

**St. Michael Catholic School**

**Plan for Reopening School**



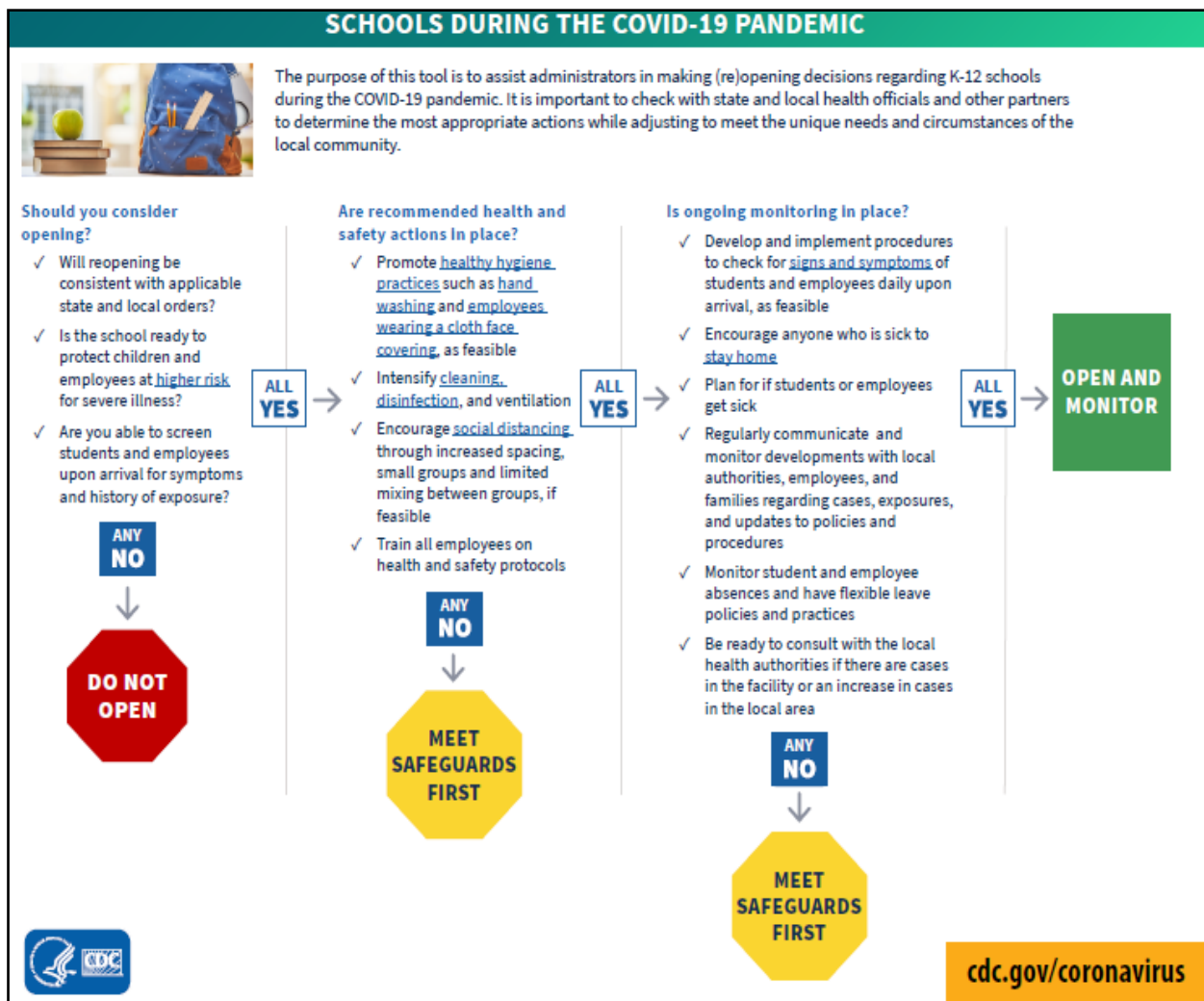
**2021 - 2022**

*Subject to change as needed throughout  
the school year*

## Introduction

Based on the guidelines that were developed to support Catholic schools in the Diocese of Charleston to re-open for the 2021-2022 school year, St. Michael Catholic School has developed the following plan for re-opening school. This plan has been developed in alignment with CDC, State, local and diocesan recommendations. The areas of focus for reopening were:

- **Pre-Opening Guidelines and Recommendations**
- **Health and Safety Guidelines and Recommendations**
- **Ongoing Monitoring**
- **Academic Guidelines and Recommendations**



## Pre-Opening Plan

1. Reopening will be consistent with applicable state and local orders.
2. St. Michael Catholic School will be ready to protect children, staff, and teachers at higher risk for severe illness. Protections will be in place for both children and adults.
3. St. Michael Catholic School will be prepared to randomly screen students and employees upon arrival for symptoms and history of exposure.
4. Guidelines will be posted and communicated for staying home when ill.
5. Procedures will be established if someone comes to school with symptoms or develops them later in the day.

### Health and Safety Guidelines and Recommendations

1. **St. Michael Catholic School will require healthy hygiene practices such as hand washing, and employees and students to wear a cloth face covering or clear face shield as feasible.**

<b>Hand Washing and Hand Sanitizer</b>	<ul style="list-style-type: none"> <li>• Implement for students and staff training on the following:               <ul style="list-style-type: none"> <li>○ Proper hand washing, covering cough, sneezing, etc.</li> <li>○ Proper way to wear and remove a mask</li> <li>○ Social Distancing guidelines (3 feet)</li> </ul> </li> <li>• Hand Sanitizers in all classrooms and hand soap in all restrooms.</li> <li>• Hand sanitizer provided at office entrance and Duffy Center entrance</li> <li>• Tissues provided for each classroom               <ul style="list-style-type: none"> <li>○ Trash cans emptied throughout the day as needed</li> <li>○ Specified times for bathroom breaks by classroom</li> </ul> </li> </ul>
<b>Supplies to support and encourage Hand Washing</b>	<ul style="list-style-type: none"> <li>• Hand soap and paper towels in all restrooms and at all sinks.</li> <li>• Tissues readily available in all classrooms, Duffy Center, and office area</li> <li>• Trash cans emptied throughout the day as needed</li> </ul>
<b>Posters/Signs</b>	<ul style="list-style-type: none"> <li>• Informational safety signage will be placed throughout the building.</li> </ul>
<b>Face Coverings</b>	<ul style="list-style-type: none"> <li>• Masks will be mandatory for morning announcements, when moving through the hallway and in restrooms.</li> <li>• Students must wear a mask when social distancing (3 feet) is not possible.</li> <li>• Masks are strongly encouraged at all times and may be removed when eating and drinking.</li> </ul>

	<ul style="list-style-type: none"> <li>• Masks will be made available for students or staff members who do not have one.</li> <li>• Principal will communicate with parents the safety of wearing a mask</li> <li>• Proper techniques will be shared with students through instructional activities and signage posted in classrooms for reinforcement.</li> <li>• Posted signage will be placed throughout the school.</li> </ul>
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**2. St. Michael Catholic School will intensify its existing cleaning, disinfection, and ventilation procedures.**

<b>Ensure the facility is clean</b>	<ul style="list-style-type: none"> <li>• All floors stripped and thoroughly cleaned in July.</li> <li>• Cleaning Service will return during the winter break to deep clean &amp; spray</li> <li>• Custodian/Cleaning Service will disinfect daily after school as required by CDC.</li> <li>• Teachers will clean surfaces after each class and in between instruction as needed.</li> <li>• PreK3 and PreK4 manipulatives will be cleaned as required by DSS</li> <li>• Cleaning materials will be available for all teachers to use in the classrooms during the day. The materials will be kept out of reach of students.</li> </ul>
<b>Cleaning and disinfecting the building if someone is sick</b>	<ul style="list-style-type: none"> <li>• Close off the areas where student or staff members become ill during the school day. Students moved to another area of the school for the remainder of the school day and possibly the next day.</li> <li>• Custodian will disinfect the classroom or office area using appropriate cleaning materials</li> <li>• Floors will be mopped and/or vacuumed</li> <li>• Open windows to ventilate the area</li> </ul>
<b>Ensure ventilation is appropriate</b>	<ul style="list-style-type: none"> <li>• Windows will be opened to ensure proper ventilating throughout the day.</li> <li>• Air Conditioner filters will be changed at the beginning of school year and regularly.</li> </ul>

**3. St. Michael Catholic School will implement social distancing through increased spacing, small groups, and limited mixing between groups. We will require individuals to stay at least 3 feet from other people.**

<b>Classrooms</b>	<ul style="list-style-type: none"> <li>Classrooms will be labeled to accommodate 9 square feet per person. Students facing the front of the room.</li> <li>PreK3 and PreK4 classes will be arranged to accommodate the instruction as designated by DSS. Students and staff will wear a mask when social distancing of 3 feet cannot be maintained.</li> </ul>
<b>Hallways</b>	<ul style="list-style-type: none"> <li>Social distancing of 3 feet will be maintained.</li> <li>Students and staff will wear masks while in the hallway.</li> </ul>
<b>Avoid sharing materials/objects</b>	<ul style="list-style-type: none"> <li>Students will have their own materials, textbooks, supplies, etc.</li> <li>Students will have their own manipulatives or materials for projects.</li> <li>Materials for younger students will be disinfected after each use.</li> </ul>
<b>Lunchroom</b>	<ul style="list-style-type: none"> <li>Lunch will be served in Duffy Center. Students will maintain 3 feet social distancing and eat with their grade level class only.</li> <li>School participates in inspections for DHEC regarding food service.</li> <li>Cafeteria Coordinator will participate in additional training when required to ensure all guidelines are followed for food service as outlined by CDC and DHEC.</li> </ul>
<b>Water Fountains</b>	<p>All water fountains will be closed until further notice.</p> <ul style="list-style-type: none"> <li>In addition to their snack and lunch drinks, students should bring water bottles each day for their personal use.</li> </ul>
<b>Recess</b>	<ul style="list-style-type: none"> <li>No equipment for recess and no personal equipment allowed.</li> <li>Planned activities for recess that do not entail the use of equipment (videos, etc.)</li> <li>Scheduled recess for designated classes with no overlap</li> </ul>
<b>Special Activities</b>	<ul style="list-style-type: none"> <li>PE, Art and Music will teach in their designated classrooms,</li> </ul>
<b>Arrival/Departure</b>	<ul style="list-style-type: none"> <li>Morning Drop-off:</li> <li>Students will proceed directly to the Duffy Center while remaining with their class and maintaining social distancing of 3 feet.</li> <li>No parents allowed in school building. Staff members will escort students from their cars.</li> <li>Afternoon Dismissal:</li> <li>2<sup>nd</sup> through 6<sup>th</sup> grade students will be picked up in front of the Duffy Center while remaining with their class and maintaining social distancing of 3 feet.</li> <li>PreK3 through 1<sup>st</sup> grade students will be picked up in front of the flag pole while remaining with their class and maintaining social distancing of 3 feet.</li> </ul>

	<ul style="list-style-type: none"> <li>● Late student pick-up will be sent to aftercare in designated area (Library)</li> <li>● Parents will pick-up from the designated area (Library) and not be allowed to come inside the school.</li> </ul>
<b>Car Pooling</b>	<ul style="list-style-type: none"> <li>● Will communicate that carpooling is discouraged</li> </ul>
<b>Field Trips</b>	<ul style="list-style-type: none"> <li>● Field trips will not be allowed the first quarter and will be revisited the second quarter.</li> </ul>
<b>Emergency Drills</b>	<ul style="list-style-type: none"> <li>● School will continue all emergency drills as required.</li> <li>● Social Distancing will be practiced (3 feet).</li> </ul>
<b>Liturgies</b>	<ul style="list-style-type: none"> <li>● School Mass will be held in the church maintaining social distancing of 3 feet.</li> <li>● Masks are strongly encouraged</li> <li>● Morning announcements will be in the Duffy Center.</li> </ul>
<b>Parent Meetings</b>	<ul style="list-style-type: none"> <li>● Parent meetings may possibly be held within individual classroom. (subject to change).</li> <li>● Virtual meetings may be possible.</li> <li>● Social distancing of 3 feet will be maintained during meetings.</li> <li>● Schedule appointments for other class meetings as needed per individual class.</li> </ul>
<b>Fundraisers</b>	<ul style="list-style-type: none"> <li>● Day of Giving in November</li> <li>● Other fundraiser may be considered with Social Distance guidelines in mind. (Online Auction, etc.)</li> </ul>
<b>Volunteers/Visitors</b>	<ul style="list-style-type: none"> <li>● No outside visitors will be allowed in the school.</li> <li>● Essential personnel and essential volunteers who are safe environment cleared will be allowed in the school. This includes substitutes, receptionists and the school nurse.</li> <li>● Masks are strongly encouraged for those who are not fully vaccinated.</li> <li>● Signage posted outside of office door</li> <li>● No Fair Share hours during the first quarter. This will be revisited in October.</li> </ul>
<b>Front Office/Desk</b>	<ul style="list-style-type: none"> <li>● Protective shield installed at the front desk and Administrative Assistant desk. Masks are strongly encouraged for anyone who enters the building.</li> <li>● Hand Sanitizer provided at the front entrance.</li> <li>● Parents are not allowed to visit classroom.</li> <li>● Only essential visitors and volunteers will be allowed on campus during the regular school day.</li> <li>● Procedures will be updated in Student/Parent Handbook and website page.</li> </ul>
<b>Extended Care</b>	Extended Care Procedures will adhere to the daily operating procedure regarding:

	<ul style="list-style-type: none"> <li>• Social Distancing (3 feet).</li> <li>• Use of materials.</li> <li>• Snacks (provided by individual parent)</li> <li>• Parents or designated pick-up person are strongly encouraged to wear a mask when signing the sign out sheet at the door entrance</li> <li>• No parent or pick-up designee inside the designated area (Library)</li> <li>• Students will be taken outside for fresh air and no contact activities</li> <li>• Students will not share materials or equipment</li> <li>• Students for Extended Care are taken to the designated area by their teacher. 3 feet social distancing to be maintained in hallways.</li> <li>• Area used for extended care will be cleaned and sanitized by the custodian/cleaning service after the 5:30 p.m. dismissal.</li> <li>• Students who become ill in Extended Care: The procedures in place for the regular school day will be adhered to for Extended Care.</li> <li>• Extended Care are part of the regular school staff.</li> </ul>
<b>Interscholastic Athletics</b>	<ul style="list-style-type: none"> <li>• All interscholastic athletics will meet or exceed safety precautions set forth by the South Carolina Independent Schools Association (SCISA)</li> </ul>
<b>Extracurricular Non-Athletic Activities</b>	<ul style="list-style-type: none"> <li>• All procedures and guidelines for the regular day is in place for any after school activities.</li> <li>• Extracurricular activities may take place immediately after school. All health protocols must be followed.</li> </ul>
<b>Community Service</b>	<ul style="list-style-type: none"> <li>• Community service is part of our mission.</li> </ul>
<b>Religious education and other church groups using school facility</b>	<ul style="list-style-type: none"> <li>• Religious education classes are permitted to use school buildings.</li> <li>• 3 feet social distancing will be maintained.</li> <li>• Classrooms will be cleaned and disinfected after use.</li> </ul>
<b>Groups other than diocesan/parish/Catholic schools using the school facility</b>	<ul style="list-style-type: none"> <li>• No groups outside of those directly affiliated with the Diocese of Charleston (schools, parishes, etc.) are permitted to use school building.</li> </ul>

**4. St. Michael Catholic School will provide training for all employees on health and safety protocols.**

<b>Communication</b>	<ul style="list-style-type: none"> <li>• Principal will communicate to staff, parents, parishioners, and/or visitors the protocol for COVID-19</li> <li>• Principal will reinforce the Privacy and Confidentiality to all staff members.</li> <li>• Guidelines for HIPPA &amp; FERPA will be printed and included in Faculty Handbook.</li> <li>• Glossary for privacy will be included in Faculty Handbook.</li> <li>• Principal will reinforce and check for adherence throughout quarter at faculty meetings. (Social Distancing guidelines will be followed)</li> </ul>
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<p><b>Share Detailed Plan for Areas within the School (Staff, Parents, Students)</b></p>	<ul style="list-style-type: none"> <li>● <b>School will share the School’s Protocols as followed</b> with staff, parents and students:</li> <li>● Drop-off and Pick-up procedures</li> <li>● Classroom configuration</li> <li>● Lunch and recess procedures</li> <li>● Hygiene instruction</li> <li>● Daily movements on campus</li> </ul> <p><b>Students:</b> Review and discuss the above protocols during the first week of school and add to Parent/Student Handbook. Teachers to reinforce above protocols with students as needed.</p> <p><b>Staff Members:</b> Staff orientation meetings in August. Protocols outlined in updated Faculty Handbook. Revisit and adjust as needed through daily monitoring.</p> <p><b>Parents:</b> Protocols included in the revised Parent/Student Handbook. Opening school letters to parents, class and school newsletters, and Google Classroom/Meetings throughout the quarter.</p>
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**Ongoing Monitoring Guidelines and Recommendations**

1. **St. Michael Catholic School will develop and implement procedures to check for signs and symptoms of students and employees daily upon arrival, as feasible.**

<p><b>Establish procedures for checking for signs and symptoms</b></p>	<ul style="list-style-type: none"> <li>● Random temperature checks for staff and students on arrival.</li> <li>● Document and keep confidentiality.</li> <li>● Log will be maintained in the office files for staff and health files for students.</li> <li>● Develop and have readily available questions to monitor students or staff members who become ill.</li> </ul>
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2. **St. Michael Catholic School strongly encourages anyone who is sick to stay home.**

<p><b>Staying Home</b></p>	<ul style="list-style-type: none"> <li>● Outlined in all Handbooks, newsletters, flyers, and conferences that students who are ill are to stay at home.</li> <li>● Signage posted that outlines this compliance: outside office and throughout the school.</li> <li>● Virtual learning options will be available for grades 3 through 6<sup>th</sup> if any of those grades must quarantine.</li> <li>● PreK3 through 2<sup>nd</sup> grade teachers will provide packets with school work that can be picked up at school if any of those grades must quarantine.</li> <li>● The principal, teachers or office manager will continue to check-in with parents on students who are out sick. <ul style="list-style-type: none"> <li>○ Check on needed academic support</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>○ Extent of the absence and if distance learning is needed as illness may not be due to COVID-19</li> </ul>
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**3. St. Michael Catholic School will establish plans for students or employees who get sick at school.**

<b>Continual Screening</b>	<ul style="list-style-type: none"> <li>● Temperature checks when a student becomes ill at school.</li> <li>● Isolation in a designated area with safety gear: mask, face shield, gloves and protective gown.</li> <li>● Principal will call parent or guardian for immediate pick-up and communicate symptoms.</li> <li>● Employee who becomes ill will be sent home immediately.</li> </ul>
<b>Symptoms</b>	<ul style="list-style-type: none"> <li>● Temperature of 100.4 or higher</li> <li>● New or worsening cough</li> <li>● Shortness of breath, difficulty breathing</li> <li>● Loss of taste or smell</li> <li>● Sore throat</li> <li>● Muscle aches</li> <li>● Chills</li> </ul>
<b>Isolate the person who becomes ill</b>	<ul style="list-style-type: none"> <li>● Nurse's office or designated area not in use. <ul style="list-style-type: none"> <li>○ Area will be disinfected by custodian or cleaning service after student or employee leaves</li> </ul> </li> <li>● Protective supplies purchased: masks, gloves, face shields, and gowns</li> </ul>
<b>Cleaning and disinfecting the building or facility if someone is sick</b>	<ul style="list-style-type: none"> <li>● We will clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas.</li> <li>● Once the area has been appropriately disinfected, it will be opened for use.</li> <li>● Workers without close contact with the person who is sick can return to work after disinfection.</li> <li>● We will continue routine cleaning and disinfection. This includes everyday practices normally used to maintain a healthy environment.</li> </ul>

**4. St. Michael Catholic School will regularly communicate and monitor developments with local authorities, employees, and families regarding cases, exposures, and updates to policies and procedures.**

<b>Establish process for exposure of staff or students</b>	<ul style="list-style-type: none"> <li>● The principal will contact the Health Department and Catholic Schools Office to inform of the situation.</li> <li>● Determine the necessary actions (isolation, etc.)</li> <li>● Develop with the guidance of Catholic Schools Office a letter to send home to parents regarding employee or students who may be affected by the exposure and the protocol for handling the situation.</li> </ul>
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**5. St. Michael Catholic School will monitor student and employee absences and have flexible leave policies and practices.**

<b>Monitor Absences</b>	<ul style="list-style-type: none"> <li>• The secretary will track the attendance of students and staff members.</li> <li>• Student attendance will be tracked through RenWeb.</li> </ul>
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**6. St. Michael Catholic School will be ready to consult with the local health authorities if there are cases in the facility or an increase in cases in the local area.**

<b>Monitor cases in facility and local area and address if needed</b>	<p>When the school has <u>a case of COVID-19</u> the following procedures will take place by the Principal:</p> <ul style="list-style-type: none"> <li>• Contact the Health Department and Catholic Schools Office to inform of the situation.</li> <li>• Determine the necessary actions (isolation, etc.)</li> <li>• Develop with the guidance of CSO a letter to send home to parents regarding employee or students who may be affected by the exposure and the protocol for handling the situation.</li> </ul>
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**7. St. Michael Catholic School will have in place protocol for returning to school after a positive test or related symptoms.**

<b>Students/employees who test positive for COVID-19 OR who have a COVID-positive family member living under the same roof</b>	<ul style="list-style-type: none"> <li>• The student or employee must self-quarantine for 14 days if they have tested positive or if it is a home exposure.</li> <li>• The student or employee must self-quarantine for 10 days if it is not a home exposure.</li> <li>• They must provide a list of people they have come in close contact with within the week prior to their symptoms or test.</li> <li>• The principal, under the guidance of the Catholic Schools Office, will notify those in close contact of the positive test.</li> <li>• For those who have tested positive, a negative re-test must be provided before returning to school.</li> </ul>
<b>Students/employees who show symptoms of illness</b>	<ul style="list-style-type: none"> <li>• Students or employees who show symptoms must self-quarantine and provide a negative test result or doctor's note before returning to school.</li> </ul>

**Academics Guidelines and Recommendations**

**1. Classrooms will be designed to maintain social distancing requirements.**

<b>Class Size</b>	<ul style="list-style-type: none"> <li>• Classrooms will be designed to maintain social distance of 3 feet.</li> <li>• Classrooms under the square footage will wear masks</li> <li>• School can accommodate small class sizes and can adhere to the requirements.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Scheduling class does not pose a problem for our school due to class size.</li> </ul>
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**2. In developing schedules, priority will be given to ensure the health, safety, and wellness of students and staff. This requires aligning all scheduling decisions with the latest recommendation and guidance from public health officials about best practices for preventing the spread of COVID-19.**

<b>Scheduling</b>	<ul style="list-style-type: none"> <li>• Students will rotate to classrooms when appropriate</li> </ul>
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**3. Teaching methodologies such as group work, labs, centers, etc. should continue, however three-foot distancing must be maintained**

<b>Teaching Methodologies</b>	<ul style="list-style-type: none"> <li>• Students will wear masks for small group activities with the teacher when social distancing of 3 feet cannot be maintained.</li> <li>• Teachers will be required to prepare small group settings if needed before each class to ensure proper social distancing.</li> </ul>
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**4. Desks and other touched surfaces will be cleaned between classes.**

<b>Cleaning of desks and equipment</b>	<ul style="list-style-type: none"> <li>• Continue school practice of wiping down surface areas throughout the school day.</li> <li>• Classroom will be equipped with supplies for surface cleaning and for furniture and equipment. Hand sanitizer readily available in all classes and office areas.</li> </ul>
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**5. The sharing of materials is discouraged, but if they are shared, they will be disinfected between uses.**

<b>Sharing of Materials</b>	<ul style="list-style-type: none"> <li>• Students will have their own textbooks and materials to use in class.</li> </ul>
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**6. Students must be assessed upon their return to school in Math and ELA/Reading**

<b>Student Assessments</b>	<ul style="list-style-type: none"> <li>• Teachers will assess students informally and formally during the first week of school.</li> <li>• Each student will have a Success Plan outlining the skills in math and reading that need addressing to ensure mastery (RTI). Plan will be based on informal and formal assessments.</li> <li>• School participates in the local school district Title One for those students who qualify.</li> </ul>
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**7. St. Michael Catholic School has developed a Distance Learning Plan to be implemented in the event of the need to close school and switch to virtual learning.**

<b>Distance Learning Plan</b>	<ul style="list-style-type: none"> <li>• Distance learning will take place if there is a confirmed positive case in a specific 3<sup>rd</sup> through 6<sup>th</sup> grade class.</li> <li>• Packets with school work will be made available or pick up for PreK3 through 2<sup>nd</sup> grade classes if there is a confirmed positive case.</li> </ul>
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**8. Teachers and students will be trained in the use of Google Classroom/Meeting to deliver virtual instruction.**

<b>Distance Learning Platform</b>	<ul style="list-style-type: none"> <li>• Teachers and staff will participate in a training on the use of distance learning.             <ul style="list-style-type: none"> <li>○ Lesson planning</li> <li>○ Strategies for distance learning instruction</li> <li>○ Use of online resources for student academic use</li> </ul> </li> <li>• Students will be trained on the use of using technology for distance learning.             <ul style="list-style-type: none"> <li>○ Provide access to online resources and programs used for distance learning (parents and students)</li> </ul> </li> <li>• Develop and implement social media protocol for students.             <ul style="list-style-type: none"> <li>○ Communicate to parents</li> </ul> </li> <li>• Teachers will use the data from the surveys to plan distance learning lessons/activities for students based on parent availability.</li> </ul>
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**9. No outside volunteers or guests will be allowed in the school, classrooms or hallways. Individuals providing a service authorized by school administration, are permitted to visit schools, and will follow all school health guidelines.**

<b>Visitors to Classrooms</b>	<ul style="list-style-type: none"> <li>• Outside service providers (if applicable) for students will follow all guidelines in place for school and students.</li> <li>• Parents will notify the school principal in writing of any outside services for their child where the provider will be coming to the school to provide the services.</li> </ul>
<b>Specialists</b>	<ul style="list-style-type: none"> <li>• Teachers for Art, Music and Spanish will teach in their designated classrooms.</li> </ul>

**All families and employees will be required to sign a waiver prior to coming back to school.**