



# St. Ann School

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August 7, 2020

Hello to all St. Ann School Staff Members and Families/Parents,

I hope that all of you have enjoyed the past week since I last emailed, while remaining safe and healthy! We are just a little more than three weeks from the start of the school year, so I want to update you on the status of reopening our school for Face to Face Learning!

I had mentioned in last week's email that our Back to School Committee has been working on our plan, as of this week, for three weeks. This document, which is a requirement of the Governor's Back to School Plan, is designed to keep all of our students, staff, parents, and visitors safe and healthy! This document, which will be attached to this email, will be forwarded to the Michigan Department of Education, as well as, to our Superintendent Mr. Frank Sander in Gaylord. This document, however, will be a working document that we will make changes to, as necessary, so we can have the best plan for our school so everyone is safe and remains healthy! We believe that the plan we are submitting meets the requirements that were given to us, but we also understand that because this is new to all of us, changes for the better will need to be made. I assure you that I will inform you daily or weekly, as necessary, of any changes we need to make. Our plan will also be available on our school website!

I would also like to remind you that St. Ann School will have three plans for school, which will be determined by what phase and region we are in. We are currently in Phase 5 and we are in Region 6. This enables St. Ann School to begin the 2020-2021 school year in Face-to-Face Learning (following the Back to School Plan that I am including with this email). The second option, which we used this spring when school was closed in Michigan and throughout the country, is Distance Learning. We will provide you with updated information regarding our plan for Distance Learning after our staff has finalized those plans.

Our third option would be a Hybrid Plan, which would incorporate both Face-to-Face and Distance Learning. Two of the most popular plans are: students attending school on M-W-F and then doing Distance Learning on T-TH and the other would have students in school on M-T-TH-F, with a thorough cleaning of the school on Wednesday. My hope is that we won't have to return to Distance Learning and for some type of Hybrid Learning, but we will be prepared for another option if necessary!

I can't begin to thank our parents and parishioners enough for your kindness! We have already received over \$1000 to help us purchase the necessary PPE's that we will need for our school and over 200 masks were made on Wednesday by a group of parents, grandparents, parishioners, and a former parent! The response we have received to help in any way possible has been an "Aha" moment for me! I know that we ask all of you to help provide supplies for our classrooms, so please be preparing for the teacher's lists next week (but please purchase hand sanitizer, disinfectant wipes, etc. at any point in time that you are shopping!). Thank you!

Please make sure that if you haven't registered your children to attend St. Ann School for the 2020-2021 school year, you do so promptly! I know that some of our families were waiting to see if we would be offering Face-to-Face Learning (we are!), some were making sure they had any financial responsibilities paid off, etc. but we already have two classes with a waiting list (Jr. Kindergarten and 1<sup>st</sup> grade) and several that are close (Kindergarten, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> grades)! We are proud, not only because we offer a great education in a safe, healthy environment, but we are also limiting the number of students in each classroom!

If you haven't put Wednesday, August 26, on your calendar, please do! This will be the date of our St. Ann School Open House from 4:00-6:00 PM. This will be a walk through with everyone socially distancing, wearing masks, only 4-5 families per half hour in a classroom, etc. This will give families an opportunity to say "Hi" to new teachers, drop-off classroom supplies, etc.

I shared with you last week that we will not be offering 7<sup>th</sup> grade this upcoming school year! I failed to mention that the teaching assignments because of this change will be: Mrs. Munch/Reading Specialist and 5<sup>th</sup>/6<sup>th</sup> grade Religion, Miss Kellogg/5<sup>th</sup> grade, and Mrs. Skinner/6<sup>th</sup> grade. These are the same teaching assignments these teachers were in two years ago and I am 100% confident that they will do a great job for our 5<sup>th</sup> and 6<sup>th</sup> grade students this year! Mrs. Kornacki, who did a great job as our Reading Specialist last year, will resume her role as full-time Para Pro in the Enrichment Lab and in several classrooms! I thank all of these educators for being understanding of these changes and being great team players!

I hope all of you enjoy a wonderful weekend. Please know you are all in my thoughts and prayers, along with all your family members! God bless all of you! Please stay safe and healthy!

Together in Christ,

Robert G. Kellogg, Principal

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## St. Ann Covid-19 Preparedness and Response Plan for Phase 4 & Phase 5

- B. The policies and procedures that St. Ann School will follow when the region in which the school is located is in Phase 4 and Phase 5 of the Michigan Safe Start Plan will be as follows:

### **Face Coverings:**

- Students will be given a mask at the beginning of the school year. If soiled during the day their mask will be put into a ziplock bag to be sent home, washed and returned the next day. To replace the soiled mask the student will receive a disposable mask (cloth mask if the student has an extra mask or the school can provide one).
- Masks will be worn by students 1-6th grade at all times except while sitting at the table eating during lunch time. Preschool, Jr. K and Kindergarten students will not wear masks in the classroom or while they are eating during lunch time, but masks will be worn in all common areas. Teachers will wear face shields, cloth masks, or clear window style masks (whatever will provide the best learning experience) at all times except during lunch.
- Anyone entering St. Ann School will wear a face mask.
- Front office will install a glass partition on the front counter.

**Hygiene:** Washing hands protocols signage will be placed at all hand washing and sanitizing stations. Signage will be posted throughout the school about 6ft distance requirements.

- Students and school staff will enter wearing a clean mask and will go immediately to their classroom to wash their hands after getting their temperature checked. Each class will have scheduled hand washing times throughout the day that will include before and after lunch/snacks, sneezing and after going to the bathroom.
- First day of school administration will live stream or students will be taught good hand washing techniques and sanitizing protocols.
- Each classroom and school office will have soap, hand sanitizer, paper towels, wipes, signage/reminders, Nitrile gloves and any needed PPE/supplies.
- Students will have their own school supplies stored separate from other student's supplies. No shared supplies between students.
- Hand sanitizing stations set up throughout the building.
- Promote thorough hand washing vs. use of chemical hand sanitizer to avoid damage to flooring.

### **Cleaning:**

- Classrooms, bathrooms and general areas will be sanitized during lunch/recess, at the end of the day, or as needed with the Victory Electrostatic Sprayer. Bioesque botanical disinfectant will be used in the Sprayer. Cleaning will be done regularly throughout the day, with no more than 4 hours between each cleaning.
- Each classroom will have a quart size sprayer bottle with the Bioesque solution for spot sanitizing.
- Art, music, computers and gym will be offered in the special's designated classroom, gym or parish hall and sanitized as needed, not to extend beyond 4 hours.
- Extending janitorial hours and/or getting extra help to sanitize and clean.
- Individual tables and desks will be cleaned before and after snack (also lunch if served in the classroom).
- Gloves, masks and proper PPE will be used and worn when cleaning.

### **Athletics:**

- Temperature checks before each practice or game for players and coach.
- No concessions.
- One parent allowed at games. (Families with one parent will need to find childcare for example - grandparents).
- Coaches receive special training and protocols for Covid-19.
- No meeting at center court.
- Players will not do a pass-by with opponents after the game or meet at center court prior to the game.
- All spectators must wear a mask.
- Chairs will be set to accommodate 6ft social distancing.
- Chairs, equipment and surface areas sanitized after practice and games.

### **Screening:**

- Stations will be set up at the front door and North end to take students, staff and parents (for lunch duty, volunteer) temperatures as they enter the building.
- Temperatures of students and staff will be logged on a sheet daily so we have documentation on file for any medical/government agency. We will have a staff member taking temperatures and a staff member recording.
- Anyone entering the school from the front doors or from the church will have their temperature taken.
- First staff member that arrives at school will take his own temperature and then the next staff member in the building will recheck that staff member's temperature.
- Preschool will get their temperature taken by a teacher or aide before they get out of their car in the designated drop off area.
- Items (forgotten lunch boxes, books, etc.) will be dropped off at the front door and an office staff member will collect that item to limit individuals entering the building.
- Signage will be placed on the front door and office door stating "St. Ann Screening Policies", ( Must report to the office, temperature will be taken, must wear a mask and to follow 6ft. apart social distancing).

### **Testing:**

- Students and staff with a temperature below 100.4 will go to their designated classroom or location of work.
- If a student has a temperature of 100.4 or above, they will sit (following 6ft. distancing) in a designated area outside the school office. After 10 minutes, a staff member will take that student's temperature again. If it is still 100.4 or above, a staff member will notify the parent to come and pick their student up from school. St. Ann School will follow the CDC guidelines and current recommendations to determine when that student can return. If the temperature is below 100.4 for the second reading, that student will then go to their designated classroom.
- If a staff member or lunch/recess volunteer has a temperature of 100.4 or above they will go to a designated area following 6ft. distancing. After 10 minutes, a staff member will take that staff member or volunteer's temperature again. If it is 100.4 or above, that staff member will leave the school building. St. Ann School will follow the CDC guidelines and current recommendations to determine when that staff member can return. If the temperature is below 100.4 for the second reading. they will then go to their designated classroom or location of work.

- Students, staff members or volunteers that were sent home due to having a fever of 100.4 or above, their symptoms should be monitored and a “doctor’s note MAY be requested to return to school”.
- All temperatures will be taken by school staff members.
- Teachers will send students down to the office if a student doesn’t feel well and an office staff member will take that student’s temperature. If the student has a temperature of 100.4 or above that student will stay in the school office sick room until they are picked up. The sick room will then be sanitized with the handheld sprayer.
- St. Ann School will follow CDC guidelines and current recommendations if a student, staff member or parent volunteer test positive for COVID-19, test negative for COVID-19 or have been released from isolation.

#### **Bussing and Transportation:**

- Masks worn on buses.
- Hand sanitizer used when entering and leaving the bus.
- Follow social distancing guidelines and sanitizing after use.

#### **Lunches:**

- Lunches will be offered in the Gym and the Parish Hall.
- No salad bar, but a salad may be a preordered option.
- We will only offer disposable Plasticware and trays.
- There are no “requests” at the lunch counter.
- No funeral lunches will be held in Parish Hall. If that restriction is lifted, we can set up additional tables from the gym closet to set up in the gym.
- We will have designated lunch/recess volunteers for the school year.
- Recess is scheduled the first 15 minutes of the 35 minute lunch hour social distancing on the playground without a mask. Students will proceed back to the classrooms with an Aide to oversee students sanitizing their hands (hoping time will allow washing of hands). See procedure for each grade for lunch.

**JK, Kindergarten, 1st grade and 2nd grade students:** An aide will walk the students that are ready down to the Gym and go directly to the designated sitting spot at the table. Another aide will walk the remaining students down. Hot lunches will be placed on a serving cart as the kids start coming into the gym and the hot lunches will be delivered

to the students by an aide or parent volunteer. Any condiments, ketchup/mustard, etc. will be added by an aide or parent volunteers.

Once lunch is completed by all the students in their specific grade, students will throw away their discards and will then be escorted back to the classroom by a teacher.

**3rd and 4th grade students:** Same as JK through 2nd grade **except** 3rd and 4th graders with hot lunch will go through the lunch line and then sit down.

**5th and 6th grade students:** If the teachers are in the 5th and 6th grade room, they can dismiss the students to walk down for lunch by themselves. Students with hot lunch will go through the lunch line and will follow protocol of sitting in designated marked spots at the table.

- Food Service Director will prepare snacks each morning after the lunch count has been turned in which provides the number of students per classroom. Snacks will consist of individual servings in a plastic bag and delivered to each classroom. A staff member with sanitized hands or wearing gloves will distribute snacks to students.

#### **Drop off Procedures:**

- **Preschool:** Teacher or aide will meet the parent/student at designated preschool drop off area and the preschooler's temperature will be taken while they are in the car.

A temperature of 100.4 or above the parent will take the student home. St. Ann School will follow CDC guidelines and current recommendations to determine when the preschooler can return to school.

- **JK - 2<sup>nd</sup> grade:** Parents will stop at the school's front entrance where the school principal and another staff member will let the students out of their vehicles. Students will enter the front doors following social distancing guidelines to get their temperature taken by designated staff members.
- **3<sup>rd</sup> - 6<sup>th</sup> grade:** Parents will stop at the school's front entrance where the school principal and another staff member will let the students out of their vehicles. Students will walk to the North door entrance following social distancing guidelines to get their temperature taken by designated staff members. The walk from drop off to doors will be cleared of snow during winter months.
- **JK - 6<sup>th</sup> grade:** If a student has a temperature of 100.4 or above review the St. Ann School "Testing" procedure in this plan.

#### **Pick up Procedures:**

- **Bus Rider:** Students will social distance in the hallway from youngest to oldest. A staff member and the school principal will then escort them out to the bus.

- **Car Rider:** Individual classrooms will be released at staggered times and escorted by a teacher or staff member to the designated pick up area. Will instruct parents to follow social distance guidelines when they are waiting to pick up their child.
- **Preschool:** Teacher and/or aide will escort preschoolers out to the Southeast door for parents to pick up their child while following social distancing guidelines.

**After School Pick up Procedures:**

- We will have 2 to 3 designated after school classrooms depending on the number of after school children enrolled.
- **During office staff member hours:** An office staff member will take the temperature of the parent at the school's front entrance before that parent picks up their child. That parent will wait outside the afterschool classroom and the child will meet the parent at the classroom door with a staff member to sign them out.
- If that parent has a temperature of 100.4 or above, the parent will wait outside the front door entrance and an office staff member will bring their child to them.
- **After office staff member hours:** the parent will call the school and will request the phone extension of their child's after school classroom. The parent will inform the school staff member they are at the school to pick up their child. The school staff member and child will meet that parent at the classroom's exit door. Parents will not enter the school.