

# St. Ann School



## COVID PREPAREDNESS AND RESPONSE PLUS VIRTUAL LEARNING PLAN 2020 - 2021

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

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 5th and 6th grade students at all times except while sitting at the table eating during lunch time. Teachers have incorporated two to three “Mask Breaks” a day for five minutes for the 5th and 6th graders. They can go step outside the classroom using the emergency door or stay at their desk.
- 1st grade-4th grade students will not wear masks when they are sitting at their desk in the classroom or sitting at the table eating during lunch time. Masks will be worn inside the classroom if they are not sitting at their desk and in all common areas.
- 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 6 ft 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 6 ft. 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/her 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 6 ft. 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 6 ft. 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 6 ft. 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 must be fever free without medication for 24 hours before they can return to school. 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: (Per Cadillac Area Public Schools Policies)**

- Masks worn on buses.
- Hand sanitizer available when entering and leaving the bus.

**Lunches:**

- Lunches will be offered in the Gym with additional tables set up to follow social distancing guidelines. We are not using the Parish Hall for lunch.
- No salad bar, but a salad may be a preordered option.
- We only offer disposable plastic ware. Individual containers for ketchup, mustard, dressing, etc. will be offered.
- There are no “requests” at the lunch counter.
- 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.
- At recess, students will use the classroom emergency door to decrease foot traffic in the halls.

**JK:** Students will have lunch in their classroom. Hot Lunch will be brought to the classroom on covered trays.

**Kindergarten students:** An aide will walk the students down to the Gym and go directly to the designated sitting spot at the table. 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. are served in individual containers on their tray.

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

**1st - 4th grade students:** Same as Kindergarten 1st - 4th graders with hot lunch will go through the lunch line and will follow protocol of sitting in designated marked spots at the table.

**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. School Staff 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.
- At this time we are asking that parents/grandparents/guardians are not entering the school for pickup.
- Once you arrive to pick up your child:
  - 1.) Use the buzzer at the front entrance doors. You will either get the office or Mrs. Abbe/Miss Roda.
  - 2.) If you have a child in the younger ASC (PS, JrK, KG, 1G) you will be told to wait outside the emergency door with a #1 on the door. This door is located closer to the church, left of the school entry.
  - 3.) If you have a child in the older ASC (2G-6G) you will be told to wait outside the emergency door with a #2 on the door. This door is located by the blue bench, right of the school entry.

## Junior Kindergarten/Kindergarten Virtual Plan

### Emergency Day/Snow Day

- A required lesson will be assigned by 8:00 am on Google Classroom
- It will include a recorded story read aloud by the teacher
- An activity that goes along with the story
- The activity can be turned in the next day at school or be uploaded to Google Classroom

(An Emergency day kit will be sent home in October with necessary supplies for any activity given.)

### Quarantine (2 days - 14 days)

#### 1 or more Students

- 1 weekly contact session (Google Hangout/FaceTime) of approximately 15 minutes will be required (may be individual or small group)
- Lessons will be done at the students own pace.
- Lesson Packets will be made available (drop off or pick up). This will allow students to stay on the same course schedule as the face-to-face students.
- Students may have work uploaded to Google Classroom or turn it in upon return to class.

#### All Students

- Follow virtual learning plan

### Virtual Learning (extended time period)

- Whole class

#### Week One

- If given notice, a 1 week packet will be sent home (if no notice, packet may be picked up or dropped off).
  1. This packet will include a book, activities, and assignments that align with it.
  2. The packet will include a rubric of which lessons will be required to be turned in and which ones are just for extra enrichment.
  3. The required lessons will need to be uploaded to Google Classroom.



4. 1 weekly contact (individual, small group, or whole class) of approximately 15-30 minutes will be required, or as needed by the student for clarification/instruction.

### **Week Two +**

- Depending on the length of time out of school, a Virtual Learning packet like week one will be sent home by picking up or dropping off either bi-weekly/monthly.
- Lessons will be uploaded M-F (K) or M-Th (JK) by 8:00 am, weekly uploads may be used as well with those being uploaded by 8:00 am Monday morning
- Daily or Weekly Lessons will include
  1. Direct instruction videos on Google classroom
  2. Stories
  3. Link to Freckle/AR (K)
  4. Learning activities online
- 1 weekly contact (individual, small group, or whole class) 15-30 minutes will be required or will occur as needed.
- Required weekly assignments will be due (uploaded) by 5:00pm Sunday night.

**If you have any questions please feel free to email:**

**JK- Sheila Bosman - [bosmans@stanncadillac.org](mailto:bosmans@stanncadillac.org)**

**K- Kylee Machin- [machink@stanncadillac.org](mailto:machink@stanncadillac.org)**

## Virtual Student Schedule 1st-6th grade

### What this looks like for the Student

<b>Day View</b>		<b>What this looks like for the Student</b>
<b>Monday - Friday</b>		<ul style="list-style-type: none"> <li>· Students get materials and technology ready for the day before 9:00 AM.</li> </ul>
<b>Language Arts</b> <ul style="list-style-type: none"> <li>· Spelling</li> <li>· Reading</li> <li>· May include groups, etc.</li> </ul>	<b>8:45-10:30</b> 1st-8:45-9:00 2nd-9:00-9:15 3rd-9:15-9:30 4th-9:30-9:45	<ul style="list-style-type: none"> <li>· Up to 15 minute live or recorded mini-lesson.</li> <li>· At least 30 minute interactive lesson with recorded teacher directions and lessons.</li> <li>· Scheduled live small group instruction with different group each day.</li> </ul>
<b>Math</b> <ul style="list-style-type: none"> <li>· Lesson</li> <li>· May include small group instruction.</li> </ul>	<b>10:30—12:00</b> 4th-10:30-10:45 3rd-10:45-11 2nd-11-11:15 1st-11:15-11:30	<ul style="list-style-type: none"> <li>· Up to 15 minute live or recorded mini-lesson.</li> <li>· At least 30 minute interactive lesson with recorded teacher directions and lessons.</li> <li>· Scheduled live small group instruction with different group each day.</li> </ul>
<b>Lunch</b>	12:00—12:30	
Student Support	12:30—1:00	<ul style="list-style-type: none"> <li>· Students /parents can have a live meeting with teacher to answer questions and/or concerns as needed.</li> </ul>
Writing/Religion (T/W/TH)	<b>1:00— 2:00</b> 1st-1:00-1:15 2nd-1:15-1:30 3rd-1:30-1:45 4th-1:45-2:00	<ul style="list-style-type: none"> <li>· Up to 15 minute live or recorded mini-lesson.</li> <li>· At least 30 minute interactive lesson with recorded teacher directions and lessons.</li> </ul>

\* Breaks as needed.

## **St. Ann Middle School Virtual Learning Plan**

### **Grading Policy**

Each day an assignment is late, it will lose 5% of the grade.

### **Submission of Assignments**

All assignments must be submitted via Google Classroom, unless (a) otherwise instructed by the teacher for a specific assignment, or (b) previous arrangements were made with the teacher for a specific assignment.

### **Virtual Meeting Attendance Policy**

In order for students to be successful in a virtual format, it is critical that students attend virtual class meetings live. This is important for instruction and questions that arise, as well as, building relationships with fellow classmates and the teacher. Students are expected to attend virtual meetings in all subjects listed below. If a student is unable to attend a meeting, the student will inform the teacher beforehand that they are unable to attend the meeting. When absent from a virtual class session, students will be required to do any or all of the following: (a) view a recording of the class when available, (b) view additional online materials, and/or (c) complete an additional assignment.

### **Class Schedule**

St. Ann Middle School will have the following schedule for online class meetings:

Math: 3 - 4 sessions per week

ELA: 2 - 3 sessions per week

Religion: 1 session per week

Science: 1 session per week

Social Studies: 1 session per week

Class sessions will be approximately 45 min to 1 hour in length, and students will generally have one session in the morning and another in the afternoon. This schedule will provide 8-10 hours of virtual instruction per week, with additional time spent on independent assignments. During virtual instruction, students are expected to be attentive and prepared, to participate fully, and to be in a location conducive to learning and with minimal distractions.

All virtual sessions will occur during the following time slots:

Mon/Fri      11:30am-4:00pm (45 min to one hour blocks)

Tue/Wed/Th   9:45-10:45am, 11:45am-1:00pm, and/or 2:00-4:00pm

These sessions are intentionally designed so as to avoid overlap with those of younger siblings in grades 1 through 4 at St. Ann School.

**Virtual Office Hours**

Virtual office hours will be held throughout the week for additional student assistance and/or parent questions/concerns.