese has defined a specific plan for parishes that allows for the celebration of mass under very specific conditions. Schools will be asked to follow this plan, in close coordination with the local pastor and parish, in determining how/whether masses may be celebrated.



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**Q: How will extracurricular activities be impacted this year?**

A: Our plan provides guidance on specific extracurricular activities. Highlights of this guidance include (by activity):

- **Athletics:** We are awaiting further information from the state regarding athletics. More information will be provided to parents as it is known.
- **Band:** Rehearsals for small groups may take place for non-wind instruments (e.g., percussion, strings, etc.). Students must be physically distant. Rehearsals must occur virtually or outdoors for wind instruments (woodwinds and brass).
- **Choir, Drama/School Play, Christmas Program:** Due to ongoing health concerns, we are asking schools to conduct such programs virtually or cancel them for the coming school year.
- **Other Activities:** For other activities (e.g., robotics, debate, etc.), schools must meet specific health and safety requirements. If such requirements cannot be met, these activities should be conducted virtually or canceled.

**Tuition and Fees**

**Q: Will schools still collect tuition this year?**

A: Yes. While this school year may look different, our schools will continue to provide a rigorous academic experience while supporting the moral and spiritual development of each student. Our Catholic schools depend upon tuition revenue to pay our employees who do this work and support other school-related expenses.

**Q: I am having difficulty paying tuition, as my own workplace has been impacted by COVID-19. What do I do?**

A: We know that some families may have difficulties paying tuition due to the loss of pay during workplace closures and are ready to support those in need of assistance. If this is happening to you, please contact your school's principal. We understand your situation and will do our very best to work with you.

**Q: Will fees be changed this year?**

A: Each school develops their own fees based upon their own local needs. Fees may be adjusted if a program or activity has been directly impacted by COVID-19. For example, if a fee is collected for a particular field trip, it is likely that the fee will not be collected this year (as field trips will not occur).