



# SJCS COVID-19 HANDBOOK

Updated 8/17/2021

Dear St. Joseph Families,

In accordance with the Archdiocese of Detroit “PreK-12 Health and Safety Guidance for the 2021-2022 School Year,” St. Joseph has updated our COVID-19 Handbook to reflect these policies.

Please view the Archdiocese of Detroit’s latest guidelines at:

<https://www.detroitcatholicschools.org/>.

We thank you for your patience, as many of these policies and procedures take extra time and planning.

Please take time to review all of the policies and procedures found in this handbook. Though not exhaustive, we have made an attempt to address a wide range of issues our faculty and staff will face this fall.

**Upon reading this, please fill out, separate and return this page with the rest of your back to school packet.**

***I have reviewed the St. Joseph Catholic School COVID-19 Handbook and agree to abide by all policies, procedures, and expectations.***

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Name(s)	Grade(s)
_____	_____
_____	_____
_____	_____
_____	_____

### Tuition Refund Policy

- Please see your Tuition Contract.

### PPE, Mask Requirements & Contact Tracing

- The CDC **recommends** that all non-vaccinated people wear masks to reduce exposure to COVID-19. We strongly encourage the use of masks for unvaccinated students, faculty and staff.
- Mask Requirements:
  - Fabric Masks (homemade or store bought)
    - Washed daily
    - Covers both nose and mouth
  - Disposable Masks
    - Level 1/Basic surgical grade
    - Disposed of daily
    - Covers both nose and mouth
  - Shields are currently not accepted as an approved form of PPE.
- **Face masks are still required on school buses by national, federal order. This includes Mason Public School buses.**
- As we prepare for our return to school, we have also had to revisit our protocols regarding close contacts and contact tracing. Like last year, we will follow the Monroe County Health Department for contact tracing and quarantine status. We are making every effort to continue to maximize distance in our classrooms and strongly encourage our unvaccinated students to wear a mask to protect themselves and others. Wearing a mask while unvaccinated also creates a condition where an individual would NOT be required to quarantine in most circumstances, even if identified as a close contact.
  - A close contact is identified when someone is within 6 ft (for more than 15 min over a 24 hour period) of a positive COVID case. While this criteria for identification has not changed, the conditions in which a student may need to quarantine have. The following table outlines the quarantine protocol:

Vaccination Status	Mask Usage	Quarantine Protocol
Vaccinated	No Mask	No quarantine; symptom monitor
Unvaccinated	Masked	No quarantine; symptom monitor*
Unvaccinated	No Mask	Quarantine

\*If less than 3 feet, an unvaccinated person must quarantine regardless of mask usage.

- **Positive COVID-19 Cases**

- We ask that all parents notify the school if a student becomes positive for COVID (or needs to quarantine due to outside exposure). If a positive case arises in our school community this year, we will do the following:
  - Inform the entire school community.
  - Inform those identified as close contacts of this status.
  - Require adherence to quarantine recommendations for those close contacts, in consideration of where they fall with the above criteria.

### **Cleaning/Sanitizing**

- Frequently touched surfaces including light switches, doors, and bathrooms will undergo cleaning.
- Classrooms will undergo cleaning at least twice each day.
- Ensure safe and correct use and storage of cleaning and disinfection products.
- Staff will wear gloves and a face covering when performing all cleaning activities.

### **Hygiene**

- Staff will teach and reinforce handwashing procedures with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
- The teachers will provide frequent breaks for handwashing with soap/water.
- Additional hand sanitizing stations have been added throughout the building.
- Staff and students will be 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. Students will be encouraged to not touch their face.
- St. Joseph staff will systematically and frequently check and refill soap and hand sanitizers.
- At Home: Encourage and reinforce handwashing with soap and water for at least 20 seconds; discuss the importance of not touching your face; and wash cloth masks after each daily use.

### **Screening**

- Parents/guardians should monitor their children for symptoms of infectious illness every day through home-based symptom screening. This approach relies on students and their caregivers to identify when the student might have symptoms of infectious illness.
- Students who are sick or displaying symptoms of infectious illness should not attend school and seek medical care when necessary.
- Staff members should monitor their health for symptoms of infectious illness every day.
- Staff who are sick or displaying symptoms of infectious illness should remain home and seek medical care when necessary.

### **Positive Cases**

- Symptomatic students and staff will be kept home until they have tested negative for COVID-19 or have been released from isolation according to CDC guidelines.
- The school families will be notified of the homeroom in which the presence of any laboratory positive or clinically diagnosed cases of COVID-19 exists. This is to encourage closer observation for any symptoms at home.
- St. Joseph will cooperate with the local public health department if a confirmed case of COVID-19 is identified.
- Local health officials, staff, and students will be notified immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.

### **Protocol for Positive Cases**

- If a child or parent tests positive for COVID-19, all St. Joseph students in the family must quarantine for the length of time required by the Monroe County Health Department.
  - We will provide all students the academic materials they are missing while in quarantine.
  - Further academic support (i.e. instructional recordings, Zoom conferences, etc.) will be provided on a case-by-case basis. The school administration will discuss an individualized plan if/when quarantine is necessary.
  - Any child that is required to quarantine, but is not ill must complete and submit their work immediately upon returning to school unless they are able to virtually submit it while they are at home. These expectations will be communicated by the teacher.
  - In regards to the staff and other students' possible exposure, we will follow the guidance of the Monroe County Health Department.
- If a teacher tests positive for COVID-19, they will quarantine for the length of time required by the Monroe County Health Department.
  - The school will do its best to provide a consistent substitute during their absence.
  - Any students that are instructed by that teacher will have additional screening by a staff member prior to entering the school building.
  - The other teachers and staff members in the building will have additional screening by a member of the office staff prior to entering the school building.
- If you feel that you or your child has been exposed to COVID-19 at any time, we encourage you to get tested. Many individuals that carry the virus are asymptomatic, so even if you are not experiencing symptoms, we still encourage you to get tested.

### **Spacing**

- Unnecessary furniture will be removed to allow for more personal space for the students.
- Students will be spaced as far out as possible
- Signs will be posted to encourage social distancing.

### **Modifications**

- Hallways and stairwells will have signage for flow of traffic and to encourage social distancing.
- All water fountains will be bottle filling stations only.
- Classroom Manipulatives and textbooks will be cleaned after use. Sharing will be limited.
- Signs will be posted on the walls of restrooms to encourage hand washing techniques
- Grade levels are assigned a bathroom; they should always use that same bathroom.

### **Visitors**

- Entrance to the school is restricted to students and staff only whenever possible.
- Please call the offices when dropping off students late or picking them up early. All lunches should be sent with children to school. Any forgotten items can be brought to the front door, Mrs. Mercurio in the office will make sure your student receives them.
- If a visit into the building is permitted:
  - Please fill out the COVID-19 Monitoring Form.
  - Face masks are recommended if unvaccinated.
  - Use hand sanitizer upon entering.

### **Weekly Masses**

- Mass is the most important part of our week together, when our campuses gather together and pray.
- Mass will be offered via the Archdiocese of Detroit Liturgical Directives for COVID-19

### **Mental & Emotional Health**

- We will develop a communication channel for school staff and families to address mental health concerns resulting from COVID-19.
- Our staff will be provided timely, responsive and ongoing training and professional development for the benefit of themselves and their students.

### **Intervention Program**

- Students with Non-public school service plans and 504s will have those updated throughout the school year.

### **Progress Monitoring**

- Students will continue to be monitored using the Renaissance Star 360 assessment and the Developmental Reading Assessment.
- We are expanding our online learning and assessment platforms, providing more students with G-Suite Email Accounts and IXL.

### **Lunch**

- Students will be spaced to the extent that is possible during lunch periods.

### **Arrival & Dismissal Procedures**

- **Arrival:**
  - **All parents should remain in their vehicles. Parents are not permitted to enter the school building during Morning Arrival.**
  - **Car:** all students should arrive after 7:45 am. Faculty & Staff will be present to welcome students.
    - **Late Arrivals:** Any students arriving after 8:00 am will need to come to the front office and be buzzed in.
  
- **Dismissal:**
  - **Pre-Kindergarten:** will dismiss at 11:30 am (half day) or 3:00 pm (full day) from the 4th grade/Cafeteria doors. Parents should park and come to the door to pick up their child

### **Childcare & Preschool Programs**

- Childcare and Preschool follow all protocols established by the Michigan Department of Licensing & Regulatory Affairs.

### **Uniforms**

- Our uniform policy is still in place, however there are several exceptions for this year:
  - Face masks can be a pattern/color of a student's choice. Anything deemed inappropriate by the administration will be asked to be replaced.
    - **No political or school inappropriate masks allowed.**