



LAKE MICHIGAN
CATHOLIC SCHOOLS

2020-2021 School Plan

LEARNING THE LAKER WAY

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PURPOSE

This document details Lake Michigan Catholic School's response and management of risks related to COVID-19 and the plan to return to school for the 2020-21 academic year. As always our first priority is to protect the health and safety of our LMC community. The policies and procedures contained herein are aimed at protecting our faculty, staff and students against risks to their health, arising or likely to arise from exposure to this virus and in turn minimizing transmitting exposure to others.

SCOPE

This Plan covers all instruction, whether onsite at LMC Sites or otherwise, all school-affiliated events, including athletics and other extra-curriculars, all school-sponsored trips, and all other events or activities related to LMC.

This Plan aligns with the Phases in the MI Reopen Plan and the MI Safe Schools Plan. There are two distinct "Policies & Procedures" sections in this Plan that align with the various Phases defined in the MI Reopen Plan: Phases 1-3 and Phases 4 and above. In the event the Kalamazoo Region is in Phases 1 through 3, instruction will be delivered via Virtual Only methods, and students will not be onsite. When the Kalamazoo Region is in Phase 4, our Onsite and Live Classroom instruction methods will be active. See the detailed Policies and Procedures sections for more information about how instruction will be delivered during which Phases.

The following sources were the basis for development of the policies and procedures included in this document: [Centers for Disease Control and Prevention \(CDC\) Guidance for Schools](#), [World Health Organization \(WHO\) Considerations for School-related Public Health Measures in the context of Covid-19](#), [MI Safe Schools: Michigan's 2020-21 Return to School Roadmap](#), [MI Safe Start Reopening Plan](#), [LARA Guidelines for Safe Childcare Operations during Covid-19](#).

In case of conflict with regulatory requirements, the most protective requirement(s) must prevail.

KEY DEFINITIONS AND ACRONYMS

ACRONYM	DEFINITION
ADA	Americans with Disabilities Act
Administrators	Larry Hoskins (Elementary Administrator) and James White (MS/HS Administrator)
CCEC	Catholic Community Education Commission
CDC	Centers for Disease Control and Prevention
COVID-19	The infectious disease caused by the most recently discovered coronavirus. This new virus and disease were unknown before the outbreak in Wuhan, China, in December 2019 (source: https://www.who.int/redirect-pages/mega-menu/health-topics/popular/coronavirus-disease-(covid-19)))
EPA-approved disinfectant	https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19
LARA	Michigan Department of Licensing and Regulatory Affairs https://www.michigan.gov/lara/
LMC	Lake Michigan Catholic Schools
LMC Sites	All LMC-owned and LMC-used physical buildings, including the elementary school, middle/high school, and Rose Center.
MHSAA	Michigan High School Athletic Association https://www.mhsaa.com
MI Reopen Plan	Governor Gretchen Whitmer’s MI Safe Start Plan outlines how we will begin to re-engage while continuing to keep our communities safe. Re-engagement will happen in phases. (https://www.michigan.gov/documents/whitmer/MI_SAFE_START_PLAN_689875_7.pdf)
MI Safe Schools Plan	Roadmap from the state of Michigan that provides required and strongly recommended safety protocols to keep school communities safe based on the status of the coronavirus. (https://www.michigan.gov/documents/whitmer/MI_Safe_Schools_Roadmap_FINAL_695392_7.pdf)
NFHS	National Federation of State High School Associations https://www.nfhs.org
Pastors	Father Thomas McNally, LMC Co-Pastor & Father James Adams, LMC Co-Pastor (https://stjoestjoe.church)
Phase	Outlined in the MI Safe Start Plan, the designated stages of reopening by region within the state. Phase 1. Uncontrolled Growth; Phase 2. Persistent Spread; Phase 3. Flattening; Phase 4. Improving; Phase 5. Containing; Phase 6. Post-pandemic. (https://www.michigan.gov/documents/whitmer/MI_SAFE_START_PLAN_689875_7.pdf)
Plan	This Return to School Plan, as revised from time to time.
RTS Task Force	A team of CCEC members, parents, Administrators and staff who developed this Plan and will consult on revisions to the Plan. The team encompasses members that represent many different industries of work which allows us to view this process through various lenses. Consultations with medical and technology experts have also been used to guide this process, along with getting feedback from faculty, staff and our broader school community. The RTS Task Force will provide ongoing support and consultation to the Administrators, faculty and staff throughout the school year. (https://lmclakers.org/rts-fall-2020-faqs)
Superintendent	Margaret Erich, Superintendent of Catholic Schools Diocese of Kalamazoo (https://catholicschools.diokzoo.org/people/margaret-erich)
WHO	World Health Organization (https://www.who.int)

PHASE 4 POLICIES & PROCEDURES

This Policies & Procedures section is only available during Phase 4 of the MI Reopen Plan. Additional and/or adjusted procedures will be shared in anticipation of the Kalamazoo Region moving into Phase 5 or 6 of the MI Reopen Plan.

Facilities

CLEANING

Regular Cleaning: High traffic areas will be disinfected multiple times during the school day. Frequently touched surfaces including light switches, doors, benches and bathrooms will undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution. Janitorial Staff will log when cleanings are completed using a form like this [Daily Cleaning Form](#). Similar cleaning logs will be used throughout the buildings, including in classrooms. Announcements will be made throughout the day to remind faculty and staff to wipe down commonly touched surfaces in classrooms and offices. Note: [CDC Guidance for cleaning and disinfecting](#).

Student desks/work areas: At the elementary school, student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution at least three times per day. At the Middle School & High School, student desks will be wiped down with an EPA-approved disinfectant or diluted bleach solution after every class period. Faculty/staff wiping down desks must wear gloves, surgical masks and face shields when performing all cleaning activities, including wiping down desks. Adequate supplies will be provided to all faculty and staff.

Multi-use classrooms: Libraries, computer labs and other hands-on classrooms will undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.

Cleaning a Covid-19 Identified Area: In the event a student, faculty or staff member becomes ill with Covid-19 symptoms while at school, or notifies the school that they have tested positive for Covid-19 or have symptoms consistent with Covid-19, the relevant faculty or staff member and the building Administrator will identify all areas where the affected individual had been within the building. All identified areas will be thoroughly cleaned and disinfected. Some identified areas may need to be closed for 24 hours.

Playground: Playground structures will be cleaned according to the routine cleaning schedule.

Staff must wear gloves, surgical mask and face shield when performing all cleaning activities.

VENTILATION

Circulation of outdoor air will be increased as much as possible by opening windows and doors, using fans, and other appropriate methods. All HVAC systems will be checked and monitored to ensure they are running efficiently. Air filters will be changed regularly.

FOOD SERVICE

Faculty, staff and students will wash hands before and after every meal.

Elementary School: Students will eat lunch in their classrooms. In the event, hot lunch is available, additional procedures will be defined to deliver the lunches to each classroom.

Middle School & High School: Students will eat lunch in the cafeteria and outside in designated areas during their assigned lunch period. Signage and markings will indicate where students should sit in order to maintain six feet spacing. Shared refrigerators will not be available to store student lunches.

SIGNAGE & OTHER MARKINGS

Signage will be posted to indicate proper social distancing and healthy hygiene behaviors. Floor tape or other markers will be used at six-foot intervals where line formation is anticipated.

Summer Camp Signage
Laker Health / Safety logo

TRANSPORTATION

Facial coverings: During all school transportation (including for athletics and other off-campus events, if any), facial coverings must be worn by preK-12 students, faculty members, staff members and bus drivers. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Homemade facial coverings must be washed daily. Disposable facial coverings must be disposed of at the end of each day. Any faculty member, staff member or student who is unable to medically tolerate a facial covering or unable to remove a facial covering without assistance should not wear one and must notify the appropriate Administrator that they will not be wearing a facial covering.

Hand Sanitizer: Hand sanitizer will be supplied on the bus and must be used by everyone before entering.

Cleaning: Buses must be cleaned and disinfected before and after every use, including cleaning and disinfecting frequently touched surfaces. Students must not be present during cleaning. Weather permitting, doors and windows will be kept open while cleaning and between trips to let the vehicles thoroughly air out.

Ventilation: Weather permitting, windows will be kept open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe.

Health & Safety

SYMPTOM SCREENING

LMC will cooperate with the Berrien County Department of Health regarding implementing protocols for screening faculty, staff and students.

Self-examinations: Faculty, staff and students (with parental assistance) should conduct daily self-examinations before coming to school, including checking for fever (100.4 degrees fahrenheit or greater), respiratory or gastrointestinal symptoms (e.g., cough, shortness of breath, diarrhea, vomiting, etc.). **If symptoms are present, do not come to school.** Please notify the school regarding your symptoms and contact your doctor. The school will inform you of your possible return to school date consistent with the protocols described in this Plan.

Self-examination reminders: Daily emails or texts will be sent to faculty, staff and parents as a reminder to check for symptoms prior to coming to school.

Symptom Signage: Signage will be posted at the building entrances, as well as throughout the buildings, to reinforce awareness of the Covid-19 symptoms and remind people to not come to school if they have symptoms.

TEMPERATURE SCANNING

Everyone entering LMC buildings (faculty, staff, students, visitors, guests, etc.) will be subject to a temperature scan as they enter. Anyone presenting with a fever (100.4 degrees fahrenheit or greater) will be screened again after a short waiting period. If the person still measures a fever (100.4 degrees fahrenheit or greater), he/she will not be allowed to enter the building (or will be given a mask and will wait in the designated sick bay area while waiting to be picked up).

SPACING AND MOVEMENT

Classrooms: Desks will be spaced six feet apart (from center), and all desks will be facing the same direction. In classrooms where large tables are utilized, students will be spaced as far apart as feasible. Faculty will maintain six feet of spacing between themselves and students as much as possible.

Elementary School Specials: Art, Music, Library and Good Shepherd may be brought to the classrooms. Physical Education will be held outside as often as possible, depending on the weather, and in the gym if it is not possible to go outdoors. Social distancing will be implemented during all specials.

Middle & High School Physical Education: Physical Education will be held outside as often as possible, depending on the weather, and in the gym if it is not possible to go outdoors. Activities will be structured in order to allow for social distancing.

Band: An adjusted approach for 5th grade band will be implemented to allow for introductory band instruction while maintaining social distancing and other precautions. Middle School and High School Band will also implement an adjusted approach. Marching Band and other large group bands will be suspended until at least Phase 5 of the MI Reopen Plan. Middle School and High School band instruction will take place in small group settings to allow for social distancing and other precautions. A rotating schedule allowing for more intimate lessons will be structured and communicated by the teacher.

Hallways: Efforts will be made to keep six feet of distance between people in hallways. At the Elementary School, staggered times will be scheduled for classes to transition to other environments in order to avoid sharing of hallways as much as possible. At the Middle/High School, signage and floor markings will be used to reinforce spacing.

Elementary Recess: Classrooms will be designated specific recess locations around campus to avoid contact with other classrooms as much as possible.

Arrival & Dismissal: A staff or faculty member will monitor arrival and dismissal to discourage congregating and ensure students move quickly through the common areas.

FACIAL COVERINGS & OTHER PPE

CDC PPE Recommendations

Faculty & Staff: Facial coverings must always be worn by faculty and staff except while eating or drinking.

All Students: During school transportation and in hallways and other common areas, facial coverings must be worn by all students (preK-12), except while eating or drinking.

Middle & High School Students: (grades 6-12): Facial coverings must be worn in classrooms.

Elementary School Students: (grades TK-5): Facial coverings must be worn in the classrooms.

Preschool Students: (grades PS3-PS4): Facial coverings are optional, but not recommended by the State of Michigan for this age group.

Visitors & Guests: Facial coverings must be worn by all visitors and guests.

Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Homemade facial coverings must be washed daily. Disposable facial coverings must be disposed of at the end of each day. Any faculty member, staff member or student who is unable to medically tolerate a facial covering or unable to remove a facial covering without assistance should not wear one and must notify the appropriate Administrator that they will not be wearing a facial covering.

Other PPE: Faculty and Staff will be provided surgical masks, gloves, lab coats and face shields to use in the event they need to respond to someone who is symptomatic or clean an identified area.

HYGIENE

Supplies to support healthy hygiene behaviors will be made available, including soap, hand sanitizer, paper towels, tissues and signs to reinforce proper handwashing techniques. Supplies will be frequently checked and refilled as necessary.

Students' personal items will be kept separate in individual cubbies, containers or lockers.

Classroom materials will be disinfected between uses.

Faculty and staff will teach and reinforce the following healthy hygiene behaviors:

- Handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer
- Cough and sneeze etiquette
- Keeping hands away from eyes and mouth
- Limit sharing of personal items and supplies

Faculty, staff and students should wash hands before and after every event. Hygiene reminders will be announced throughout the day (every 2-3 hours) so faculty, staff and students remember to wash hands and sanitize their learning areas and equipment.

ATHLETICS & OTHER EXTRA- CURRICULAR ACTIVITIES

Middle & High School Athletics: LMC will comply with all guidance published by the MHSAA and NFHS. Students, faculty 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 every event. All equipment must be disinfected before and after use. Spectators are allowed during inter-school competitions, provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times. Special attention will be given to entry and exit points to prevent crowding. Each participant must use a clearly marked water bottle for individual use (no sharing of this equipment). Handshakes, fist bumps and other unnecessary contact must not occur.

Conditioning: Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.

Elementary Athletics: Elementary athletics are suspended and will possibly be rescheduled to later in the school year.

Extracurricular Activities: In-person extracurricular activities are suspended. Virtual extracurricular activities are encouraged.

Illness in School

HEALTH STATIONS & SICK BAY

Health Stations: At the Elementary School, each classroom will be equipped with a touchless thermometer. At the Middle/High School, there will be three health stations located throughout the building that will be equipped with touchless thermometers.

Sick Bays: There is a designated sick bay in both buildings. Students who become ill with symptoms of Covid-19 while at school will be sent to the designated sick bay following the protocol described below.

DURING THE SCHOOL DAY

Elementary school: If a student is not feeling well during the day, the classroom teacher will take the student's temperature (using the touchless thermometer in the classroom) before sending the student down to the office. In the event a student has a fever (100.4 degrees fahrenheit or greater), the student will be given a mask (if not already wearing one) and sent to the office, where the student's temperature will be scanned again. In the event the student measures a fever a second time, the student's parents will be contacted to pick up the student and any siblings. In the event the student no longer measures a fever, the student will be sent back to the classroom and a parent will be notified.

Middle/High School: If a student is not feeling well during the day, the student will be sent to one of the health stations for a temperature scanning. In the event a student has a fever (100.4 degrees fahrenheit or greater), the student will be scanned again after a short waiting period. In the event the student measures a fever a second time, the student's parents will be contacted to pick up the student and any siblings. In the event the student no longer measures a fever, the student will be sent back to the classroom and a parent will be notified.

In the event a faculty or staff member feels ill during the day, a designated person in the office will take the faculty/staff member's temperature. In the event the faculty/staff member has a fever (100.4 degrees fahrenheit or greater), the faculty/staff member will be screened again after a short waiting period. In the event the faculty/staff member measures a fever a second time, the faculty/staff member will immediately leave the building, along with any family members who are also in the building. Faculty and staff who are symptomatic are strongly encouraged to get tested as soon as possible in order to facilitate planning for ongoing instruction.

Note: Additional procedures will be communicated regarding symptoms other than fever.

AFTERCARE PROGRAM

If a student is not feeling well during Aftercare, the lead Aftercare teacher will take the student's temperature (using the touchless thermometer in the classroom) before sending the student down to the office. In the event a student has a fever (100.4 degrees fahrenheit or greater), the student will be given a mask (if not already wearing one) and sent to the office, where the student's temperature will be scanned again. In the event the student measures a fever a second

time, the student's parents will be contacted to pick up the student and any siblings. In the event the student no longer measures a fever, the student will be sent back to the classroom and a parent will be notified.

Other Covid-19 Policies

CONTACT TRACING & NOTIFICATIONS

Notifications to Classroom Families: Families will be notified in the event a student, faculty or staff member in their student's classroom has tested positive for Covid-19 or has been clinically diagnosed with Covid-19. Families should monitor their students closely for symptoms and should keep their students home if they have been identified as part of contact tracing as a close contact. Faculty and staff will also be notified, should also monitor themselves closely for symptoms and should also stay home if they have been identified as part of contact tracing as a close contact.

Contact Tracing: LMC will cooperate with the Berrien County Health Department in the event a confirmed case of Covid-19 is identified and will make every effort to collect the contact information for any close contacts (those who spent more than 15 minutes closer than six feet) of the affected individual from two days before he or she showed symptoms to the time when he or she was last present at school. All close contacts will be quarantined for 14 days at home. All close contacts should be closely monitored for any symptoms of Covid-19, and should seek medical attention if symptoms appear.

Confidentiality: Confidentiality will be maintained consistent with the ADA and other applicable federal and state privacy laws. Faculty and Staff will be provided with guidance on confidentiality laws and statutes that protect student and staff health information.

RETURNING TO SCHOOL AFTER COVID-19 OR EXPOSURE

Faculty, Staff or Students who become ill with symptoms of Covid-19 must remain home until they have completely recovered according to [CDC guidelines](#).

Faculty, Staff or Students who test positive for Covid-19, but never developed symptoms must remain home for 10 days after the most recent positive test.

Faculty, Staff or Students who have been exposed (within six feet for longer than 15 minutes) to a person with Covid-19 (whether symptomatic or asymptomatic) must remain home for 14 days after the last exposure.

TEMPORARY CLOSURE

Administrators, in consultation with the Berrien County Department of Health, the Pastors, the Superintendent and the RTS Task Force, will assess risk levels on an ongoing basis throughout the school year and might determine the need for a temporary(full or partial) closure of school buildings to clean, disinfect and contact trace.

MEETINGS & ASSEMBLIES

Meetings: All faculty and staff meetings will be held in areas that allow for six-foot spacing. Parent-Teacher meetings will be held virtually, unless there are extenuating circumstances. All other school meetings (e.g., CCEC and other school committee meetings) will be held virtually.

Assemblies: All indoor school assemblies that bring together students from more than one classroom are suspended. All large scale assemblies of more than 50 students are suspended.

Elementary School Mass: Mass will be celebrated in the Chapel. One classroom will be attending in person each week. The Mass will be live streamed to the rest of the school. Communion will be handed out to the rest of the building after Mass by the Priest or Eucharistic Minister.

Middle School & High School Mass: Mass will be celebrated according to an adjusted schedule to be communicated at a later date.

VISITORS & GUESTS

Family members and other guests will not be allowed in the school building except under extenuating circumstances determined by the building Administrator. Deliveries will be received outside the main door at both buildings, unless otherwise approved by the building Administrator.

During all Phases of the MI Reopen Plan, strict records, including date and time, will be kept of non-school employees or other visitors entering and exiting the buildings.

TRAVEL & FIELD TRIPS

Travel: Travel by faculty, staff and students is strongly discouraged. LMC will follow [CDC travel guidelines](#), as applicable.

Field Trips: Off-site field trips are suspended.

MEDICALLY VULNERABLE FACULTY, STAFF AND STUDENTS

Process for Identifying as High-Risk: Faculty, staff and students (through parents) who wish to self-identify as high-risk for severe illness due to Covid-19 should contact their Administrator to discuss their concerns. Administrators will coordinate with anyone self-identifying as high-risk to develop alternative learning or work arrangements.

Live Classroom

CLASS SCHEDULE

The Live Classroom class schedule will be the same as the Onsite schedule. Elementary school classroom schedule as determined by classroom teachers.

LIVE CLASSROOM

Middle School & High School: All classes will be livestreamed, as necessary, as of the first day of school and available to access remotely.

Elementary School: Livestream lessons will be available, as necessary.

STUDENTS QUARANTINED OR OTHERWISE ABSENT

Building administrators and faculty will work with students who are home sick or quarantined to develop an individualized plan, including attending class through the livestream method, if possible, as well as other remote and offline learning using Google Classroom and other technologies.

VIRTUAL ONLY INSTRUCTION POLICIES & PROCEDURES

This Virtual Only Instruction Policies & Procedures section is applicable during stages 1-3 of the MI Reopen Plan.

FACILITIES

Access: Students are not permitted to be physically present in school buildings. Faculty and staff are permitted to be physically present in school buildings for purposes of conducting basic school operations, including remote live instruction, as determined by Administrators. Anyone physically present in school buildings must wear a facial covering when in common areas. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Homemade facial coverings must be washed daily. Disposable facial coverings must be disposed of at the end of each day. Any faculty member, staff member or student who is unable to medically tolerate a facial covering or unable to remove a facial covering without assistance should not wear one and must notify the appropriate Administrator that they will not be wearing a facial covering.

Cleaning: Janitorial staff will continue to maintain school buildings in good working order to prepare for subsequent return of students.

CLASS SCHEDULE & HOURS OF LIVE INSTRUCTION

Elementary School: Elementary School Virtual Learning Plan.

Middle School & High School: MSHS Virtual Learning Plan, MSHS Virtual Learning Schedule. Teachers will provide live instruction from their classrooms (as permitted) or from other locations during the four periods of instruction per day.

ATTENDANCE

Elementary School: Classroom teachers will take attendance at all live instruction sessions/meets. This will be done at least once per day.

Middle School & High School: Attendance will be taken when the students sign into a live class (with video enabled) with the teacher, or as further instructed by each teacher.

TECHNOLOGY

All students will be provided a chromebook or other similar device in order to successfully engage in and complete schoolwork. All faculty will use Google Classroom as their primary learning and communication platform.

A Technology Help Desk process will be established and communicated to address technology questions efficiently.

ATHLETICS & EXTRA- CURRICULAR ACTIVITIES

All athletics and extracurricular activities are suspended.

MENTAL & SOCIAL-EMOTIONAL HEALTH

SCREENING AND SUPPORT

LMC social workers will partner with faculty members and Care teams regarding ongoing screening and monitoring of students' mental health.

Support:

- Teachers will monitor students for signs of stress and report concerns to the school social workers.
- Social workers will be available to meet with students virtually, or in person if the Phase allows.
- Social workers will provide social/emotional learning to students through classroom lessons, increasing student knowledge of well-being practices, and stress management.
- Faculty will continue to reach out to families in their home language and offer support in basic needs as well as resources for dealing with current situations.
- In Phases 1-3, faculty will make efforts to reach out to students frequently to increase the social interaction options for all students.

RESOURCES

Faculty and staff, in coordination with LMC social workers, will compile and regularly update comprehensive lists of wellness and self-care resources available (for faculty, staff and students). Each building's social worker will be the "designated mental health liaison" who will work across the school, local public health agencies and community partners to support students.



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