



Return-to-School Roadmap
Fall 2020

Comprehensive document of school-wide
Safety Protocols

MISSION STATEMENT

Auburn Area Catholic School, with our parishes and families as partners, empowers each student along their academic journey to develop their God-given talents and to become a lifelong disciple of Christ.



Dear AACCS Families,

In the following pages, you will find a breakdown of what the plan is for school this fall required by the State of Michigan. We have created this plan to aid in the re-opening of our school where the highest, was ensuring the health and well-being of our employees, students and families.

AACCS is committed to promoting a high quality, faith-filled education that encompasses your children's physical, emotional, academic, and social well-being. All of this is new, and I only ask for mercy and compassion as we navigate these new safety precautions. The end of the year was tough for many of our children and the goal is to provide them with a loving and nurturing atmosphere in the school.

As you read through some of these pages, we anticipate that you may find something that you feel is too strict or too lenient. Please know that we have had many discussions on this topic at the Diocesan, school, and personal level and have attempted to create a document that promotes in-person learning, but also emphasizes safety for all of our stakeholders. Also, please remember that some of these protocols are required from the State of Michigan in order to open up for in person learning.

In closing, our mission as a school is to create Disciples of Christ to go out into the world and share his good news. We will continue to shape their minds by teaching virtues throughout the year, and will work on mercy and patience through our experiences with Covid-19. We will need to work collectively through many issues that may arise this year.

Thank you for sending your children to AACCS. We all look forward to learning with you all as we work through this year.

God Bless,

Clark Switalski

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Phase 4 Safety Protocols: Facial Coverings Personal Protective Equipment (PPE)

- **All staff** will wear facial coverings when in classrooms, except (1) during meals and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician.
- **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
- **All students in preschool and grades kindergarten through 5th grade will NOT be required to wear facial coverings in their classrooms, unless** (1) students do not remain with their cohort class throughout the school day or come into close contact with **any student**. Students who desire to wear a mask are given that option.

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Hygiene

- **AACS** will provide 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).
- 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.
- Students will be given regular opportunities to handwash throughout the day.
- When possible, students will not share classroom material or equipment. In the event of material being shared, staff will follow protocol for sanitization of the material.
- Portable hand sanitizer is available in the classroom and hallways.
- Each child's supplies will be kept from others' and in individually labeled containers, cubbies, or designated areas
- Limited supplies will be in students' lockers and desks and will be cleaned and organized weekly.

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Spacing, Movement, and Access

- AACCS employees, students, parents, and visitors will be required to practice social distance staying approximately 6 feet away from others and eliminating contact with others.
- Traffic Flow – Students and staff will walk on the right side of the hallway, lockers for students' classes will be located on the same side as their classroom.
- Seating/ desks will be distanced as feasible to accommodate the number of students in that class.
- In classrooms, all desks will face the same direction.
- Larger areas such as the social hall will be used in the event that more spacing is needed. (before and after care)
- Students will remain in their classrooms as much as possible with teachers rotating to students where feasible (art, music, computers, and spanish). Physical education will be provided outdoors when possible.
- Efforts will be made to social distance people in the hallways to the best of the schools ability. Staggered movements at incremental intervals may be used if feasible to minimize the number of persons in the hallway.
- If permitted, all guests entering the building will be screened for symptoms, be required to wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, will be kept of non-school employees or other visitors entering and exiting the building as per Diocesan policy.
- Social distancing markers will be placed in places where students/parents may congregate.

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Visitor Restrictions

- **AACS will not allow normal visitation to our campus until further notice.** Adults/volunteers and other visitors will be limited during phase 4 (parish or school invite) unless there is an extenuating circumstances.
- Parents dropping off items may push the intercom button and leave items outside the door for the office staff to pick-up.
- The school building will be locked down from 7:00 - 6:00 p.m.
- People using the church are to stay in that portion of the building and not enter the school at any time.
- Sick students and early dismissal students will be escorted to the car as necessary.
- Delivery personnel will only enter the Parish Offices or will leave items outside.
- Individuals will not be permitted to join students for lunch.

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General Sick Policy

If any student or staff member experiences any of the below symptoms, they must stay home and it is recommended to call their primary physician.

- Fever (100.4 or higher)
- 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, vomiting, or diarrhea

If their primary physician determines symptoms are not related to COVID-19, the staff or student must have a note from the physician stating they are cleared to return to school or work. In addition to a physician's note, the following is also required:

- No fever for 24 hours without the use of fever reducing medication
- No vomiting/diarrhea for 48 hours

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Screening of Students, Staff, and Guests

- Parents are required to carefully monitor their children's health and screen daily for symptoms of Covid19. Staff will be required to self-monitor for temperature before coming to school as well.
- Staff and children are NOT to be in school with a temp over 100.4.
- With any fever that is not caused by Covid19, staff and students should be fever free for 24 hours without taking medication before returning to school.
- Essential staff and students will be the only people grant access to the school building, unless special permission is granted in advance by administration.
- Visitors that are granted access to the building will complete a screening form for symptoms of COVID-19 and be denied access if showing any symptoms.
- Visitors entering AACCS must wear a face covering.
- Any student or staff member traveling internationally or on cruise ships may be asked to self-quarantine for 14 days upon return to the United States, based on federal and state executive orders.

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COVID-19 Daily Home Screening Checklist for Parents

Parents are required to carefully monitor their child(ren)'s health and screen daily for symptoms. If any students experience any of the below symptoms, they must stay home and it is recommended to call their primary care physician.

- ✓ Fever (greater than 100.4 °F) or chills
- ✓ Cough
- ✓ Shortness of breath or difficulty breathing
- ✓ Fatigue
- ✓ Muscle or body aches
- ✓ Headache
- ✓ New loss of taste or smell
- ✓ Congestion or runny nose
- ✓ Sore throat
- ✓ Nausea or vomiting
- ✓ Diarrhea

If their primary physician determines symptoms are not related to COVID-19, the staff or student must have a note from physician stating they are cleared to return to school or work. In addition to a physician's note, the following is also required:

- No fever for 24 hours without the use of fever reducing medication
- No vomiting/diarrhea for 48 hours
- 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.
- Remind students to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds or use hand sanitizer.
- Any student traveling internationally or on cruise ships may need to self-quarantine for 14 days upon return to the United States based on federal and state executive order.
- When a student is not in school, the student will be expected to attend classes remotely (Virtual Learning), through daily lessons posted on Google Classroom/SeeSaw unless medically unable to do so.

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COVID-19 Daily Home Screening Checklist for Parents

- AACCS will cooperate with the local public health department regarding implementing protocols for screening students and staff and if a confirmed case of COVID-19 is identified. We must collect information for any close contacts of the affected individual from 2 days before he/she showed symptoms.
- AACCS will notify local health officials, staff, and students 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.
- Students and staff who develop a fever or become ill with COVID-19 symptoms at school will be isolated in the annex or church, will wear a mask and parents or guardian will be contacted. The student will be picked up by parents or guardians as soon as possible. An alternate location will be established for any injured students.
- If a student displays symptoms, please keep your child home from school until symptom-free for at least 24 hours (72 hours fever-free without fever-reducing medicine) and consult your personal physician.
- 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. In the event of a lab or clinically diagnosed case of COVID-19, Bay County Health Department will contact and trace the individuals in close contact and will issue quarantine guidelines. Students and staff should be closely monitored for any symptoms of COVID-19. **Specific student or staff information is considered confidential and will not be shared.**
- Students and staff with a confirmed case of COVID-19 will only return to the school after they are no longer infectious, which will be determined by the Bay County Health Department Guidelines.
- If a case of COVID-19 is diagnosed within our school building, we will initiate cleaning and disinfecting procedures in all spaces affected and building-wide touch surfaces.
- **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.**

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Responding to Positive Cases

Staff Member

If a staff member is diagnosed with COVID-19 (positive test result), the following will occur:

1. Staff member will notify their school administrator.
2. The Principal will contact the Bay County Health Department and collect all necessary information for contact tracing.
3. The Bay County Health Department will initiate contact tracing for all close contacts. A close contact is defined as anyone who spent 15 minutes or more within 6 feet of the infected person, starting 48 hours before the infected person developed symptoms.
 - All close contacts will be asked to self-quarantine for up to 14 days from exposure and to monitor for symptoms.
 - Depending on the situation, Bay County Health Department may identify other contacts who need to self-quarantine.
4. Email notification will be sent from the school to notify parents and other staff of a possible exposure. **Staff health information will be kept private, in accordance with HIPAA guidelines.**
5. Thorough cleaning of the affected school areas will take place, in accordance with local and state guidelines.
 - Cleaning staff will wear a surgical mask, gloves, and face shield when performing cleaning of these areas.
 - When possible, smaller areas such as individual classrooms should be closed for 24 hours prior to cleaning to minimize the risk of any airborne particles.
6. The staff member with a confirmed case of COVID-19 will follow instructions from the Bay County Health Department on when it is safe for them to return to work.

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Responding to Positive Cases

Student

If a student is diagnosed with COVID-19 (positive test result), the following will occur:

1. Parent will notify the school.
2. Administrative Assistant will notify the principal.
3. The principal will contact the Bay County Health Department and collect all necessary information for contact tracing.
4. The Bay County Health Department will initiate contact tracing for all close contacts.
 - All close contacts may be asked to self-quarantine for up to 14 days from exposure and to monitor for symptoms.
 - Depending on the situation, Bay County Health Department may identify other contacts who need to self-quarantine.
5. Email notification will be sent from the school to notify parents and other staff of a possible exposure. **Staff health information will be kept private, in accordance with HIPAA guidelines.**
6. Thorough cleaning of the affected school areas will take place, in accordance with local and state guidelines.
 - Cleaning staff will wear a surgical mask, gloves, and face shield when performing cleaning of these areas.
 - When possible, smaller areas such as individual classrooms should be closed for 24 hours prior to cleaning to minimize the risk of any airborne particles.
7. The student with a confirmed case of COVID-19 will follow instructions from the Bay County Health Department on when it is safe for them to return to school.

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Responding to Positive Cases

Student

“If you are a parent calling in because your child will be absent from school today due to an illness, please leave the following information:

1. Your student’s name and grade
2. Symptoms the student is experiencing
3. If a fever is present, what was the highest temperature?
4. When the symptoms started
5. If the student has any known exposure to a person who tested positive for COVID-19 or who is suspected of having COVID-19

If the student is experiencing any symptoms of COVID-19, please contact your child’s primary care physician. Please refer to the CDC’s website for the current list of COVID-19 symptoms.

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Exposure Outside of School

In the event that a staff or student are notified that they were in close contact of someone who tested positive for COVID-19, the staff/parent will contact the school office. They will then adhere to the quarantine procedures outlined by Bay County Health Department.

If the student does develop symptoms and/or tests positive for COVID-19, follow “Responding to Positive Cases” protocol.

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Symptoms Develop at School

Student

1. If a student becomes ill with any COVID-19 symptoms while at school, he/she will immediately report to the designated isolation room and the Principal will be notified. The isolation room will be a separate room with a closed door.
2. Once the student arrives in the isolation room he/she will be provided with a surgical mask and gloves. The designated staff member caring for the student will wear a N95 mask and gloves. If a N95 mask is not available, they will wear a surgical mask and face shield.
3. The student's temperature will be taken and recorded.
4. If advised by Bay County Health Department, staff and students will be notified.
5. Student's parent or emergency contact will be notified to pick the student up from school. Student's parent will be advised to contact student's primary care physician.
6. The Principal will contact the Bay County Health Department for guidance. Contact tracing will begin, if advised, by the Bay County Health Department. Parent of the student will be given specific instructions, based on guidance from Bay County Health Department.
7. The isolation area and suspected student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the student.
8. The student will follow guidelines from their physician and the Bay County Health Department and their Primary Care Provider regarding when they are cleared to return to school.

If student does test positive for COVID-19, follow "Responding to a Positive Case" protocol.

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Symptoms Develop at School

Staff

1. If a staff member becomes ill with any COVID-19 symptoms (without a reasonable explanation) while at school, he/she will immediately notify the school administrator and leave the building. The staff member is advised to contact their primary physician.
2. The Principal will contact the Bay County Health Department for guidance. Contact tracing will begin, if advised, by the Bay County Health Department. The staff member will be given specific instructions, based on guidance from Bay County Health Department.
3. If advised by Bay County Health Department, staff and students will be notified.
4. The staff member's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the staff member.
5. The staff member will follow guidance from their physician and the Bay County Health Department and their Primary Care Provider regarding when they are cleared to return to work.

If student does test positive for COVID-19, follow "Responding to a Positive Case" protocol.

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Facilities Cleaning, Disinfection, and Ventilation

1. Frequently touched surfaces including light switches, doors, benches, bathrooms, must undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.
2. Common place classrooms will be cleaned after every class period with an EPA-approved disinfectant or diluted bleach solution.
3. Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period or when students leave (if students remain in the rooms, then cleaned at dismissal).
4. Playground structure must continue to undergo cleaning between grade level groups for surfaces that might be used by more than one class. Play structures, gaga-ball pit, and tire swing are closed until restrictions are eased.
5. All cleaning supplies will be kept in safe location and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use the products.
6. All staff whom are cleaning/disinfecting must wear gloves, surgical mask, and/or face shields when performing all cleaning activities.
7. When feasible, classroom windows will be remain open throughout the school day to increase ventilation.
8. Drinking fountains are closed. Students bring personal water bottles to use throughout the day that goes home with them daily.
9. Restrooms will be limited to 2 students at a time. One student during instructional time will be allowed out of the classroom to go to the bathroom.
10. Sanitizing Bathrooms – bathrooms will be monitored and cleaned at least every 4 hours.

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Facilities Cleaning, Disinfection, and Ventilation

1. For lunch, the school cafeteria will be closed.
2. School supplied meals will be delivered to the classroom in takeout containers and disposable silverware.
3. All students, teachers, and food service staff should wash/sanitize hands before and after every meal.
4. Snacks-Students will be allowed to have snacks in the classroom. There will be no sharing of snacks or communal snacks.
5. Recess will be conducted outside whenever possible with appropriate social distancing and cohorting of students (designating spaces to play). If more than one class is outside, students should wear facial coverings.
6. Lunch payments should be sent in with the student as much as possible, or placed in the parish drop box to limit the amount of people into the building.
7. Tentative schedule for recess lunch below.
8. A whiteboard will be posted on the north metal door to schedule extra recess times.

Class	Lunch	Recess
K	11:00 – 11:20	10:30 – 10:50
1	11:15 - 11:35	10:55 – 11:15
2	11:30 – 11:50	11:45 – 12:05
3	11:45 – 12:05	12:10 – 12:30
4/5	12:00 – 12:20	11:20 – 11:40
Preschool (on small playground, Mrs. Buchmann running lunches)	11:30	11:00

****Subject to change

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Gatherings, Field Trips, Extracurricular Activities

1. Indoor assemblies and other gatherings for more than one classroom are prohibited, with mass being the only exception. In this case, students will stay in their cohorts and follow social distancing guidelines in line with the Diocese of Saginaw's policies. **Students will need to remain with their class before, during, and after mass.**
2. Masks must be worn during mass.
3. Mass will continue to happen 1 or 2 times a month on a Friday.
4. Students will not be allowed to leave their classes to visit with family members attending daily mass.
5. To adhere to distancing protocol, there will be only one reader and one singer and will be limited to the readings and intentions. Books will not be present in the pews.
6. We will look to participate in virtual activities and events in lieu of field trips, student assemblies, and special performances until further notice.
7. Off-site field trips that require bus transportation to another location are suspended until a later phase.

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Entrance Protocols

1. School staff members will be stationed outside the main entrance and the middle school doors near the annex.
2. School staff will check temperatures of students who did not complete a self-check at home.
3. Parents will need to stay in the parking lot until their student has been checked in.
4. Hand sanitizing stations will be at both entrances, and masks must be worn at all times not otherwise designated (example: sitting in class social distanced, outside at social distanced, lunch, etc).
5. Students will report to their homerooms (teachers will be in homerooms at 8:15). All students who reports before 8:15 must go to before care and be checked in by before care staff. (see point #2)
6. Tardy students must buzz in and wait to be checked in by a staff member.

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Athletics

1. Athletics will be postponed until phase 5 or 6, and then the athletic directors and administration will meet to determine how to move forward.

when sports are able to resume the items list below will be followed:

1. Students and staff must use proper hand hygiene techniques before and after every practice, event or other gathering.
2. Every participant should confirm that they are healthy and without any symptoms prior to any event. On non-school days, COVID-19 Monitoring Form needs to be completed by all participants. (This includes all adult volunteers, coaches and administrators.)
3. All equipment must be disinfected before and after use.
4. Each participant must use a clearly marked water bottle for individual use. There should be no sharing of equipment.
5. Handshakes, fist bumps and other unnecessary contact must not occur.
6. Large scale indoor spectator events are suspended. Large scale outdoor spectator or stadium events are limited to 100 people and people not part of the same household must maintain six feet of distance from one another.
7. Spectators are allowed provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times. Attention must be given to entry and exit points to prevent crowding.

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Preschool Drop-off/Pick-up Procedures

Arrival

1. Parents of preschool students may enter the building granted they complete the following;
 - Health screening at home and submit paperwork to the staff member at the entrance.
 - Wear a mask at all times walking up too and in the building.
 - Sanitize immediately after entering the building.
 - Drop off and limit congregating in the hallway.
 - Only one parent should accompany their preschool age student into the building.

Dismissal

1. Parents will start lining up (not parking) in the parking lot at 3:20 (K-5) and 3:05 (preschool). Parents with preschool age children and school age children should line up with the school age group at 3:20.
2. Cones will be placed for families to know where to drive and park if necessary. (late students from classroom)
3. Staff will walk the classes in cohorts to the main Church doors.
4. Students who have not been picked by 3:45 will be sent to after-care. **You will be charged for this time in after-care, so be on time.**

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Grades K-5 Drop-off Procedures

Arrival

1. Parents will drop students off and remain in their cars.
2. At 8:15 families with the last name (-) will arrive at school. K-2 will proceed to the middle doors by the annex, and 3-5 will enter in through the main doors.
3. At 8:25 families with the last name (-) will arrive at school. K-2 will proceed to the middle doors by the annex, and 3-5 will enter in through the main doors.
4. Parents who need to conduct business in the office, must remain in their cars until 8:45 and must enter by ringing the buzzer. They will be required to follow all entrance protocols. (Temperature checks, screening questions, etc)
5. Students will sanitize immediately using the hands-free unit by their entrance door.
6. Students will go directly to their locker, drop their belongings, and proceed immediately into their classrooms.
7. Parents (the only exception being pre-school) will not be allowed to go past the Principal's office.
8. Masks must be worn during the duration of arrival and can be removed when the student settles in their desk.

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Grades K-5 Pick-up Procedures

Dismissal (subject to change)

1. Parents will start lining up (not parking) in the parking lot at 3:20 (K-5) and 3:05 (preschool). Parents with preschool age children and school age children should line up with the school age group at 3:20.
2. Cones will be placed for families to know where to drive and park if necessary. (late students from classroom)
3. Staff will walk the classes in cohorts to the main Church doors.
4. Students who have not been picked by 3:45 will be sent to after-care. **You will be charged for this time in after-care, so be on time.**

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After - Care Protocols

Our After-Care and Preschool Programs will follow all Safety Protocols in the “AACCS School Return to School Roadmap”. The following are additional safety protocols that will be followed.

1. Student in Grades K-5 are required to wear a mask during After Care. There are multiple ages and groups that will be together.
2. Toys/games will be rotated after each use and given a week’s time between uses. There will be bins for every day throughout the week.
3. Wooden and cloth toys will not be allowed and will be removed during Phases 4 and 5.
4. Snacks will be provided for students. During this time, masks will be removed and social distancing will be practiced. Outdoor space will be utilized during snack time, weather permitting.
5. Touchless wastebaskets will be used.
6. The school will provide 1 pack of crayons, 1 scissor, a pack of glue sticks, and pack of pencils for each family signed up for after care.

After-Care Dismissal

1. Parents will come to the kitchen doors and ring the doorbell.
2. The staff will sign your student out, have them gather their belongings, and walk them to the door.
3. When picking your child up, a mask is required.
4. Please limit the amount of people picking children up to 1. The exception is smaller children that cannot be left in the car, in that instance they are allowed to accompany their parent.

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Expectations

Classroom

1. Clean desks throughout the day.
2. Clean frequently touched areas. (common areas in the room)
3. Classroom supplies provided by the families and stored in individual cubbies or containers.
4. Technology sanitized on a daily basis.
5. Teachers will create book use systems that ensure safety.
6. Thermometers – check both staff and students.

School-Wide

1. Frequent cleaning of common areas including bathrooms.
2. Use of no-touch sanitizers and pump bottle sanitizers in each classroom.
3. Personal water bottles
4. Signs and markers to reinforce proper handwashing, social distancing, and mask usage.
5. Bathroom use throughout the day with masks on.

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Specials/Library

Specials

1. Special classes will happen in the classroom.
2. Specials teachers will rotate.
3. Specials teachers will wash hands in between classes and disinfect any surfaces used by students.

Library

1. Teachers will create book bags at the student's level for them to read in class.
2. Books will be dated by when they are returned, and will not be given out until 72+ hours have passed.
3. There will be 5 tables set up for every day of the week in the annex, the teachers will return books and place them on the table that corresponds with that day.
4. We are looking into whether our current library software supports student accounts and allows them to create book lists.

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Phase 5 Protocols

1. School is open for in person instruction.
2. Safety protocols listed in Phase 4 will be followed and/or adjusted as we deem per Diocesan and State Guidelines.

Phase 6 Protocols

1. School is open for in person instruction.
2. Safety protocols in regards to PPE, spacing and movement, student screening, Food Service, Gatherings and Extracurricular Activities, Athletics, Cleaning and specials no longer required.
3. AACCS will still provide sanitizer, soap, and cleaning supplies to help promote healthy behaviors.
4. Teachers will instruct 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.
5. All classrooms will have frequent and routine checks and refill soap and hand sanitizers. (Extra soap and hand sanitizer will be stored in each classroom).

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Phase 3 Protocols – Virtual Learning

- No in person instruction
- Virtual learning
- One-on-one virtual meetings will happen on a weekly basis with your child and the teacher.
- Teachers will be available to answer questions or give clarification. (office hours, email, or Google Meet.)

Grades K-2

1. Teachers will use SeeSaw to communicate, assign, and grade students work.
2. There will be daily videos and check-ins required.
3. Classroom teachers will have the option to provide “live” instruction over Google Meet.
4. Materials may be sent home on a weekly/bi-weekly/monthly basis based on teacher preference.
5. Work from the consumable books will still be completed through the virtual lessons.

Grades 3-5

1. Students will use Google Classroom and email to communicate, assign, and grade student work.
2. Daily videos and check-ins will be required.
3. Classroom teachers will have the option to provide “live” instruction over Google Meet.
4. Materials may be sent home on a weekly/bi-weekly/monthly basis based on teacher preference.
5. Consumable books will be completed during virtual lessons.

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Resources

CDC Guidance for Schools

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>

CDC Importance of Reopening Schools -

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/reopening-schools.html>

CDC Guidance on Face Masks or Coverings -

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>

Michigan Department of Health and Human Services -

https://www.michigan.gov/mdhhs/0,5885,7-339-71550_5104_97675---,00.html

Ingham County Health Department - Coronavirus Resources -

[http://hd.ingham.org/DepartmentalDirectory/CommunicableDisease/Coronavirus\(COVID19\).aspx#8789293-health-screening](http://hd.ingham.org/DepartmentalDirectory/CommunicableDisease/Coronavirus(COVID19).aspx#8789293-health-screening)

CDC Guidance on Hand Hygiene - <https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html>

CDC Guidance of Preventing Illness - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

CDC Guidance on Physical Distancing -

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

CDC Guidance on Isolation vs. Quarantine - <https://www.cdc.gov/quarantine/index.html>

EPA Approved Cleaning Products supported by the CDC -

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

U.S. Equal Employment Opportunity Commission - What You Should Know About COVID-19 and the ADA -

<https://www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws>

CDC - Defining Close Contact -

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<https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html>

Fordham Teacher's Guide to FERPA -

https://www.fordham.edu/download/downloads/id/1850/09_-_dos_and_donts_for_teachers.pdf

CDC - Cleaning and Disinfecting -

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

American Academy of Pediatrics Reopening Guidelines for Schools -

<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>

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

U.S. Department of Health and Human Services - HIPAA -

<https://www.hhs.gov/hipaa/for-individuals/guidance-materials-for-consumers/index.html>

CDC - Mental Health and COVID -

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html>

State of Michigan Mental Health Resource -

https://www.michigan.gov/coronavirus/0,9753,7-406-98178_99557---,00.html

St. Vincent Catholic Charities - <https://stvcc.org/services/counseling/>

CDC - Talking with Children about Coronavirus -

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/talking-with-children.html>

Michigan High School Athletic Association - <https://www.mhsaa.com>

CDC Guidance on Sports - <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/youth-sports.html>

Occupational Safety and Health Administration (OSHA) -

<https://www.osha.gov/SLTC/covid-19/>

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CDC Return to School Planning Tool -

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/School-Admin-K12-readiness-and-planning-tool.pdf>

CDC School decision Tree for Operations and Facilities -

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/Schools-Decision-Tree.pdf>

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FAQ – These questions and answers were provided by the Diocese and Archdiocese. While some of the items do not apply to our school, many of them do still apply.

School Reopening Plan FAQ

Health and Safety FAQ

Q: What does “reopening our schools” really mean?

A: Gathering as a school community is an integral part of Catholic education. Our plan is to reopen our school buildings to students this fall. This means that all students are welcome to return to classes for face-to-face instruction. We have developed an in-depth plan that addresses numerous aspects of the reopening process, and how schools will function once reopened.

Q: Will students be safe when school is reopened?

A: Safety is always our top priority in Catholic education. In constructing our reopening plan, we have closely studied guidance from federal and state authorities.

Q: Who decides when a school has met the requirements to reopen? When will this happen?

A: Our plan includes specific requirements that schools must meet in order to reopen. Schools must complete a checklist and submit it to the archdiocese for review. In completing this checklist, schools have been asked to form two “Reopening Teams,” one for Health and Safety and a second for Academics. The teams will help the principal think through the school’s specific reopening strategy and complete the checklist of requirements. The archdiocese will determine if/when a school is ready to reopen.

Q: Will all students be allowed to return to school at the same time?

A: Yes. Our plan provides for the return of all Catholic school students for full-day instruction.

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Q: Will students and Staff need to wear masks at school?

A: Yes. As per directives of the state, all 6-12 students will need to wear masks while at school. Masks may be removed for brief periods of time under certain circumstances (such as outdoor play or lunch). However, when masks are removed, students must remain physically distant from one another (at least six feet).

All students in grades kindergarten through 5 will not be required to wear facial coverings in their classrooms, unless (1) students do not remain with their cohort class throughout the school day and (2) come into close contact with students in another class.

All staff will wear facial coverings when in classrooms, except (1) during meals and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician.

Q: Do I need to purchase masks for my child?

A: Yes. We are asking all parents to purchase masks for their child. Parents may opt to buy disposable or reusable masks. For disposable masks, each mask must be thrown away at the end of every school day and parents should send plenty of extra masks to school with their child. For reusable masks, masks should be cleaned after every use and students should send at least one extra reusable mask to school.

Q: Can face shields be used instead of masks?

A: Face shields are not interchangeable with masks and cannot replace the mask requirement.

Q: Will teachers teach children how to use masks?

A: Yes. We know that students will need training to learn how to properly wear masks. We will spend time at the beginning of the year helping children learn how to safely keep masks in place.

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Q: Will students be required to physically distance at school?

A: When students are with their class or cohort, they should remain as far apart as possible, but do not need to keep at least six feet apart.

Q: Should I take my child's temperature every day before school?

A: Yes. A high fever is a key symptom of COVID-19. Parents should take their child's temperature every day before their child is taken to school. If your child has a fever of over 100.4°F, your child should be kept home from school. You should contact your child's doctor and the school's main office. Similarly, you should ask your child if he/she has any of the other [symptoms](#) of COVID-19, such as a sore throat, coughing, or nausea. If your child complains of these symptoms, you should keep him/her home and contact your doctor and the school office.

Q: How will drop off and pick-up be handled?

A: We are asking each school to carefully evaluate drop off and pick up procedures. Schools will use various entrances and exits to minimize contact between student cohorts. Parents will be asked not to congregate near school doors. Your principal will communicate specific drop off and pick up procedures to you ahead of the start of school.

In addition, when students enter school every day, they will be asked to participate in two tasks. These are:

1. Students should wash their hands with soap or use hand sanitizer.
2. Students will be asked if they are feeling well.

If a student has a temperature above 100.4°F or complains of other COVID-19 symptoms, he/she will be immediately sent to a quarantine room.

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Q: What does the plan say about safety and cleanliness requirements for school buildings?

A: Our plan includes very specific requirements for the ongoing cleaning and sanitizing of our school buildings. Generally speaking, buildings will be cleaned very frequently, with a particular focus on high-traffic areas and common surfaces. Windows and/or vents should be opened to maximize air flow. Barriers will be installed in main office areas.

Q: How will lunch take place when school reopens?

A: If cafeterias are used and six feet of distance between students is not possible, meal times will be staggered and physical barriers will be used. Serving and cafeteria staff will use barrier protection including gloves, face shields, and surgical masks. Classrooms or outdoor areas can be used for students to eat meals at school.

Q: What about recess?

A: Schools may still conduct recess, but schools must fulfill defined safety requirements. For example, cohorts must be spread out from one another. If recess is outdoors, masks may be removed, but students will stay at least six feet apart.

Q: Can I still volunteer at school?

A: We have asked schools to minimize the number of volunteers this year in an effort to mitigate risk.

Q: Will extended care (before and after care) be available this year?

A: Yes. Schools may continue to offer extended care. Our schools will follow LARA Regulations for extended care.

Q: My child and/or another member of my household is in an at-risk group for COVID-19. Should I send my child to school?

A: Centers for Disease Control (CDC) has defined [conditions in which certain people may be more at risk for severe illness through COVID-19](#). If your child or another member of your household is in an at-risk group, we encourage you to speak to your doctor. Ultimately you should decide whether it is safe for your child to attend school.

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Q: Is it okay for my family to travel out of town during the COVID-19 pandemic?

A: We recommend that you not travel out of town during the current pandemic. However, if travel is necessary, we encourage you to become familiar with the CDC's Travel Guidelines. If you or a member of your household travels to another country or to a state identified by the CDC as having a surge in COVID-19 cases, your school may ask you to wait for 14 days until returning your child to school.

Q: What happens if there is a COVID-19 surge in S.E. Michigan and the state imposes more restrictions on schools?

A: If a COVID-19 surge occurs, we will work closely with state officials to determine whether we can continue face-to-face instruction (even on an alternate schedule). If necessary, we will return to at-home virtual instruction.

Infection Protocols FAQ

Q: What are the symptoms of COVID-19?

A: The Centers for Disease Control (CDC) has identified several [symptoms](#) of COVID-19, including high fever (above 100.4°F), sore throat, coughing, nausea, headache, muscle aches, loss of taste or smell, runny nose, fatigue, diarrhea and difficulty breathing.

Q: What should I do if my child has symptoms of COVID-19?

A: If your child shows [symptoms](#) of COVID-19, you should contact your doctor. Your doctor may ask that your child participate in a COVID-19 test. You should alert your school's main office and not send your child to school.

If the symptoms occur during the school day, your child will be immediately sent to the office and you will be contacted to pick your child up from school.

Q: My child had COVID-19-like symptoms, but tested negative for COVID-19. When can he/she return to school?

A: If your child does not have COVID-19, but has another illness, you should keep your child home until the illness' symptoms disappear for at least 24 hours.

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Q: What should I do if my child tests positive for COVID-19?

A: You should immediately contact your doctor for additional instructions. You should also contact your school's main office. You should not send your child to school.

Q: When can a student return to school after receiving a positive COVID-19 test?

A: If a student tests positive for COVID-19, the student must isolate and not return to school until they have met [CDC's criteria to discontinue home isolation](#). This includes:

1. Three or more days without a high fever;
2. A reduction of other COVID symptoms by at least 75 percent; and
3. At least 14 days have passed since symptoms first appeared.

Q: What should I do if a member of my household (who is not my child) tests positive for COVID-19?

A: You should immediately contact your school's main office. Your school will ask that you keep your child home for at least 14 days. If your family member recovers from COVID-19 (through meeting the criteria in the previous question) AND your child shows no COVID-19 symptoms for the 14-day period, your school may allow your child to return.

Q: What happens if my child's teacher tests positive for COVID-19?

A: Should any employee have COVID-19 symptoms or tests positive for COVID-19, we will follow the same protocols used for students (see above). If your child's teacher becomes sick and is unable to work, your school will provide a substitute teacher.

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Q: What happens if another student in my child’s class tests positive for COVID-19?

A: Your school will make all parents aware that a student has tested positive for COVID-19. All students in the cohort will be monitored closely for COVID-19 symptoms. If more than one student tests positive for COVID-19, it is likely that the entire cohort will be isolated (sent home) for at least 14 days. Students will be allowed to complete work virtually while the cohort is away from school.

Q: Could my child’s school building be closed down due to COVID-19 this year?

A: We will do our best to ensure a safe and healthy environment in the coming year. However, if numerous cases appear in a single school, resulting in the isolation of multiple classes/cohorts, we may need to close the school building and transition all students to virtual learning for a time. Parents will be updated regularly should that need arise.

Academics and Programming FAQ

Q: Will my child’s curriculum be changed this year?

A: Schools will still deliver high-quality instruction in core subjects (religion, language arts, math, science and social studies). Special requirements will be in place for departmentalized classes and special area subjects (see sections below). The implementation of safety and health requirements (outlined earlier in this FAQ) will create new complexities in instruction, but our commitment remains to provide your child the best possible faith-based education.

Q: Will my child’s classroom look different?

A: We have instructed schools to spread out desks and tables in classrooms as much as possible. In order to maximize floorspace, we’ve asked teachers to remove non-essential furniture and other items. We have also asked that desks and tables be arranged so that they face the front of the room. These steps were taken to minimize risk of any infection in the classroom.

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Q: Will students share school supplies?

A: No. We are asking schools to ensure that students not share school supplies (e.g., books, crayons, technology, etc.), including for such subjects as art and music. Exceptions may be made for activities outdoors (such as outdoor physical education classes). If it is impossible to avoid sharing supplies, such as computers in a computer lab, such supplies must be cleaned after every use.

Q: Will students still change classes?

A: Many schools offer departmentalization, in which students change classes for core subjects (religion, language arts, math, science and social studies).

Q: Will schools still offer classes in special subject areas (e.g., art, music, PE, etc.)?

A: Yes. As with departmentalization (see last question), we will ask special subject area teachers to travel to each class' homeroom for instruction whenever possible. This will be particularly likely for such subjects as art, music, health and foreign language. If students visit spaces such as the gymnasium, computer/STEM lab or library, the room must be cleaned after every cohort.

Q: Will students participate in field trips?

A: Due to the COVID-19 pandemic, schools will not participate in in-person field trips while the District is in Phase 4.

Q: I need to meet with a teacher or my school principal. Can these meetings occur?

A: Yes. These meeting can take place virtually via phone or video chat.

Q: Will school masses still take place?

A: The archdiocese has defined a specific plan for parishes that allows for the celebration of mass under very specific conditions. Schools will be asked to follow this plan, in close coordination with the local pastor and parish, in determining how/whether masses may be celebrated.

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Q: How will extracurricular activities be impacted this year?

A: Our plan provides guidance on specific extracurricular activities. Highlights of this guidance include (by activity):

- **Athletics:** We are awaiting further information from the state regarding athletics. More information will be provided to parents as it is known.
- **Band:** Rehearsals for small groups may take place for non-wind instruments (e.g., percussion, strings, etc.). Students must be physically distant. Rehearsals must occur virtually or outdoors for wind instruments (woodwinds and brass).
- **Choir, Drama/School Play, Christmas Program:** Due to ongoing health concerns, we are asking schools to conduct such programs virtually or cancel them for the coming school year.
- **Other Activities:** For other activities (e.g., robotics, debate, etc.), schools must meet specific health and safety requirements. If such requirements cannot be met, these activities should be conducted virtually or canceled.

Tuition and Fees

Q: Will schools still collect tuition this year?

A: Yes. While this school year may look different, our schools will continue to provide a rigorous academic experience while supporting the moral and spiritual development of each student. Our Catholic schools depend upon tuition revenue to pay our employees who do this work and support other school-related expenses.

Q: I am having difficulty paying tuition, as my own workplace has been impacted by COVID-19. What do I do?

A: We know that some families may have difficulties paying tuition due to the loss of pay during workplace closures and are ready to support those in need of assistance. If this is happening to you, please contact your school's principal. We understand your situation and will do our very best to work with you.

Q: Will fees be changed this year?

A: Each school develops their own fees based upon their own local needs. Fees may be adjusted if a program or activity has been directly impacted by COVID-19. For example, if a fee is collected for a particular field trip, it is likely that the fee will not be collected this year (as field trips will not occur).

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