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# Holy Family Catholic School

Return to School Roadmap  
Fall 2020

Phase 3, Phase 4, Phase 5 & 6  
MI Safe Schools





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Holy Family School Phase-MI Safe Schools

## Safety Protocols

### Our Mission

*In a loving, nurturing environment, Holy Family School guides each student to develop his or her unique ability and potential through prayer, study and service.*

Holy Family School Staff will continue to keep your child(ren)'s physical, social, emotional, academic and spiritual well-being our top priority as we move forward during this time. We will handle every situation with love, compassion and mercy as we get used to the new safety precautions that are in the best interest of our students, families and staff. Our Holy Family staff will address the social and emotional needs of students as the events of 2020 have had a profound effect on each individual. Resources will be provided to our families for additional support.

*Our beloved school takes its name from The Holy Family; a family that experienced so many unexpected things in their short time together. With each event that overtook them, they proceeded forward with grace, dignity and love, trusting that the God who called them would give them all they needed to live that call well. For us, this is a time of unexpected things. I invite us to follow the example of our namesake: to accept the reality we are in and find the joy in it. No circumstance, no situation, no inconvenience can take from us this essential truth: God is with us.*

*As we proceed in what is objectively going to be a strange year, I urge all of us to give our best: to be patient, merciful and kind. To remember that we are in this together with Christ, who will give us all we need to live this year well.*

*I promise you that we are giving you our very best and I invite each of us to commit that, come what may, we will never forget that we are together God's Holy Family.*

*In Christ,  
Fr. Joe Krupp*

[Genesee County Health Department](#)



Parent Guidelines for COVID Learning  
Holy Family Catholic School  
2020-2021

**What are the options for school this year?**

Due to the COVID-19 pandemic, Holy Family School will be offering choices for student instruction to support our students and their families during this difficult time. Tuition remains the same in all options. Families may change their choice during the school year by notifying the school office and homeroom teacher.

Please note: Virtual learning is expected for all students in the event of a school closure, quarantine, or illness.

Face-to-Face Learning	Hybrid Learning	eLearning
<p><b><i>Learning with classmates and HFS teachers at school.</i></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Social distancing</li> <li><input type="checkbox"/> Frequent hand washing</li> <li><input type="checkbox"/> Masks based on grade level and situation</li> <li><input type="checkbox"/> Windows open for ventilation as feasible</li> <li><input type="checkbox"/> Sack lunches only</li> <li><input type="checkbox"/> All Specials classes</li> <li><input type="checkbox"/> Outdoor gym and recess as feasible</li> <li><input type="checkbox"/> Virtual Mass with Communion in the classroom</li> <li><input type="checkbox"/> Assembly over the PA</li> <li><input type="checkbox"/> All classroom daily lessons and assignments will be recorded and available for review on Google Classroom in case of absence.</li> </ul> <p><b>Details on our safety precautions can be found on pages 11-30.</b></p>	<p><b><i>Learning at school face-to-face on some days and virtually on other days through the first 4 weeks of school, with the intention of moving to 5 days Face-to-Face Learning.</i></b></p> <p>This program is limited to the first month of school. Students would come to school on Monday, Aug. 31 and work virtually for the rest of this week. Sept. 8 &amp; 9, students would be at school and complete the week virtually for the rest of this week. Sept. 14-16 would meet for face-to-face learning at school and complete the week virtually for the rest of this week. Sept. 21-24 students would be at school for face-to-face instruction and virtually on Friday. Sept. 28-Oct. 2 students would experience a full week of face-to-face learning.</p> <p>Grades 5-8</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Students are expected to attend and participate synchronously (“live”) during the school day in each class using Google Meet.</li> </ul> <p>Following Sept. 25, Hybrid Learning will be used for those students who suffer long term illness or extenuating circumstances approved by the school administrator.</p>	<p><b><i>Learning with HFS teacher instruction, curriculum and resources at home.</i></b></p> <p>Grades PS-4</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Daily lessons will be posted by 7:30am. Teachers will record each subject lesson instruction “live” during the school day and post on Google Classroom. Recordings will be posted no later than 4pm.</li> <li><input type="checkbox"/> Report cards quarterly</li> <li><input type="checkbox"/> NWEA testing will be offered for Grades 3 &amp; 4 during testing windows. Administration must be contacted to schedule.</li> <li><input type="checkbox"/> Individual appointments for check in weekly..</li> </ul> <p>Grades 5-8</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All daily lessons will be posted by 7:30am. Recorded lessons/instruction will be available for review on Google Classroom no later than 4pm.</li> <li><input type="checkbox"/> Report cards quarterly</li> <li><input type="checkbox"/> NWEA testing offered for Grades 5 &amp; 6 during testing windows. ACTAspire testing for Grades 7 -8. Administration must be contacted to schedule.</li> <li><input type="checkbox"/> Holy Family books/workbooks will be available for use.</li> <li><input type="checkbox"/> Weekly individual check ins with teacher.</li> <li><input type="checkbox"/> Live-streamed classes while classmates are in person</li> </ul>



## **What will learning at school look like?**

- All students will have in person instruction with their classmates and teachers.
- All students will wear a mask.
- Social distancing and other safety precautions will be used throughout the day.
- Student arrival, dismissal and passing in the halls will be socially distanced and staggered.
- All seating will be as socially distanced as feasible and face forward.
- Students will wash their hands with soap and water/hand sanitizer multiple times per day.
- Windows will be open, weather permitting, to increase ventilation.
- Students will bring their own reusable water bottle and pack lunch daily. Lunch must be peanut/nut free.
- Drinks will be available for purchase for lunch.
- The drinking fountains will be closed. The bottle filling station will be available.
- Restroom use will be limited to 2 students at a time.
- Gym class will be held outside, weather permitting. Students will only change their shoes; they will not change clothes for this school year. No masks worn during gym.
- Desks and any shared materials will be disinfected after each use.
- Students will be expected to have their own materials. Their materials will be kept separately in lockers, cubbies and desks.
- Students are asked to only bring needed materials to school, and to clean out backpacks, desks, cubbies and lockers weekly.
- Custodians will follow an enhanced cleaning schedule for all rooms and surfaces.
- We will follow the direction of the Genesee County Health Department regarding any COVID-19 cases that affect our school community.

## **What are the expectations for masks at school?**

- Masks will be worn by staff at all times. (exception for lunch)
- Masks will be worn by all students(Grades K-8) on bus transportation; in common areas, in classrooms, restrooms and hallways; in the ARC, art room and computer lab and during lunch recess.
- Masks will not be worn during gym (Grades PS-6) or lunch.
- Anyone who cannot medically tolerate wearing a mask will need a doctor's note on file in the school office.
- Students should keep several extra masks in backpack at school. (Sneezes happen!)
- Cloth masks must be taken home daily for washing.



## What will Hybrid Learning at home look like?

**Hybrid Learning:** Offered from August 31 - September 24 to all families who want to ease the transition/procedure of going to school with the required protocols during a pandemic. The goal of this model is to build comfort for students and their families to attend school daily for face-to-face learning.

Beyond September 24, 2020, Hybrid Learning will be limited for those students who suffer long term illness or absence and/or extenuating circumstances approved by administration. **Our rationale for limiting Hybrid to the above circumstances is that in order to allow teachers the amount of time needed to teach both virtually and face-to-face, we would have had to shorten our school day substantially. In an effort to have our students in school as much as possible to cover curriculum, we are only able to offer hybrid as stated above.**

### Grades PS-4

- Daily objectives and resources will be posted on Google Classroom by 7:30am.
- Students will not attend and participate synchronously.
- Classroom teachers will record instruction for each subject lesson “live” during the school day using Google Meet. Links will be posted as recorded on Google Classroom and completed by 4:00pm daily.
- Teachers have been trained in Google Classroom and virtual learning methods.
- Teachers will be available by appointment to support you and your child to be successful.
- School Mass will be livestreamed.

### Grades 5-8

- Students will be expected to attend and participate synchronously during the school day in each class using Google Meet.
- Students will be able to participate virtually in class discussion and group projects.
- The teacher instruction portion of the lesson will be recorded daily. The links will be posted on Google Classroom by 4:00pm for future reference and review.
- Students may take any needed breaks from the computer when live streaming.
- Teachers have been trained in Google Classroom and virtual learning methods.
- Teachers will use a consistent format for posting assignments to assist parents in supporting their child’s learning.
- Teachers will be available by appointment to support you and your child to be successful.
- School Mass will be livestreamed.

#### *Please note-*

- In the event of a school closure, the synchronous (“live”) core classes will be taught by HFS teachers for all students on a condensed schedule between 10:00 AM and 2:00 PM. Details to follow.

Thank you for your prayers and patience as we navigate this unprecedented situation. Together, with perseverance, we will make the school year a positive one for our students.



## What will eLearning/Virtual Learning at home look like?

**Virtual Learning:** In the event that school is closed, teachers and students will transition to Virtual Learning. Students who are absent will also use this format.

### Grades PS-4

- Teachers will use a consistent format for posting assignments to assist parents in supporting their child's learning.
- Daily objectives, instructional videos and resources will be posted on Google Classroom by 7:30am or as communication
- Teachers have been trained in Google Classroom and virtual learning methods.
- Teachers will be available by appointment to support you and your child to be successful.
- School Mass will be livestreamed.
- We will have a procedure in place for parents to pick up "hands on" materials as needed.
- Students are expected to submit assignments as they are due.
- Teachers will grade assignments and give feedback. Grades in PowerSchool will be updated by 7pm on Sundays every week.

### Grades 5-8

- Students will be expected to attend and participate "live" during the school day in each class using Google Meet. Core classes will be taught by HFS teachers for all students on a condensed schedule between 10:00 AM and 2:00 PM. Details to follow.
- Students will be able to participate virtually in class discussion and group projects.
- The teacher instruction portion of the lesson will be recorded daily. The links will be posted on Google Classroom by 3:00 PM for future reference and review.
- Students may take any needed breaks from the computer.
- Teachers have been trained in Google Classroom and virtual learning methods.
- Teachers will use a consistent format for posting assignments to assist parents in supporting their child's learning.
- Teachers will be available by appointment to support you and your child to be successful.
- School Mass will be livestreamed.
- We will have a procedure in place for parents to pick up "hands on" materials as needed.
- Students are expected to submit assignments as they are due.
- Teachers will grade assignments and give feedback. Grades in PowerSchool will be updated by 7pm on Sundays every week.

Thank you for your prayers and patience as we navigate this unprecedented situation. Together, with perseverance, we will make the school year a positive one for our students.



## Virtual Learning Contract for Holy Family Catholic School

During this unprecedented time in history, Holy Family Catholic School is committing to offering virtual learning in a variety of scenarios during the 2020-2021 school year due to the COVID-19 pandemic. We realize that it is highly possible that at some point during this upcoming year, students will be using virtual schooling to some degree. You will have the opportunity to choose Face-to-Face Learning or to start with the Hybrid Learning.

Due to the nature of virtual learning, it is important that the teacher, student, and parents agree to commit the time and energy needed for successful virtual learning. Student success in virtual learning is dependent on many factors. Attendance, parent support, and technology access are among these essential factors. In addition, there are certain expectations that will help facilitate a positive experience as well as academic success for each student.

Teachers will be responsible for posting assignments by 7:30am daily and will be available by appointment to answer any questions students may have.

Parents will be responsible to make sure that students in Grades PS-4 fulfil the following expectations:

- Students must be fed, dressed, hair combed, and ready to learn.
- Students must have a quiet space in which to work.
- Students must attend classes on a daily basis and submit work as it is due.
- Students enrolled in the hybrid model are responsible for bringing books, materials, and supplies back and forth between both settings.
- A procedure for parents to pick up “hands on” materials will be in place if we must go to Virtual Learning.

Parents will be responsible to make sure that students in Grades 5-8 fulfil the following expectations:

- Students must be fed, dressed, hair combed, and ready to learn.
- Students must have a quiet space in which to work.
- Students must be committed to managing assignment due dates, and asking for help when they need assistance.
- Students must attend classes on a daily basis at scheduled times and check email regularly for communications from the teacher.
- Students enrolled in the hybrid model are responsible for bringing books, materials, and supplies back and forth between both settings.
- A procedure for parents to pick up “hands on” materials will be in place if we must go to Virtual Learning.

I agree to support the above expectations.

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Parent Signature

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Student Signature

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**Holy Family  
Catholic  
School  
Action Plan  
Fall 2020  
Phase 3  
MI Safe Schools**





## HFS Phase 3 Protocols

- No in-person instruction
- HFS Grades PS - Grade 8 will transition to Virtual Learning.
- One-on-one weekly virtual check-ins with teacher. (Teachers will schedule.)
- Teachers will hold daily office hours for questions/clarification.

### Grades PS-4

- Teachers will use a consistent format for posting assignments to assist parents in supporting their child's learning.
- Daily objectives and resources will be posted on Google Classroom by 7:30am. Classroom teachers will record instruction for each subject lesson "live" during the school day using Google Meet. Links will be posted on Google Classroom by 3:00 daily.
- Teachers have been trained in Google Classroom and virtual learning methods.
- Teachers will be available by appointment to support you and your child to be successful.
- School Mass will be livestreamed.
- We will have a procedure in place for parents to pick up "hands on" materials as needed.

### Grades 5-8

- Students will be expected to attend and participate "live" during the school day in each class using Google Meet. Core classes will be taught by HFS teachers for all students on a condensed schedule between 10:00 AM and 2:00 PM. Details to follow.
- Students will be able to participate virtually in class discussion and group projects.
- The teacher instruction portion of the lesson will be recorded daily. The links will be posted on Google Classroom by 3:00 PM for future reference and review.
- Students may take any needed breaks from the computer.
- Teachers have been trained in Google Classroom and virtual learning methods.
- Teachers will use a consistent format for posting assignments to assist parents in supporting their child's learning.
- Teachers will be available by appointment to support you and your child to be successful.
- School Mass will be livestreamed.
- We will have a procedure in place for parents to pick up "hands on" materials as needed.

Thank you for your prayers and patience as we navigate this unprecedented situation. Together, with perseverance, we will make the school year a positive one for our students.

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# Holy Family Catholic School

## Action Plans Fall 2020

### MI Safe Schools



# Contingency Plans:

## Phase 5 Plan - Full Day Face-to-Face Learning

- School is open for in-person instruction.
- Safety protocols listed in Phase 4 will be followed and/or adjusted as we deem appropriate per Diocesan and State guidelines.

## Phase 4 Plan - Families Choose Face-to-Face or Hybrid or eLearning (Home School)

- Teachers will teach face-to-face and support virtual hybrid learning in Grades PS-4 and synchronously in Grades 5-8.
- For all families a "Virtual Home Learning Contract" will detail the responsibilities of the school, the student, and the parents.
- All families will pay full tuition. Students in face-to-face or hybrid learning will be part of a class and HFS teacher will complete report cards.
- All Preschool through Grade 8 teachers will use Google Classroom platform where daily lessons for all students will be posted by 7:30am and video instruction by 4:00pm for Grades PS - 4. Grades 5-8 will attend synchronous (live-streamed) classes from 10am-2pm. Instructional videos will be posted by 4:00pm for reference or review.
- eLearning - Parents will utilize instructional video recording of lessons, resources and DOL curriculum to support eLearning at home. Parents are sole teachers. HFS teachers will not provide additional support. Report cards will not be given from HFS. NWEA testing is offered to students in Grades 3-6. Parent must contact school administrator to schedule date and time during testing windows.

## Phase 3 Plan - Full Virtual Learning

- In the event that a shutdown is enforced, the virtual learning format as indicated on Page 5 will be followed.
- Teachers in Grades PS - 4 will continue to record instruction at home or in the school classroom (when "Stay at Home" order is not in place). Daily lessons will be posted by 7:30am.
- Students in Grades 5-8 are expected to attend the synchronous ("live") core classes that will be taught by HFS teachers for all students on a condensed schedule between 10:00 AM and 2:00 PM. Details to follow.

# Phase 4 Safety Protocols

## 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 and is on file in the school office.
- All passengers and drivers will wear facial coverings when on a school bus unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician and is on file in the school office.
- All staff and students in Preschool through Grade 8 will wear facial coverings when in indoor hallways, in classrooms and common areas unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician and is on file in the school office.
- All students in Preschool through Grade 4 will be required to wear facial coverings in their classrooms .
- All students in Grades 5-8 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 and is on file in the school office.
- Indoor assemblies that bring together students from more than one classroom are suspended.
- Weekly All School Masses will be attended virtually. Homeroom teachers will be Eucharistic Ministers.

# Phase 4 Safety Protocols

## Hygiene

- Holy Family School will provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer dispenser in every classroom with at least 60% alcohol for safe use by staff and students, paper towels, tissues and signs reinforcing proper handwashing techniques).
- Teachers will instruct and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
- Educate staff and students on how to cough and sneeze into their elbows or to cover with a tissue. Used tissues should be thrown away in the trash and hands washed immediately using proper hand hygiene techniques.
- All classrooms will have frequent and routine checks and refill soap and hand sanitizers. (Extra soap and hand sanitizer will be stored in each classroom).
- Daily opportunities for handwashing with soap and water by students and teachers will be provided.
- There will be limited sharing of personal items and supplies.

# Phase 4 Safety Protocols

## Spacing, Movement and Access

- Space students as far apart as feasible in classrooms, whether desks or tables are utilized.
- All student desks/tables will be facing the same direction toward the front of the classroom.
- Students will have their own school supplies and will not share.
- It is strongly suggested that students in Grades K-4 wear a lanyard to hang mask and keep nearby during mask breaks.
- Frequent brain breaks and/or exercise will be built in throughout the school day for all students.
- Outdoor space will be utilized throughout the day, weather permitting.
- Place markers at six-foot intervals where line formation is anticipated both inside of the school and on outside perimeter sidewalks.
- Signs of proper social distancing will be posted in hallways and restrooms.
- Signs of proper hand hygiene techniques will be posted in restrooms and near sink in each classroom.
- Social distancing markers will be placed down hallways and in lobby reception area and in school office.
- Entrance to the school is limited to students and staff only, with the following allowances: Family members or other non-staff adults are not allowed into 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 COVID-19 monitoring form (provided by local health department), wear a facial covering and wash/sanitize hands prior to entering. Strict records, including date and time, will be kept of all non-staff adults entering and exiting the building. All deliveries will be made to Parish Office lobby.
- Windows in classrooms will remain open as much as possible, weather permitting.
- Class exchange will be staggered to minimize the number of students in the hallways as able.
- In Preschool through Grade 4, Art and Music teachers will travel to classrooms. The Spanish teacher will travel to Grades 6-8 classrooms.
- All students will travel to Media and Technology classes. All students will wear a mask during these classes.
- Physical Education classes will take place outdoors, weather permitting, and social distancing will be practiced.
- When Physical Education classes take place in the gymnasium, students will wash hands upon entering. Students will change in shoes ONLY. Toys will be sanitized after each class. Students will wash hands at the end of this class.
- Arrival and dismissal procedures will be staggered and monitored to discourage congregation of students. Students will go from cars/buses to their classrooms and vice-versa. (See Arrival/Dismissal Procedure on p. 14-17)
- Arrows will be placed in hallways signifying the proper flow of traffic. (When traveling in hallways, students/staff will stay to the RIGHT.)
- Students will enter and exit separate doors to keep traffic moving in a single direction. (See Arrival/Dismissal Procedure on p. 14-17.)

## Enrollment (as of 8-6-2020)

3 Yr. PS	12	Fourth Grade	18
4 Yr. PS - 3 day	8	Fourth Grade	20
4 Yr. PS - 5 day	3	Fifth Grade	21
Kindergarten Prep	7	Fifth Grade	24
Kindergarten	15	Sixth Grade	16
Kindergarten	15	Sixth Grade	13
First Grade	20	Seventh Grade	18
First Grade	22	Seventh Grade	18
Second Grade	19	Seventh Grade	18
Second Grade	16	Eighth Grade	18
Third Grade	19	Eighth Grade	18
Third Grade	19		

\*Classes will be capped to 20, except those highlighted. Highlighted classes enrollment may go above 20 due to January 2020 registration.

# HFS Arrival Procedures



## Arrival by Bus

- When bell rings, Kindergarten students will enter using the doors in between K classrooms where a teacher will be waiting to direct students to their classroom.
- When bell rings, Grade 1 students will enter using the doors near Extended Care and head to classrooms where a teacher will be waiting to direct students to their classroom..
- When bell rings, Grade 2 will enter using the doors next to cafeteria. They will walk up the stairs near office and head to their classrooms where a teacher will be waiting.
- When bell rings, Grade 3 will enter using the doors next to cafeteria. They will walk up the stairs near School Office, turn left and head to their classrooms where a teacher will be waiting.
- When the bell rings, Grade 4 will enter using the doors next to cafeteria. They will walk up the stairs near office and head to their classrooms where a teacher will be waiting.
- When the bell rings, Grades 5-8 will enter using the Lobby doors and walk to homerooms where a teacher will be waiting.

## Arrival by Car

- Students in Grades K-8 must be dropped off at the curb where HFS staff will greet them and direct them to appropriate doors for entry. Parents must remain in the car. Drop off may begin at 7:20am.
  - Grades K-1, 7-8 will enter from Lobby entrance and head to classrooms where a teacher will be waiting.
  - Grade 2 will enter from side door near Art Room for entrance directly to classrooms where a teacher will be waiting.
  - Grades 3-4, 5-6 will enter from Orchard Street doors and head directly to classrooms where a teacher will be waiting.

## Parents, Visitors and Volunteers

- Non-essential visitors, volunteers and activities involving external groups or organizations will be very limited.
- Parents may not stop in the school building and office without an appointment. Please call or email and make an appointment for any reason. Parents coming in will:
  - Complete a simple screening questionnaire.
  - Wear a mask.
  - Have their temperature checked.
- Sick students and early dismissal students will be escorted to the Orchard Street doors by a staff member and walked to the car. Car should be parked next to the sidewalk where a parent will be given a form to sign student out which will include date and time of dismissal.
- Delivery personnel will only enter the Parish Office doors.
- Individuals will not be permitted to join students for lunch.
- Delivery of items forgotten at home is strongly discouraged.
- There will be no Volunteers during this time.

# HFS Dismissal Procedures



## Dismissal For Buses

- Students will be dismissed by bus number over PA to maintain proper social distancing and congregation in hallways. Staff will be present to monitor dismissal and guide students to buses.
  - Kindergarten students will dismiss using door between K classrooms.
  - First Grade students will dismiss using door at end of hall near Extended Care.
  - Second Grade students will walk down to lower lot using cafeteria stairs and use doors near K classroom (Room 36).
  - Third and Fourth Grade students will walk down stairs at the end of the hallway near Preschool Room and exit from doors that face Bush Street. They will be escorted to the left and onto sidewalk in FBPC parking lot.
  - Fifth and Sixth Grade students will walk down to the lower lot using cafeteria stairs and use doors near K classroom (Room 36).
  - Seventh and Eighth Grade students will exit using Lobby doors and proceed down steps to the FBPC parking lot.

## Dismissal For Cars

- Preschool classes:
  - 3 Year Old Preschool - Please pick up your child in the Father Bush Parish Center Parking Lot (lower lot), NOT St. Joseph Parking Lot. (Recess is happening in St. Joseph Parking Lot.)
  - 4 Year Old Preschool/3 day - 3 yr. Old Preschool - Please pick up your child in the Father Bush Parish Center Parking Lot (lower lot), NOT St. Joseph Parking Lot. (Recess is happening in St. Joseph Parking Lot.)
  - 4 Year Old Preschool/5 day - Please park in upper parking lot and walk to flag pole maintaining proper social distancing. Students will dismiss from classroom door one at a time when parent arrives and is acknowledged by teacher.
  - **Kindergarten Prep** - Please park in **UPPER PARKING LOT** and walk to flag pole maintaining proper social distancing. Students will dismiss from classroom door one at a time when parent arrives and is acknowledged by teacher.
- **Grades K-8:**

2:35pm bell will ring for Grades K-4 and 7-8; at 2:37pm bell will ring for Grades 5-6

  - Parents of students in **Grades K & 1** - Please park in the **LOWER LOT** (Father Bush Parish Center lot), wear a mask and walk to the sidewalk. When student and teacher communicate that they see you, your child will walk towards you.
  - Parents of students in **Grade 2** - Please park in the **ST. JOSEPH LOT** (lot by the playground), wear a mask and walk towards your child or wave him/her over to your car. When student and teacher communicate that they see you, your child will begin walking towards you.
  - Parents of students in **Grades 3-6** will exit using Orchard Street doors. Please park in **UPPER LOT**.
  - Parents of students in **Grades 7-8** will exit using Lobby doors. Please park in **UPPER LOT**.

**\*Please park in lot of YOUNGEST child. All siblings will be directed to that parking lot for pick up.**



# Extended Care/Preschool Protocols



Our Extended Care and Preschool Programs will follow all Safety Protocols in the "Holy Family Catholic School Return to School Roadmap". The following are additional safety protocols that will be followed.

- Student in Grades K-8 are required to wear a mask during Extended Care.
- Toys will be cleaned after each use.
- Wooden and cloth toys will not be allowed and will be removed from the room during Phases 3-5.
- Snacks will be provided for students. During this time, masks will be removed and social distancing will be practiced. Outdoor space will be utilized during snack time, weather permitting.
- Touchless waste baskets will be used.
- If a staff member or child exhibits multiple symptoms of COVID-19, you suspect possible exposure, or an individual tests positive for COVID-19, the individual must stay home until:
  - Has been fever-free for at least **72** hours without the use of medicine that reduces fevers
  - AND • Other symptoms have improved
  - AND • At least 10 days have passed since your symptoms first appeared.
 Most children and staff members can return to care/work based on improved symptoms and the passage of time. Holy Family School will rely on the Genesee County Health Department for guidance.

## Extended Care Arrival/Dismissal Procedures

### EXTENDED CARE ARRIVAL (Between 6:00am -7:15 am and after 8:00am)

- Parent should pull up to the curb in the Fr. Bush Parking Lot and notify Extended Care of arrival at 810-694-9072 Ext. 135.
- Staff member will come to the door to meet student(s). Parents should remain at the car.
- Staff member will sign student(s) in.
- Breakfast will not be offered at this time.

### EXTENDED CARE DISMISSAL

- Parent should pull up to the curb in the Fr. Bush Parking Lot and notify Extended Care of arrival at 810-694-9072 Ext. 135.
- Staff member will sign student(s) out.
- Staff member will walk student to the door and watch as child walks to parent and is placed in the car.

**"Drop Ins" will be limited. Please call in advance to check availability.**

# Phase 4 Safety Protocols Screening Students and Staff

Prompt identification and isolation of potentially infectious individuals is a critical step in protecting our students, staff, and visitors.

- All staff of Holy Family School and Parish, including maintenance, cafeteria staff, recess monitors and Extended Care Aides will complete a COVID-19 Safety Training Course.
- All Holy Family students should self monitor daily for symptoms of COVID-19 and should not come to school if they are experiencing any symptoms. For a complete list of symptoms, please refer to the symptoms list on page 20 of this document or the CDC website.
  - For students experiencing symptoms, parents should contact the Holy Family School sick line.
- All Holy Family staff members are required to complete a daily screening for COVID-19 symptoms prior to entering the building.
  - For staff members experiencing symptoms, contact your supervisor. Staff member will be denied access to the school building if showing any symptoms.
- Essential staff and students will be the only people granted access to the school buildings, unless special permission is granted in advance by administration.
  - Visitors that are granted access to the building will complete a screening form for symptoms of COVID-19 and be denied access if showing any symptoms.
  - Visitors entering any school building must wear a face covering.
- Holy Family School will cooperate with the Genesee County Health Department regarding implementing protocols for screening students and staff.
- A quarantine area is located in the School Office where a staff member will care for a student who becomes ill at school. If the child is wearing a cloth mask, a disposable surgical mask will be given to the child to wear and the staff member will wear an N-95 mask.
- A student or staff member who becomes ill with signs or symptoms of COVID-19 will be placed in the identified quarantine area with a facial covering in place, if able, until he/she can be picked up. Staff member caring for this person/staff member will wear a face covering. School secretary will notify student's parent/guardian to arrange pick up.
  - **Emergency contacts: It is imperative that you or one of your contacts can be reached within ten minutes should the school need to call you. Please take the time to clear your cell phone mailbox. Emergency Contact for ill student MUST be able to pick up student in 15-30 minutes should the school call you.**
- Symptomatic students/staff members sent home from school will stay home until they have completely recovered according to the Genesee County Health Department.
- Parents are required to carefully monitor their child(ren)'s health and screen daily for symptoms of COVID-19. (See Student COVID-19 Screening.)



# HFS Staff COVID-19 Screening

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Area(s) in Building: \_\_\_\_\_

Time In: \_\_\_\_\_

Time Out: \_\_\_\_\_

**In the past 24 hours have you experienced (circle answer):**

- |                              |     |    |
|------------------------------|-----|----|
| Fever (greater than 100.4°F) | Yes | No |
| Uncontrolled cough           | Yes | No |
| Shortness of breath          | Yes | No |

Current body temperature taken today: \_\_\_\_\_ °F (below 100.4 °F)

If you answered “yes” to any of the symptoms listed above please do not enter the building. Self-isolate at home and contact your primary care physician for direction.

**In the past 24 hours have you experienced (circle answer):**

- |                                      |     |    |
|--------------------------------------|-----|----|
| Loss of taste or smell               | Yes | No |
| Muscles aches                        | Yes | No |
| Sore throat                          | Yes | No |
| Headache                             | Yes | No |
| Diarrhea, vomiting or abdominal pain | Yes | No |

If you answered “yes” to any TWO of the symptoms listed above please do not enter the building. Self-isolate at home and contact your primary care physician for direction.

# COVID-19 Daily Home Screening Checklist for Parents

Parents are required to carefully monitor their child(ren)'s health and screen daily for symptoms. If any students experience any *ONE* of the symptoms below, they must stay home as well as all siblings. It is recommended to call their primary care physician.

- ✓ *Fever (greater than 100.4 °F)*
- ✓ *Uncontrolled cough*
- ✓ *Shortness of breath*
- ✓ *Loss of taste or smell*

If any students experience any *TWO* of the following symptoms below, they must stay home as well as all siblings. Parent should call primary physician to get diagnosis. If doctor provides an alternate diagnosis and does not test for COVID-19, student may return to school provided he/she is fever free for 24 hours without the use of fever reducing medication. Siblings may return immediately.

- *Muscle aches*
- *Sore throat*
- *New onset of severe headache*
- *No vomiting, diarrhea or abdominal pain (considered one symptom)*

If doctor tests for COVID, the student must isolate while awaiting results. Genesee County Health Department will be notified and may instruct the school to notify close contacts at school to quarantine while awaiting results.

**NEGATIVE:** Student is OK to return to school when feeling better and 24 hour fever free.

**POSITIVE:** Student must continue to isolate per CDC guidelines. Following a positive test result, student can return to school 10 days **AFTER** symptoms first appeared **AND** symptoms are improving **AND** 24 hours fever free (without the use of medication).

- Teach and reinforce handwashing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer). Students will be given regular opportunities to handwash throughout the day.
- Teach students to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds or use hand sanitizer.
- **Any student traveling internationally or on cruise ships** will be expected to self-quarantine for 14 days upon return to the United States, based on federal and state executive order.
- **When a student is required by these rules to self-quarantine, the student will be expected to attend classes remotely (Virtual Learning), through daily lessons posted on Google Classroom unless medically unable to do so.**

# COVID-19 Daily Home Screening Decision Tree for Parents

Is your child not feeling well?

Use this guide to help determine what steps to take.

**\*\*Remember to use your child's baseline, we are looking for NEW or worsening symptoms not explained by a known medical condition.**

## Section 1

Are they experiencing any **ONE** of the following?

- Fever (100.4 or higher)
- Uncontrolled Cough
- Shortness of Breath
- New loss of taste or smell

If **YES**- keep them home and contact their doctor!

If **NO**- continue to section 2



## Section 2

Are they experiencing **TWO** or more of the following?

- Chills/Sweating
- Sore throat
- Muscle Aches
- New onset of *severe* headache
- Diarrhea, vomiting, or abdominal pain (considered one symptom)

If **YES**- keep them home and contact their doctor!

**\*If you answered YES to either section, please keep your child home and contact their doctor. Notify the school with an update from the doctor. Siblings are OK to attend school.**

**If you answered NO to both sections, use your discretion and keep your child home if they are not feeling well. Siblings are OK to attend school.**

# COVID-19 Daily Home Screening Decision Tree for Parents

If you answered **YES** to section 1 and/or section 2, keep child home until you speak with a doctor.

If the doctor provides your child with an alternate diagnosis and does NOT test for COVID, they can return to school following our regular sick guidelines (i.e. 24 hours fever free without the use of medication).

If the doctor tests for COVID, your child must stay home while awaiting results. *Please notify the school immediately.*

*Siblings may continue to attend school and should monitor for symptoms while awaiting test results. \*\**

**NEGATIVE:** Ok to return to school when feeling better and 24 hours fever free without medication.

**POSITIVE:** Your child, family and close contacts must isolate/quarantine per CDC guidelines. *Please notify the school immediately.*

Following a positive test result, your child can return to school: 10 days after symptoms first appeared **AND** symptoms are improving **AND** 24 hours fever free (without the use of medication).

*\*Close contacts will continue to quarantine for 14 days from last date of exposure with positive person and monitor for symptoms.*

\*\*If the sick child was a close contact of a known COVID positive person, the siblings must stay home until test results are back.

# Phase 4 Safety Protocols

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

- Holy Family School will cooperate with the *Genesee County Health Department* regarding implementing protocols for screening students and staff.
- Symptomatic students and staff will be kept home until they have been released from isolation according to the *Genesee County Health Department*.
- All HFS 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.
- In the event of a lab or clinically diagnosed case of *COVID-19*:
  - Parent/staff member is to contact school administrator.
  - School administrator will contact *GCCS* nurse, Mrs. Darcy Thomas.
  - *GCCS* nurse will contact the *Genesee County Health Department*.
    - Health Department will contact parent of diagnosed student to obtain names of close contacts (anyone who spent more than 15 minutes and was less than six feet apart to the diagnosed student or staff member) so that they can be quarantined for 14 days at home.
      - Students and staff should be closely monitored for any symptoms of *COVID-19*. Only those that develop symptoms require testing for *COVID-19*.

## Responding to Positive Tests Among Staff and Students

- Holy Family School will cooperate with the *Genesee County Health Department* if a confirmed case of *COVID-19* is identified, and in particular, collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present at the school. *Genesee County Health Department* will initiate contact tracing, following regular public health practice.
- Notification will go out to *Genesee County Health* officials, staff and students immediately of any possible case of *COVID-19* while maintaining confidentiality consistent with the *Americans Disabilities Act (ADA)* and other applicable federal and state privacy laws.
  - *Genesee County Health Department* will initiate contact tracing. Holy Family School will help with data collection and contact information of those exposed.
- Deep cleaning in the school will be done.
- Any staff or student with a confirmed case of *COVID-19* may only return after he/she is no longer infectious. The *Genesee County Health Department* will provide instruction about return using the most current guidelines from the *Genesee County Health Department* for this determination.

# Procedural Steps to Responding to Positive Tests Among Staff

## Substitute Policy

Unfortunately, we find ourselves in a place where substitute teachers are difficult to find. In order to support all of our staff and students we may need to move a classroom into virtual learning if a substitute cannot be found. If this is the situation for your child's class, you will be notified by 9 p.m. the night before and again at 7 a.m. if your child will have virtual instruction due to the lack of a substitute. We understand this is a great inconvenience for our families but this is the best way to ensure the safety and continuity of our students' education during these unprecedented times.

If a staff member is diagnosed with COVID-19 (positive test result), the following will occur:

1. Staff member will notify their school administrator.
2. School administrator will notify the school nurse.
3. The school nurse will contact the Genesee County Health Department and collect all necessary information for contact tracing.
4. The Genesee County Health Department will initiate contact tracing for all close contacts. A close contact is defined as anyone who spent 15 minutes or more within 6 feet of the infected person, starting 48 hours before the infected person developed symptoms.
  - All close contacts will follow orders from Genesee County Health Department regarding self-quarantine guidelines.
  - Depending on the situation, Genesee County Health Department may identify other contacts who need to self-quarantine.
5. Email notification will be sent from the school to notify parents and other staff of a possible exposure. *Staff health information will be kept private, in accordance with HIPAA guidelines.*
6. Thorough cleaning of the affected school areas will take place, in accordance with local and state guidelines.
  - Cleaning staff will wear a surgical mask, gloves, and face shield when performing cleaning of these areas.
  - When possible, smaller areas such as individual classrooms should be closed for 24 hours prior to cleaning to minimize the risk of any airborne particles.
7. The staff member with a confirmed case of COVID-19 will follow instructions from the Genesee County Health Department on when it is safe for them to return to work.



# Procedural Steps to Responding to Positive Tests Among Students

If a student is diagnosed with COVID-19 (positive test result), the following will occur:

1. Parent will notify the school sick line.
2. Sick line operator will notify the school nurse.
3. The school nurse will be in contact with the Genesee County Health Department and collect all necessary information for contact tracing.
4. The Genesee County Health Department will initiate contact tracing for all close contacts (anyone who spent 15 minutes or more within 6 feet of the infected person, starting 48 hours before the infected person developed symptoms)
  - All close contacts will follow orders from Genesee County Health Department regarding self-quarantine guidelines.
  - Depending on the situation, Genesee County Health Department may identify other contacts who need to self-quarantine.
5. Email notification will be sent from the school to notify parents and other staff of a possible exposure. *Student health information will be kept private, in accordance with HIPAA guidelines.*
6. Thorough cleaning of the affected school areas will take place, in accordance with local and state guidelines.
  - Cleaning staff will wear a surgical mask, gloves, and face shield when performing cleaning of these areas.
  - When possible, smaller areas such as individual classrooms will be closed for 24 hours prior to cleaning to minimize the risk of any airborne particles. If an individual classroom is closed during the week, another temporary location will be provided for classes, such as St. Joseph Hall, ARC, cafeteria, etc.
7. The student with a confirmed case of COVID-19 will follow instructions from the Genesee County Health Department on when it is safe for them to return to school.

# Phase 4 Safety Protocols

## Food Service, Gathering, and Extracurricular Activities

- Holy Family School will not conduct indoor assemblies that bring together students from more than one classroom.

### ALL SCHOOL MASSES

- Weekly All School Masses will be held virtually within the classroom. The classroom teacher will serve as the Eucharist Minister.

### LUNCH

- ALL students must bring a lunch from home every day. All lunches will be eaten in the classroom. All lunches must be peanut/nut free at this time.
- ALL students must wash hands before and after every meal.
- Outdoor areas may be used for students to eat meals, weather permitting.

### RECESS (See Lunch Procedures)

- A face covering will be required for ALL students during outside lunch recess because we will bring together students from more than one classroom. Afternoon recess for Grades K-2 will not require a face covering. Each classroom (K-2) will have a separate time and location for afternoon recess.

### ATHLETICS

- Holy Family School will comply with all the guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Association (NFHS).
- Students 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, COVID-19 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 equipment.
- Handshakes, fist bumps and other unnecessary contact must not occur.
- 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.

# Lunch and Recess Schedule

CLASS	LUNCH (IN HOMEROOM)	RECESS
KA & KB	10:45-11:05	10:15-10:35*
7A, 7B, 7C & 8A, 8B	11:10-11:30	11:30-11:50
EXTENDED CARE	11:30-12:00	Any time not otherwise listed
1A, AB & 2A, 2B	11:35-11:55	11:05-11:25*
3A, 3B & 4A, 4B	12:30 - 12:50	12:00-12:20*
5A, 5B & 6A, 6B	12:05-12:25	12:25-12:45

\*Grades K-4 will have recess before lunch. At the end of recess, students will be dropped off at the following doors (K - between classrooms, 1 - Ex. Care door, 2 - 2nd Grade hallway door near Art Room, 3 - recess door, 4 - recess door to hang up coats, wash hands with soap and water. Ten minutes have been added to accommodate this routine.

Students will eat lunch at their desk in the classroom.

Students must bring a peanut free/nut free lunch from home every day. Milk/water will be sold. Daily milk/water count will be taken every morning. Drinks will be labeled and delivered to classrooms. Money must be deposited into student's lunch account for purchases. All lunches will be eaten in the classroom or outside, weather permitting.

### Afternoon Recess with homeroom teachers:

One class will play on the playground, the other class will play with outdoor toys in St. Joseph Parking Lot. Teachers will alternate locations each day. Masks are not required to be worn by students. Parking gates will be closed during all recess times.

Class	Monday	Tuesday	Wednesday	Thursday	Friday
KA	1:50 - 2:05	1:50 - 2:05	1:50 - 2:05	1:50 - 2:05	1:50 - 2:05
KB	1:50 - 2:05	1:50 - 2:05	1:50 - 2:05	1:50 - 2:05	1:50 - 2:05
1A	12:50 - 1:05	12:50 - 1:05	12:50 - 1:05	12:50 - 1:05	12:50 - 1:05
1B	2:10 - 2:25	2:10 - 2:25	2:10 - 2:25	2:10 - 2:25	2:10 - 2:25
2A	1:10-1:25	1:10-1:25	1:10-1:25	1:10-1:25	1:10-1:25
2B	1:10-1:25	1:10-1:25	1:10-1:25	1:10-1:25	1:10-1:25

# Phase 4 Safety Protocols Cleaning

- 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.
- Libraries, computer lab, art room and other hands-on classrooms will undergo cleaning after every class period or when cohort change classrooms with either an EPA-approved disinfectant or diluted bleach solution.
- Student desks will be wiped down after every class period or when cohort change classrooms with either an EPA-approved disinfectant or diluted bleach solution.
- 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 disinfecting 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.
- See DOL Cleaning Protocols for Schools, Appendix A, page 36.

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copier machines, shared chromebooks, telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Door handles, light switches, sinks, restrooms	At least 2 times a day (at least every 4 hours)
Common Areas	Cafeteria, Library, Conference Rooms, Gymnasium, Common Areas	At the end of each use/day; between groups

## Ventilation

- Windows will be opened, weather permitting.

## Water Systems

- Drinking fountains are closed but water filling stations will remain open. All students are required to have a water bottle that goes home daily.

# Phase 4 Safety Protocols Mental & Social-Emotional Health

- Holy Family School will facilitate mental health referrals, communications to families/students, and public-facing wellness materials.
- Holy Family School will provide all staff with timely, responsive and ongoing training/professional development.

# Phase 4 Safety Protocols

## Busing

- Holy Family School does not provide its own busing services and relies on busing from Grand Blanc Transportation. Holy Family School will follow safety guidelines of Grand Blanc Transportation and Powers Catholic High School Transportation. (Waiting for Guidelines from GB but what is listed is REQUIRED from MI Safe Start)
- All students must use hand sanitizer before entering the bus. Hand sanitizer must be supplied on the bus.
- The bus driver, staff and all students in Grades Pre-Kindergarten through 12, if medically feasible, must wear a 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.
- Transportation buses will be cleaned and disinfected before and after every transit route. Children must not be present when a vehicle is being cleaned.
- The Grand Blanc Transportation Department 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.
- GB Transportation will clean, sanitize and disinfect equipment including items such as car seats, wheelchairs, walkers and adoptive equipment being transported to schools daily.
- If a student is not allowed to board the vehicle, the student's parents will be called to pick up.
- If a student becomes sick during the day, the students may NOT use GB busing. If a driver becomes sick during the day, he/she must follow protocols for sick staff outlined above and must not return to drive students.
- Weather permitting, the doors and windows will be open when cleaning the vehicle and between trips to let the vehicles thoroughly dry out.
- 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.

# Phase 4 Safety Protocols Medically Vulnerable Students and Staff

- All current plans (504 Plans, NPS Plans and Accommodation Plans) will be reviewed and updated as needed to decrease the student's risk for exposure to COVID-19.
- Any student who cannot be in attendance at the school, either for illness or are identified as high risk due to COVID-19, will participate in our Hybrid Learning Program.

# Mental & Social-Emotional Health

- All students will complete a daily age-appropriate mental health checklist which teachers will review.
- All staff will receive training on guidelines for identification and rapid referral of at-risk students to administration for support.
- All staff will receive SEL professional development, including social-emotional learning, trauma -informed best practices, identification of students at risk and proper local referral protocols, and self-care to promote wellness and resilience and to prevent burnout.
- Mental health referrals will be made to the administrator.
- Update current Crisis Management Plan that leverage available internal and external/community-based resources. (e.g., loss of student, loss of a school staff member)
- Compile and regularly update list of wellness resources available to both staff and students.
- Ongoing reporting of physical and mental status of staff.
- Provide resources to staff for self-care, including resiliency strategies.
- Mrs. Darcy Thomas, GCCS nurse, will be our mental health liaison, who will work across the school, local public health agencies and community partners.
- Share MDE resources for student and staff mental health and wellness support.
- Reports of mental health concerns resulting from COVID-19 should be communicated to the school administrator.
- Communicate with parents and guardians return to school transition information including:
  - Destigmatization of COVID-19
  - Understanding normal behavioral response to crises
  - Best practices of talking through trauma with children
  - Positive self-care strategies that promote health and wellness



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# Holy Family Catholic School

## Action Plan Fall 2020

### Phase 5 & 6

### MI Safe Schools



## HFS Phase 5 Protocols

- School is open for in-person instruction.
- Safety protocols listed in Phase 4 will be followed and/or adjusted as we deem appropriate per Diocesan and State guidelines.

## HFS Phase 6 Protocols

- School is open for in-person instruction.
- Safety protocols no longer required for PPE, Spacing and Movement, Screening Students, Food Service, Gatherings and Extracurricular Activities, Athletics, Cleaning, Busing and Student Transportation, and Medically Vulnerable Students and Staff.

### HYGIENE

- Holy Family School will provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer dispenser in every classroom with at least 60% alcohol for safe use by staff and students, paper towels, tissues and signs reinforcing proper handwashing techniques).
- Teachers will instruct and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
- Educate staff and students on how to cough and sneeze into their elbows or to cover with a tissue. Used tissues should be thrown away in the trash and hands washed immediately using proper hand hygiene techniques.
- All classrooms will have frequent and routine checks and refill soap and hand sanitizers. (Extra soap and hand sanitizer will be stored in each classroom).

### RESPONDING TO POSITIVE TESTS AMONG STAFF AND STUDENTS

- In the event of a clinically diagnosed case of COVID-19 among staff or a student, the classroom or areas exposed will be immediately closed until cleaning and disinfection can be performed.
  - If the person was in the school building without a facial covering, or large areas of the school were exposed to the person, a short term dismissal may be required to clean and disinfect the larger areas. This determination will be made by the Genesee County Health Department.
- Cleaning staff will wear a surgical mask when performing cleaning of these areas along with gloves and a face shield.



Teacher	Email	Subject & Grade
Mrs. Tanya Babiasz	tbabiasz@hfsgb.org	3 Yr. Preschool; 4 Yr. Preschool (3 days)
Mrs. Lisa McNally	lmcnally@hfsgb.org	4 Yr. Preschool (5 days); Kindergarten Prep (5 days)
Mrs. Katie Bradburn	kbradburn@hfsgb.org	KA - Kindergarten
Mrs. Tami Wolfram	twolfram@hfsgb.org	KB - Kindergarten
Ms. Kristen Bluhm	kbluhm@hfsgb.org	1B - First Grade
Mrs. Maria Boggan	mboggan@hfsgb.org	1A - First Grade
Mrs. Jill Welch	jwelch@hfsgb.org	2B - Second Grade
Mrs. Bethany Zloto	bzloto@hfsgb.org	2A - Second Grade
Ms. Niki Gilbert	ngilbert@hfsgb.org	3B - Third Grade; Social Studies
Mrs. Cherie King	cking@hfsgb.org	3A - Third Grade; Science
Ms. Cassidy Elmer	celmer@hfsgb.org	4B - Fourth Grade; Science
Ms. Kayelin Mazur	kmazur@hfsgb.org	4A - Fourth Grade; Social Studies
Mr. Luke Quaranta	lquaranta@hfsgb.org	5A - 5th Reading & Religion; 6th Writing
Ms. Samantha Stephens	sstephens@hfsgb.org	5B - 5th Social Studies & Writing; 6th Reading
Ms. Maria Gonzalez	mgonzalez@hfsgb.org	6B - 5th/6th Science; 6th Geography
Mrs. Marsha Kessler	messler@hfsgb.org	6A - 5th/6th Math; 6th Religion
Mrs. Karen Garland	kgarland@hfsgb.org	7A - 7th/8th Science; 8th Religion
Mr. Dan LeBeau	dlebeau@hfsgb.org	7C - 7th & 8th Math
Mrs. Terri Szukhent	tszukhent@hfsgb.org	7B - 7th Soc. Studies & Religion; 8th History
Mrs. Cindy Bronson	cbronson@hfsgb.org	8A - 7th & 8th Literature
Mrs. Lara Jones	ljones@hfsgb.org	8B - 7th & 8th Writing



Teacher	Email	Subject & Grade
Mrs. Cathy Buell	cbuell@hfsgb.org	K-8 Technology & PASS Program
Ms. Ashlee Donnelly	adonnelly@hfsgb.org	K-8 Art; 5-8 Spanish
Mrs. Kate Piper	kpiper@hfsgb.org	K-8 Media Skills
Mrs. Toni Sleva	tsleva@hfsgb.org	PS-8 Physical Education
Mr. Zachary Smith	zsmith@hfsgb.org	PS-8 Music & 5-8 Band
Mrs. Lorie Tenerelli	ad@hfsgb.org	PS Aide & Athletic Director
Mrs. Christine Koskodan	ckoskodan@hfsgb.org	PS Aide
Sr. Sharon Hektor	shektor@hfsgb.org	Teacher Associate
Ms. Ann Tabereaux	atabereaux@hfsgb.org	Advancement Director
Mrs. Lisa Harvey	lharvey@hfsgb.org	Administrative Secretary
Mrs. Chasity Campbell	ccampbell@hfsgb.org	Secretary
Mrs. Shelley Corcoran	scorcoran@hfsgb.org	Lobby Receptionist
Principal		
Mrs. Theresa Purcell	tpurcell@hfsgb.org	



# Appendix A

## Diocese of Lansing Guidance for the Cleaning and Application of Disinfectant in a Pandemic Situation

(The link below gives access to entire document.)

[https://drive.google.com/file/d/13M-L\\_xfbgWXBG2gSrgH5iuORx1LPzJnu/view?usp=sharing](https://drive.google.com/file/d/13M-L_xfbgWXBG2gSrgH5iuORx1LPzJnu/view?usp=sharing)



# Appendix B

# DOL FAQ

<https://drive.google.com/file/d/11g4hs-y8D2cZE4qark7jk4b32G44NK6X/view?usp=sharing>

# Guiding HFS Team, Documents and Websites

CDC Guidance for Schools

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

CDC Importance of Reopening Schools -

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

CDC Guidance on Face Masks or Coverings -

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>

Michigan Department of Health and Human Services -

[https://www.michigan.gov/mdhhs/0,5885,7-339-71550\\_5104\\_97675---,00.html](https://www.michigan.gov/mdhhs/0,5885,7-339-71550_5104_97675---,00.html)

Ingham County Health Department - Coronavirus Resources -

[http://hd.ingham.org/DepartmentalDirectory/CommunicableDisease/Coronavirus\(COVID19\).aspx#8789293-health-screening](http://hd.ingham.org/DepartmentalDirectory/CommunicableDisease/Coronavirus(COVID19).aspx#8789293-health-screening)

CDC Guidance on Hand Hygiene - <https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html>

CDC Guidance of Preventing Illness - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

CDC Guidance on Physical Distancing -

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

CDC Guidance on Isolation vs. Quarantine - <https://www.cdc.gov/quarantine/index.html>

EPA Approved Cleaning Products supported by the CDC -

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

U.S. Equal Employment Opportunity Commission - What You Should Know About COVID-19 and the ADA -

<https://www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws>

CDC - Defining Close Contact -

<https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html>

Fordham Teacher's Guide to FERPA -

[https://www.fordham.edu/download/downloads/id/1850/09\\_-\\_dos\\_and\\_donts\\_for\\_teachers.pdf](https://www.fordham.edu/download/downloads/id/1850/09_-_dos_and_donts_for_teachers.pdf)

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

American Academy of Pediatrics Reopening Guidelines for Schools -

<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>

Mi Safe Start Map - <https://www.mistartmap.info>

U.S. Department of Health and Human Services - HIPAA -

<https://www.hhs.gov/hipaa/for-individuals/guidance-materials-for-consumers/index.html>

CDC - Mental Health and COVID -

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

## Guiding HFS Team, Documents and Websites (con't)

State of Michigan Mental Health Resource - [https://www.michigan.gov/coronavirus/0,9753,7-406-98178\\_99557---,00.html](https://www.michigan.gov/coronavirus/0,9753,7-406-98178_99557---,00.html)

St. Vincent Catholic Charities - <https://stvcc.org/services/counseling/>

CDC - Talking with Children about Coronavirus -

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

Diocese of Lansing Return to Mass Guidelines -

[https://www.dioceseoflansing.org/sites/default/files/2020-05/DoL-Guide-to-Masses-with-Small-Groups-of-the-Faithful-18-May-28-May-All-the-Faithful.pdf?fbclid=IwAR2gABfxEd1-d4\\_q6J6nmeE5v6EwrPJ5vWUFaHAIjjCEy3Ko3UkVNWhDXsk](https://www.dioceseoflansing.org/sites/default/files/2020-05/DoL-Guide-to-Masses-with-Small-Groups-of-the-Faithful-18-May-28-May-All-the-Faithful.pdf?fbclid=IwAR2gABfxEd1-d4_q6J6nmeE5v6EwrPJ5vWUFaHAIjjCEy3Ko3UkVNWhDXsk)

Lansing Catholic Youth Activities Conference - <http://www.lansingcyac.org>

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

CDC Guidance on Sports - <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/youth-sports.html>

Lansing Sanitary Supply - <https://www.lsscclean.com>

Occupational Safety and Health Administration (OSHA) - <https://www.osha.gov/SLTC/covid-19/>

CDC Return to School Planning Tool -

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/School-Admin-K12-readiness-and-planning-tool.pdf>

CDC School Decision Tree for Operations and Facilities -

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/Schools-Decision-Tree.pdf>

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