

# Sacred Heart School



*208 S. Market Street*

*Hudson, MI 49247*

## Sacred Heart School Phase 5-MI Safe Schools

### **Safety Protocols**

**Mission~ Students are balanced: confident of mind, academics and Catholic faith.**

**Vision~ Serving the community. Teaching our students to live and model the Catholic faith. Reflecting the unconditional love of Jesus. Remaining structured with the purpose of graduating students who are prepared to persevere**

As a Catholic school, our community is guided by the Holy Spirit. We will partner with our families for the 2020-2021 school year, to keep our students safe, comforted, growing and educated. We ask God to wrap his loving arms around each of us to calm any fears, and give us the grace to accept our new environment.

# Sacred Heart School

## Lenawee County Health Department

<http://www.lenawee.mi.us/187/Health-Department>

517-264-5226

## Covid-19 Safety Training

All staff of Sacred Heart Parish and School and volunteers will complete a Covid-19 Safety Training.

**Family Responsibility:** Parents are required to carefully monitor their children's health and screen daily for symptoms of Covid19. (See the attached Covid-19 Health Screening Agreement from the Lenawee Health Department). Staff will be required to self-monitor for temperature before coming to school as well. (See the attached Covid-19 Workplace Screening Tool from the Lenawee Health Department).

- Students are not to be in school with a temp over 100.4
- With any fever that is not caused by Covid19, students should be fever free for 24 hours without taking medication before returning to school.

## Hygiene

- Students/staff are provided (by school and/or school families) with adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).
- SHS teachers teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
- Staff and students are educated on how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.
- Staff will systematically and frequently check and refill soap and hand sanitizers.
- Daily, students and teachers are provided with opportunities for handwashing with soap and water.
- Sharing of personal items and supplies such as writing utensils is limited.
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## **Personal Protective Equipment**

- Facial coverings are optional for all students and staff when in classrooms.
  - If a staff member or student has been identified to be at an increased risk of illness by their physician a facial covering should be worn.
- All passengers and drivers will wear facial coverings when on a school bus, except
  - (1) when eating and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician for adults, and for students a written and signed verification by a physician and a written and signed consent from parent/guardian.
- All staff and all students in preschool and grades pre-kindergarten and up will wear facial coverings when in indoor hallways and common areas, except
  - (1) during meals and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician for adults, and for students a written and signed verification by a physician and a written and signed consent from parent/guardian.
- DOL schools will not conduct indoor assemblies that bring together more students than the most recent Executive Order pertaining to schools allows
  - School masses may be allowed, provided that all DOL Mass guidelines are followed.

*Facial coverings may be homemade or disposable level one/basic-grade surgical masks.*

## **Secure Building:**

**All visitors must ring the doorbell and be granted access to enter the school or church office.**

- Essential staff/volunteers and students will be the only people in the school building unless special permission is granted by administration.
- The school building will be locked down from 7:15am-5:00pm. People using the church office are to stay in that portion of the building and not enter the school at any time.

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## **Facilities, Cleaning and Disinfection**

- [Frequently touched surfaces](#) including light switches, doors, benches, bathrooms, will undergo cleaning at least every four hours with either an [EPA-approved disinfectant](#) or diluted bleach solution.
- Libraries, computer labs, arts, and other hands-on classrooms will undergo cleaning after every class period or when cohorts change classrooms, with either an EPA-approved disinfectant or diluted bleach solution.
- Student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period, or when cohorts change classrooms.
- Playground structures will continue to undergo normal routine cleaning and using an EPA approved disinfectant is unnecessary.
- SHS will ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use products.
- Staff must wear gloves and facial coverings when performing all cleaning activities.
- Classrooms are equipped with a Hepa air filtration system to increase air circulation.

## **Spacing, Movement and Access**

- Students are spaced as far apart as feasible in classrooms, whether desks or tables are utilized.
- Posted signs indicate proper social distancing. Including:
  - Markers are placed at six-foot intervals where line formation is anticipated.
  - Social distancing markers are present in waiting and reception areas.
- Signs are posted on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.
- Entrance to the school is restricted to students and staff only, with the following allowances:
  - Family members or other non-staff adults are not allowed in the school building except under extenuating circumstances determined by school officials.
  - All non-staff adults entering the building must be screened for symptoms using a COVID-19 monitoring form (from local public health department,) wear a facial covering, and wash/sanitize hands prior to entering.
  - Strict records, including date and time, should be kept of all non-staff adults entering and exiting the building.

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## **Screening Students and Staff**

- SHS will cooperate with the local public health department regarding implementing protocols for screening students and staff.
- The Mentor Center will be used as the designated area for students and staff who develop signs or symptoms of COVID-19 at school. The principal is the designated staff person to care for students and staff who develop signs or symptoms of COVID-19 at school.
- Students and staff who become ill with signs or symptoms of COVID-19 will be placed in an identified quarantine area with a facial covering in place, if able, until they can be picked up. Identified person caring for these children/staff will wear a facial covering.
- Symptomatic students and staff sent home from school will stay home until they have tested negative or have completely recovered according to [CDC guidelines](#).
- Staff will conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any new or unusual symptoms as reported on the COVID-19 school monitoring form, they will stay home. Staff member will contact the school administrator.

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

- SHS will cooperate with the local public health department regarding implementing protocols for screening students and staff. (See the attached Tool Kit from the Lenawee Health Department).
- Symptomatic students and staff will be kept out of school until it has been: 10 days from the 1<sup>st</sup> day of symptoms for COVID-19, 24 hours with no fever (w/o fever reducing medication), and symptoms have improved or student/staff have been released from isolation according to CDC guidelines.
- Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.

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

- SHS school will not conduct indoor assemblies that bring together students from more than one classroom.
- School Masses are allowed provided that all DOL Mass guidelines are followed.
- The cafeteria will be used for lunch. Mealtimes are staggered to allow for social distancing in the cafeteria. Serving and cafeteria staff will use barrier protection including gloves and facial coverings.
- Classrooms or outdoor areas can be used for students to eat meals at school.

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## **Lunch/ Recess Schedule K-6**

**Preschool students will eat in their classroom.**

**DK-6<sup>th</sup> grade students will eat in the Church hall.**

<b>Cohort</b>	<b>Grades</b>	<b>Lunch</b>	<b>Recess</b>
A	Preschool	11-11:20	11:25-11:45
B	DK-K	11:25-11:45	11-11:20
C	1st-2nd	11:50-12:10	12:15-12:35
D	3rd-6th	12:15-12:35	11:50-12:10

## **Drop off and Pick up procedures:**

**Drop off in AM- All students will go directly to their classroom. They will be dismissed by their teacher to go to their locker to prepare for the day.**

- PK students will use the South Door by the parking lot. Parents can bring their children to the check in room outside of the preschool room.
- DK/K students will park in the back of the building and use the *Back Door* for student drop off. A staff member will greet the students at the door and escort them to their classroom. Parents are to remain in their vehicle.
- 1<sup>st</sup>/2<sup>nd</sup> grade students will be dropped off at the front of the school or in the school parking lot. Safety patrol/staff will assist students to the *South Door* and use the south stairwell to enter their classroom. Parents are to remain in their vehicle.
- 3<sup>rd</sup>-6<sup>th</sup> grade students will be dropped off in the front of the school or in the school parking lot. Safety patrol/staff will assist students to the *North Door* and use the North Stairwell to enter their classroom. Parents are to remain in their vehicle.

**Pick up in PM- Students will be dismissed through their designated doors at staggered times.**

- Bus students will social distance and wear a mask as they wait for the Hudson School Bus.
- Preschool students will be picked up outside of the South Door at 2:35
- DK/K students will be picked up at the *Back Door* by the playground at 2:50
- 1<sup>st</sup>/2<sup>nd</sup> grade students will exit out of the *Front Doors* at 2:45.
- 3<sup>rd</sup>/6<sup>th</sup> grade students will exit out of the *Front Doors* at 2:50.

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

- All safety guidelines published by Hudson Area Schools will be followed by Sacred Heart students.

## **Mental and Social-emotional Health**

- Anne Atkin, principal and Marshall Hesslau, school counselor will establish communication to families/students and facilitate mental health referrals.
- SHS staff is provided with timely, responsive, and ongoing training/professional development.

**Beyond the Bell-** After school care will be available from 3:00 - 5:00 every day and will operate in compliance with LARA regulations for Child Care.

<b>Teacher</b>	<b>Subject and Grades</b>
Jessica Dehn Shannon Chen	Preschool
Mrs. Marry Mrs. Downing	Developmental Kindergarten Kindergarten
Mrs. McCaskey Mrs. Crossen	1 <sup>st</sup> /2 <sup>nd</sup> Grade
Mrs. Schutte	3 <sup>rd</sup> /4 <sup>th</sup> Grade
Mrs. Martinez	5 <sup>th</sup> /6 <sup>th</sup> Grade Music and Orchestra
Mr. Marshall	Counselor
Mrs. Butler	Art
Mrs. Shaffer	PE and Technology

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## **RESOURCES**

### **General**

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

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

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

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

CDC: Resources for Childcare, Schools, and Youth Programs – <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

Federal OSHA – <https://www.osha.gov/>

### **Hygiene**

Handwashing video translated into multiple languages – <https://www.youtube.com/playlist?list=PLnv1INVkmxmvGoDDy3vbrEiZCB30TNvBu>

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

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

### **Housekeeping**

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

CDC Cleaning: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

Environmental Protection Agency (EPA): <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

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

CDC Sickness Steps: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>



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## OSHA Training

Federal OSHA: [OSHA3990.pdf](#)

## **Social Distancing**

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

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

## **Mental Health**

[Catholic Charities of Jackson, Lenawee and Hillsdale Counties](#)