

# St. Francis of Assisi Catholic School ACTION PLAN

Fall 2021





Dear St. Francis School Community,

We look forward to another year of in-person teaching and are excited to bring more educational best-practices back into play while maintaining safeguards for the staff and students' well-being. The following is a plan that St. Francis School is ready to commit to for the 2021-2022 school year. Every word has intention and has been scrutinized to ensure we are putting safeguards in place to mitigate the exposure to Covid-19 and its variants.

As with any year, we look to families to form a partnership with us. We as a staff are working hard to keep your children safe but we also need families to make a similar commitment. It is only with a mutual partnership that we can be as successful as possible with Jesus as our guide and scientific data and information available to us.

Love and Peace,  
Julie Fantone Pritzel and Kathryn Dhitirojana

# Task Force

Task Force Core Team	
<u>Name</u>	<u>Role</u>
Julie Pritzel	Principal
Kathryn Dhitirojana	Middle School Principal
Christina Busse	Childcare Director
Kelly VanOirschot and Amy Smith	Office Operations
Jane Gordon	Oversight and Student Needs
Maria Jakimcius	K-4 Classroom Teacher Representative
Gina Carney	5-8 Classroom Teacher Representative
Dr. Alison Tribble	Pediatric Infectious Disease
Dr. Meg Wolff	Pediatric Emergency Medicine
Heather Kaper	Nurse
Aarika Stovscki	Nurse
Robert Riehl	Nurse
Dr. Nicholas Douville	Anesthesia/Critical Care Medicine
Dr. Ben Viglianti	Radiology
Dr. Merritt Gilliland	Microbiology & Microbial Ecology

# Rationale

**The goal of this Task Force is to provide an action plan to offer a safe, 5 day a week, face-to-face learning environment for all of our PS-8th grade students.**

The goal of this Action Plan is to mitigate risk of exposure to the Covid-19 virus by maintaining mitigation and traceable cohorts to continue live instruction. We all want our kids in a live learning environment. In order for this to be successful, we will need family and staff to be supportive by monitoring symptoms and taking precautions before entering into school.

St. Francis will work with the Washtenaw County Health Department, Michigan Department of Health and Human Services and guidance from the Center for Disease Control.

Mitigation strategies may be adjusted at any time based on guidance from local, state, and federal agencies. These changes will be communicated in weekly administrative letters.

# School-Wide Safety Measures

## General Individual Classroom Expectations

- Clean desks often throughout the day- before students arrive, after a snack, before lunch, after lunch
- Frequent hand washing with soap and water
- Use of hand sanitizer in between activities throughout day
- Frequent cleaning of areas touched often including door handles and light switches
- Sanitize all tables, chairs, and toys after each use
- Sanitize Chromebooks and other electronics

## School-Wide Expectations:

- Frequent cleaning in hallways, bathrooms, and high-touch areas
- Use of no-touch hand sanitizer stations
- Utilize only water fill stations at drinking fountains
- No-touch faucets in all restrooms
- Wet Wipes will be used for cleaning up messes. Clorox wipes and school disinfectant will be used for sanitizing.
  - *Rationale: often times a staff member will grab a clorox wipe to clean up marker or a mess. We want to preserve the Clorox wipes for sanitation.*

# School-Wide Safety Measures

## Facilities Cleaning and Disinfection

- Frequently touched surfaces will be cleaned and disinfected daily or between use as much as possible by maintenance staff and classroom teachers.

## Classroom Protocols

- Hand Hygiene and Respiratory Training and Etiquette, specifically OSHA protocol
  - \*\*Students and staff should wash their hands with soap and water OR use hand sanitizer every 2-3 hours.
  - Staff will 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.
  - Staff will teach students to cover coughs and sneezes with a tissue, or elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds or hand sanitizer should be applied.
- Air Filters: Each classroom is equipped with a stand alone, 1000 sq. foot air filtration system.
- Windows/Fans: Windows will be kept open when possible and fans will be **kept off** to minimize droplet scattering.

# School-Wide Safety Measures

## Personal Protective Equipment (PPE) - Staff and Students

**\*Students are required to supply their own cloth face mask.**

- K-8th grade students and staff are **REQUIRED** to wear a mask at all times except for eating. Outdoor breaks/instruction will be built into the day to allow students and staff to take a break from their PPE. This may change based on Principal discretion and consultation from the Washtenaw County Health Department.
  - Facial coverings may be cloth or disposable level-one (basic) grade surgical masks.
  - Masks should be securely fitted around a student's nose and mouth.
  - Please provide a few additional, clean masks in student's backpack as backup.
  - Gators are not permitted in the school as PPE.
- **Students may remove masks OUTDOORS only.**

# Parents, Visitors, and Volunteers

## Parents, Visitors, and Volunteers

- We are not requiring vaccinations of students OR parents. We expect parent volunteers to take every precaution necessary to protect our school and local community.
- Non-essential visitors, volunteers, and activities involving external groups or organizations will be limited and pending principal approval.
- Parents may not “stop in” to the school building and office without an appointment. Please call or email and make an appointment for any reason. **Parents coming into the school building must wear a mask.**
- Sick students and early dismissal students will be escorted out of the building by a staff member.
  - Parents arriving to pick up their child should call the front office: 734-821-2200.
- Any items delivered by parents will be picked up by staff at the main doors and delivered to students.
- Lunch/Recess Supervisors will have to sign up in advance and
  - Should self-screen for symptoms before entering the school
  - Wear a mask
  - **Complete all required trainings**



# Arrival Procedures

**SCHOOL HOURS- 8:00-3:15**

Calendar: <https://www.stfrancisa2.com/school/general-school-information/>

August 25, 2021- First Day of School- HALF DAY (Dismissal at 11:15a.m.)

Daily school hours of school operation will be 8:00-3:15p.m.

## Arrival Procedures

- Preschool students will line up in the PAC, parents may walk their child up to the door.
- K-8 students will **NOT** formally line up at the beginning of the day outside.
  - This change in entry procedure is to minimize gathering of students while unsupervised, in order to help with mitigation.
- Students will **WALK IN TO THEIR CLASSROOMS** via their grade level's designated door starting at 8a.m.
- Four Entry Points:
  - K/1: Doors at top of playground off St. Francis Drive
  - 2/3: Doors at bottom of playground off St. Francis Drive
  - 4/5: Main doors at front of building
  - 6-8: 6th grade doors at west front end of building
- Students entering after 8:10 will need to enter at the main doors.
- **Students will go directly to classroom, maintaining distance in hallways**

# Lunch/Recess Procedures

## Kindergarten Playground

- Kindergarten- 11:15 recess, 11:40 lunch- walk out back door by art room
- First Grade- 11:15 lunch, 11:40 recess- walk out lower doors

## East 2nd Grade Playground

- Second: 11:15 recess, 11:40 lunch-walk out 2nd grade doors
- Third: 11:15 lunch, 11:40 recess- walk out by 2nd grade doors

## Winchell Park

- Fourth 11:15 lunch, 11:40 recess- walk out main doors
- Fifth: 11:15 recess, 11:40 lunch- walk out main doors

## Black Top

- Sixth: 11:15 recess, 11:40 lunch- walk out 6th grade doors
- Seventh and Eighth: 11:15 lunch, 11:40 recess- walk out 6th grade doors

## Lunch Procedures

1. K-8th grade students will eat in their homerooms.
2. Students will sit at their own desks.
3. All students should eat their own lunches and not trade food.
4. Students will be allowed to get up when their lunch is finished and throw away garbage in the classroom lunch bin.
5. Students will ask the lunch parent to wipe down their desks with a clorox wipe (K-6). 7th/8th students will wipe down their own desk.
6. There will be **NO MICROWAVE USE** in the classrooms.
7. Students will use hand sanitizer before and after eating and will wash hands at next class bathroom break.
8. Students must not talk when their mask is off to eat.

## Recess Procedures

**\*\*\*At lunch recess and other classroom breaks OUTDOORS, students may take off their masks.\*\*\***

# Dismissal Procedures

## Dismissal Procedures:

- Dismissal will begin at 3:15pm
- Utilize the same doors used for entry to exit
  - K-6 students will go outside and stand with their classes (with their homeroom teacher) until a parent/guardian picks up.
  - 7-8 students will exit on their own with supervision from middle school teachers.
- Any student not picked up by 3:30 will be brought inside to wait in the office for a parent/guardian to arrive.

# When a child/staff member is symptomatic...

- They will be sent immediately to the nurse for evaluation.
- The nurse will monitor symptoms and student will be isolated in the nurse's station until parent/guardian arrives.
- Emergency Contacts- It is imperative that you or one of your contacts can be **reached within 15 minutes** if we have to get in touch with you. **Please take the time to clear your cell phone mailbox. Please have plans in place should a child be sick.**
- ***Families will be responsible for monitoring symptoms and communicating with the school nurse, administration, and their General Practitioner when symptoms arise.***
- SFA will work closely with the Washtenaw County Health Department if a confirmed case of COVID-19 is identified, and in particular, will cooperate with the Washtenaw County Health Department for contact tracing.
- **Covid-19 testing may be requested by administration at any time.**
  - **Only PCR tests will be accepted for symptomatic students.**
- Notification of confirmed cases will follow the Washtenaw County Public Health Department Protocol based on each individual case.
- Students and staff with confirmed case of COVID-19 will only return to the workplace after they are no longer infectious which will be determined by the Washtenaw County Health Department Guidelines.

# Illness Policy

**FOLLOW WASHTENAW COUNTY HEALTH DEPARTMENT  
GUIDELINES: FOUND [HERE](#)**

## **When do students/staff get sent home?**

Students and staff will be sent home if they show any symptom of Covid-19.

## **COVID-19 Symptoms:**

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

## **When can they return to school?**

- Negative Covid-19 PCR test result dated after the onset of symptom (for vaccinated **and** unvaccinated individuals)

# Testing Protocols for Students and Staff

- Symptomatic students and staff sent home from school should be kept home until they have tested negative for COVID-19 (PCR test dated after the onset of symptoms), or have been released from isolation according to health department guidelines.
- Families will be notified via email 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, immediate efforts will be made to **contact any “close contacts”** (as identified by the WCHD guidelines) so that they can be quarantined at home. Students and staff should be closely monitored for any symptoms of COVID-19.

# Quarantine Protocols for Students and Staff

## Quarantine Guidelines (8/9/2021)

**Vaccinated Students/Staff** (COVID-19 vaccination records must be presented):

- Close Contact: Return to school (as long as no symptoms), masked, monitor symptoms, PCR test on Day 4 or 5
- COVID +: Quarantine for 10 days

**Unvaccinated Students/Staff** (or those who have not presented COVID-19 vaccination records):

- Close Contact: **QUARANTINE FOR 10 DAYS**
- Close Contact: Some cases- return to school (as long as no symptoms), masked, monitor symptoms, rapid antigen test every 2 days
- COVID +: Quarantine for 10 days

## Remote/Virtual Learning

- Should we be directed to transition to remote learning, format and process will be provided at that time.
- Virtual plans for students who must quarantine will be shared in September.

# Family Responsibility

## Family Responsibility:

- **Provide record of student COVID-19 vaccination records if student has received vaccination. Please email a picture or copy of COVID-19 vaccination card to [nurse@stfrancisaa.org](mailto:nurse@stfrancisaa.org)**
  - **COVID-19 vaccinations are not required of students. We encourage all students and family members who are eligible to receive the vaccination in an effort to protect our community.**
- Parents are required to carefully monitor their children's health and screen daily for symptoms of Covid-19. *Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:*  
COVID-19 Symptoms  
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
- Students are not to be in school with a temp over 100.4 degrees Fahrenheit.
- Students stay home when showing symptoms of COVID-19 or other illness, especially with excessive sneezing and coughing.
- With any fever that is not caused by COVID-19, students should be fever free for 24 hours without taking medication before returning to school.
- With any virus that causes diarrhea and vomiting, students should stay home from school for at least 48 hours after the last time they vomit or have diarrhea.



# Family Responsibility

## Family Responsibility (Continued):

- Teach and reinforce handwashing with soap and water for at least 20 seconds. Students will be given regular opportunities to handwash throughout the day.
- Teach students to cover coughs and sneezes with a tissue/elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds or hand sanitizer.
- Families are expected to follow all state and national guidance regarding post-travel quarantine. In addition, we ask that families carefully assess the risk of contracting coronavirus during travel, and if there is substantial risk, consider delaying the return of students to school. Administration is available to advise on this topic and support families and the school population.

# Athletics

Athletics TBD with CYO and following these guidelines:

- Comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the Catholic Youth Organization
- Students, teachers, and staff will 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.
- All equipment will be disinfected before and after use.
- Spectators are allowed provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times. Attention will be given to entry and exit points to prevent crowding.
- Each participant will use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
- Handshakes, fist bumps, and other unnecessary contact will not occur.

# Important Contact Information

Principal: Julie Pritzel: [jpritzel@stfrancisaa.org](mailto:jpritzel@stfrancisaa.org)

MS Principal: Kathryn Dhitirojana: [kdhitirojana@stfrancisaa.org](mailto:kdhitirojana@stfrancisaa.org)

Office (both Mrs. VanOirschot and Mrs. Smith):  
[school@stfrancisaa.org](mailto:school@stfrancisaa.org)

Nurse: [nurse@stfrancisaa.org](mailto:nurse@stfrancisaa.org)

Homeroom teachers: first initial and last name: ex: jpritzel@  
stfrancisaa.org

Middle School (7/8) Teachers: [msteachers@stfrancisaa.org](mailto:msteachers@stfrancisaa.org)

## **To report a sick child:**

K-6: [jpritzel@stfrancisaa.org](mailto:jpritzel@stfrancisaa.org), homeroom teacher,  
[nurse@stfrancisaa.org](mailto:nurse@stfrancisaa.org), [school@stfrancisaa.org](mailto:school@stfrancisaa.org)

7-8: [jpritzel@stfrancisaa.org](mailto:jpritzel@stfrancisaa.org), [msteachers@stfrancisaa.org](mailto:msteachers@stfrancisaa.org),  
[nurse@stfrancisaa.org](mailto:nurse@stfrancisaa.org), [school@stfrancisaa.org](mailto:school@stfrancisaa.org)

# Resources

CDC:

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated-guidance.html>

CDC Data Tracker:

<https://covid.cdc.gov/covid-data-tracker/#county-view>

MDHHS Guidance:

[https://www.michigan.gov/documents/coronavirus/COVID19\\_Guidance\\_for\\_Operating\\_Schools\\_Safely\\_728838\\_7.pdf](https://www.michigan.gov/documents/coronavirus/COVID19_Guidance_for_Operating_Schools_Safely_728838_7.pdf)

Washtenaw County Data: <https://www.washtenaw.org/3108/Cases>

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

Michigan Vaccine Dashboard:

[https://www.michigan.gov/coronavirus/0,9753,7-406-98178\\_103214-547150--,00.html](https://www.michigan.gov/coronavirus/0,9753,7-406-98178_103214-547150--,00.html)