



# MCES COVID-19 HANDBOOK

Updated 8/8/2021

Dear MCES Families,

In accordance with the Archdiocese of Detroit “PreK-12 Health and Safety Guidance for the 2021-2022 School Year,” MCES 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 Monroe Catholic Elementary Schools’ 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 Monroe Public Schools Buses and our SMCC Shuttle Bus.**

#### **Regarding Mask Usage & Quarantines**

- 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:

<b>Vaccination Status</b>	<b>Mask Usage</b>	<b>Quarantine Protocol</b>
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.

- **Vaccination Status**

In order to effectively and efficiently conduct contact tracing and notify families if an exposure occurs in the building, we are asking for the vaccination status of our students 12 years and older: [Please respond to this form if your child is vaccinated.](#)

### **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.
- MCES 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**

- MCES staff will monitor students' temperature if they are feeling unwell.
- 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.

## **MCES COVID-19 Handbook updated 8/1/21**

Based on the Archdiocese of Detroit Guidelines available at: <https://www.detroitcatholicschools.org/>.

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- 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.
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### **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.
- MCES 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 MCES 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 (work will be posted on Google Classroom to be accessed at home).
  - Further academic support (i.e. instructional recordings, Google Meets 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 (a goal of 3-6 feet of spacing has been established).
- Alternate spaces may be used for larger classes.
- Signs will be posted to encourage social distancing.
- Signs will be posted on the walls of restrooms to encourage hand washing techniques.

### **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.
- 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, except under extenuating circumstances.
- Please call the offices when dropping off students late or picking them up early. All lunches should be sent with children to school. Please do not drop off if at all possible.
- If a visit into the building is permitted:
  - Please fill out the COVID-19 Monitoring Form.
  - Face masks are required 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**

- Our campus interventionists will be designated mental health liaisons who will work with our community partners to ensure our students and faculty are supported.
- 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**

- Our campus interventionists will continue to work with their identified students to keep them moving forward.

- 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 a new online assessment platform: IXL, which will support Reading and Math Learning.

### **Lunch**

- Students will be spaced to the extent that is possible during lunch periods.
- Parent volunteers are needed to help monitor lunch. Please sign up.

### **Arrival & Dismissal Procedures**

- We will not be taking temperatures at arrival this year. Please take temperature at home.

#### **St. Michael Campus**

- **Arrival:**
  - **All parents should remain in their vehicles. Parents are not permitted to enter the school building during Morning Arrival.**
  - **Car:** unless using AM latchkey, all students should arrive after 7:30 am. Faculty & Staff will be present to welcome students.
    - **Preschool:** will line up (socially distanced) in the hallway.
    - **Young 5s-1st Grade:** will line up in the area between the Church & school.
    - **The drop off circle will enter and exit by the main driveway. The alley will not be used.**
  - **Awaiting Shuttle Bus:** Students will wait in the area nearest the entrance door (cone storage area). When leaving to get on the shuttle bus, they will walk around the school outside. They will be given hand sanitizer when boarding the bus. **Face masks are still required on school buses by national, federal order.**
  - **Arriving on Shuttle Bus:** Students will be given hand sanitizer when exiting the bus. They will join their class in the parking lot.
  - **Late Arrivals:** Teachers will take their classes to their classrooms at 7:50. Any students arriving after this time will need to call the school office and a member of staff will meet them at the door.
- **Dismissal:**
  - **Preschool:** will dismiss at 2:20. Any siblings in St. Michael Campus will also be dismissed. Those awaiting shuttle bus riders will wait along the wall of the school.
  - **Young 5s, Kindergarten & 1st Grade:** will dismiss at 2:30. Any students awaiting shuttle bus riders will line up along the wall.

- **Shuttle Bus & Siblings:** will dismiss at 2:40. Hand sanitizer on arrival. Join their siblings in the parking lot. **Face masks are still required on school buses by national, federal order.**
- **MPS Bus:** Exit via the O'Brien St. Door at 2:30. **Face masks are still required on school buses by national, federal order.**

### **St. John Campus:**

- **Arrival:**
  - **All parents should remain in their vehicles. Parents are not permitted to enter the school building during Morning Arrival.**
  - **Car:** unless using AM latchkey at St. Michael, all students should arrive after 7:30 am. Faculty & Staff will be present to welcome students.
  - **Awaiting Shuttle Bus:** Students will wear a mask and wait in the area nearest the entrance door (cone storage area). When leaving to get on the shuttle bus, they will walk around the school outside. They will be given hand sanitizer when boarding the bus. **Face masks are still required on school buses by national, federal order.**
  - **Arriving on Shuttle Bus:** Students will be given hand sanitizer when exiting the bus. They will join their class in the courtyard.
  - **Late Arrivals:** Teachers will take their classes to their classrooms at 7:50. Any students arriving after this time will need to call the school office and a member of staff will meet them at the door.
- **Dismissal:**
  - **Shuttle Bus:** Those riding shuttle bus will line up in the front exit. Hand sanitizer will be distributed. **Face masks are still required on school buses by national, federal order.**
  - **Car (no shuttle bus siblings):** will dismiss directly to the parking lot at 2:30.
  - **Car (awaiting shuttle bus siblings):** will line up in the courtyard and wait for their siblings.
  - **MPS Bus:** Line up in courtyard with teacher. Walk over. **Face masks are still required on school buses by national, federal order.**

### **St. Mary**

- **Arrival:**
  - **By Car:** Wearing a mask, students will line up outside in the basketball area of the parking lot. Faculty & Staff will be present to welcome students. **NO ONE MAY ARRIVE UNTIL 7:30, unless using latchkey at St. Michael Campus.**
  - **By Shuttle Bus:** Students will be given hand sanitizer on arrival. They will either join their class in the parking lot or go in through the gym door if classes have already departed for their classrooms. **Face masks are still required on school buses by national, federal order.**

- **By MPS Bus:** Students will be given hand sanitizer on arrival. They will either join their class in the parking lot or go in through the gym door if classes have already departed for their classrooms. **Face masks are still required on school buses by national, federal order.**
- **Dismissal:**
  - **By Shuttle Bus:** Students will be dismissed from class at 2:25 and meet the shuttle bus coordinator teacher at the South Wing Doors. They will exit together. Hand sanitizer will be provided. **Face masks are still required on school buses by national, federal order.**
  - **By MPS Bus:** will be dismissed to Willow St. at 2:30. Hand sanitizer will be provided. **Face masks are still required on school buses by national, federal order.**
  - **5th & 6th Grade (and siblings in 7th/8th):** will be dismissed at 2:30.
  - **7th & 8th Grade:** will be dismissed at 2:35.
  - Those waiting for shuttle bus riders will line up along the gym wall.
  - All students will stand in the parking lot (coned off area) with family members.

### **Childcare & Preschool Programs**

- Childcare and Preschool follow all protocols established by the Michigan Department of Licensing & Regulatory Affairs.
- Specific questions can be directed to Director of Early Childhood, Kimberly Reynolds.

### **Latchkey**

- Adults picking up a student from latchkey will need to wear a mask if unvaccinated. We ask that everyone does not spend time socializing in the school building.
- Further communication will be sent directly to latchkey families by the Director of Early Childhood, Kimberly Reynolds.

### **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.**
  - Students in 5th through 8th grade will
  - We know uniforms are an investment. Please visit the uniform closet at St. John Campus.

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