

**Immaculate Conception Ukrainian Catholic Schools**  
**Return to Learn Preparedness Plan Informational Document 2021-2022**

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This document was created to give specifics on how the AoD Preparedness Plan for Catholic Schools is specifically being enacted here at Immaculate Conception Catholic Schools. To view the full AoD plan and additional resources, please visit [detroitcatholicschools.org](http://detroitcatholicschools.org). To view the State of Michigan K-12 School Opening Guidance plan for all schools, [you can click here](#). If you have a question that is not answered by this document, or its accompanying video presentation, contact Ms. Gruda at [magruda@icschoolswarren.org](mailto:magruda@icschoolswarren.org).

*\*for the purposes of this document, Pre-K will be used to refer to IC's Preschool (PS) program.*

Standard Area	What This Will Look Like At Immaculate Conception Schools
<b>Masks/PPE</b>	<p>ALL IC students and staff will enter the building at designated doors wearing a face mask covering. Any students arriving after 7:45AM must enter at the Main Office. All students and staff will wear a mask to pass through indoor hallways or common areas unless a family provides a written and signed physician's document on behalf of their student/s. Revised fire/tornado guidelines will be implemented for moving and sheltering safely.</p> <p><b>ALL IC school staff and students in grades Pre-K through 8 will wear a face covering at all times in the building</b> unless a physician's note dictates otherwise, with parental consent for students. During eating times, outdoor recess, and outdoor gym class, the face mask can be removed.</p>
<b>Masses &amp; Liturgies</b>	<p>IC will not conduct indoor assemblies. Lunches will be held in the grade classrooms. The computer lab, and classrooms designated for Spanish, art, and music, as well as the library and gym may be used by one grade level at a time. Equipment will be cleaned after each gym class. Library class will continue with designated sanitized books. Rooms will be cleaned after use. Depending on current health conditions these plans may be modified.</p> <p>At the start of the year, Mass will be conducted on one of the following: PA and/or Zoom on screens in the classroom. As health conditions change, mass schedules may be modified so Mass may take place in the chapel or large gym, following the AOD Mass guidelines.</p>
<b>Hygiene</b>	<p><b>IC staff, teachers, adults, and students in grades pre-k through 8 are required to wear a face mask all day.</b></p> <p><b>Anyone entering or leaving the classroom or building MUST wear a face covering.</b></p> <p>Level one/basic surgical masks may be commercially purchased or homemade, reusable or disposable. <b>Neck gaiters and face shields may NOT be used.</b> Face coverings must be washed daily. A supply of five different, washable masks is suggested so a clean mask is always available. Disposable masks will be marked with the day of use.</p> <p>IC will provide disposable masks for those who do not come to campus prepared.</p> <p>IC will provide soap, offer 60% alcohol safe hand sanitizer, offer paper tissues, teaching proper disposal, and post signage with proper handwashing signs for all staff and students</p> <p>Commonly touched surfaces are being eliminated wherever possible, including drinking fountains.</p> <p>IC staff will use and teach students accepted best-practices regarding proper hygiene to prevent the spread of germs and will follow posted signage. Examples include coughing in the elbow/sleeve and washing hands with soap and water for 20 seconds.</p> <p>Sanitizers are checked frequently by staff and replaced if empty. They are refilled nightly. Maintenance will log the levels of soap, hand sanitizer and paper products.</p> <p>Students will use only personal supplies. All drinking fountains on campus will be restricted. Students may utilize personal water bottles, clearly labeled with their name. Classroom bathrooms will be</p>

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	<p>utilized in all classrooms. Hallway bathrooms will be closed, except for those in the Preschool. Only the Preschool will have access to those bathrooms in addition to their classroom bathrooms. Backpacks and personal belongings will be kept at individual desks. Lockers will not be used until further notice.</p> <p>Students and teachers will follow an established routine for handwashing throughout the day.</p>
<p><b>Spacing, Movement, Access</b></p>	<p>Students will be spaced as far apart as feasible in classrooms, whether desks or tables are utilized. IC will continue to keep class sizes low.</p> <p>Unless content delivery strictly requires alternative configuration, desks should face the same way toward the front of the classroom.</p> <p>Teachers are encouraged to socially distance themselves from students and others to the fullest extent possible.</p> <p>Signage will be posted at entries, in hallways, classrooms, and bathrooms to remind of social distancing and proper hygiene.</p> <p>Markers will be placed outside classrooms to promote proper distancing and movement.</p> <p>Only IC faculty &amp; staff, IC students, and approved volunteers will be allowed in the building.</p> <p>Payments/documents may be placed in the locked drop box outside the Main Office. Confirmation of receipt will be made via phone call or email.</p> <p>Parents must make an appointment with the office if their issue cannot be addressed over the phone or via email. Those admitted to the office will be screened.</p> <p>A locked drop box will be located near the front door for forms or payments and pulled in regularly. Guests must be pre-approved and met at the door by the person with whom they are to meet. There are no drop- ins.</p> <p>Screening includes filling out a monitoring form, and all guests must have a mask.</p> <p>For a parent picking up a student: whenever possible, the student will be brought outside instead of the parent coming inside.</p> <p>Deliveries will not be allowed past the front door. Deliveries will be placed on a cart right next to the door when the driver arrives, instead of taken to the office.</p>
<p><b>Additional Steps Specific to IC</b></p>	<p>IC will be closed after 3:30PM.</p> <p>Each room will have a ventilation system (i.e. fan).</p> <p>Early drop off (before 7:45A) will not be available.</p> <p>After school, students will be dismissed to parents outside the building.</p> <p>Paper use will be minimized.</p> <p>Students will be afforded designated times for mask-free breathing breaks at their desks.</p>
<p><b>Screening Students &amp; Staff</b></p>	<p>IC screens all staff using a reporting form each time they enter the building</p> <p>Students screening will be handled by parents prior to entry into the building</p> <p>Under the guidance of the Macomb County Health Department, families are asked to check their child’s temperature at home every morning before leaving for school; any child with a temperature of 100.4 or greater should stay home and consider coronavirus testing if symptoms of COVID-19 are present.</p> <p><b>The Main Office must be notified.</b></p> <p>There are designated quarantine areas that are labeled and kept sanitized</p> <p>Students who are ill or suspected of being ill will report to the Main Office. Parents will be notified to pick up their child. The student will be kept in the isolation room until they can be picked up. IC will</p>

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	<p>follow the guidance of the Macomb County Health Department in regard to readmitting students following illness. Parents will need to present a letter from the child’s health care provider clearing them for return to school, including a negative COVID test.</p> <p>Symptomatic students and staff sent home from school will stay home until they have tested negative or have completely recovered according to CDC guidelines. A letter from the child or staff member’s health care provider clearing them for return to school, including a negative COVID test, must be presented.</p> <p>IC Staff have utilized a COVID-19 monitoring form prior to each entry into the building. Any staff member reporting new/unusual symptoms must report them to IC and then follow the guidance of the Macomb County Health Department.</p>
<p><b>Testing Protocols for Students &amp; Staff</b></p>	<p>IC will comply with directives set forth by the Macomb County Health Department, who will make the determination in response to whether the building needs to be closed for cleaning, and next steps necessary.</p> <p>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. A letter from the student or staff’s health care provider clearing them to return must be presented, along with a negative COVID test.</p> <p>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.</p>
<p><b>Responding to a Positive Test</b></p>	<p>IC schools will follow the guidelines and recommendations provided by the Macomb County Health Department, AoD, CDC, Michigan Pediatric Association, and MDHHS to mitigate infection.</p> <p>The Macomb County Health Department response will be released to families as soon as it is available, with private information kept from release</p> <p>In the event of an emergency, IC would utilize the Remind App and email.</p> <p>Notification will follow privacy laws while also being in line with requirements for reporting set forth by the Macomb County Health Department.</p> <p><b>We cannot and will not release personal information about a staff member or student.</b></p>
<p><b>Food Service, Gatherings, &amp; Extracurricular Activities</b></p>	<p>The cafeteria will not be utilized at this time. Students will eat in their classroom or outside when weather permits, following proper social distancing. Hot lunches will be delivered to rooms in covered containers. <u>All lunches must pre- ordered AND pre-paid ahead of time, either monthly or in the morning during lunch count. NO EXCEPTIONS.</u> Students will not be able to order lunch after the count has been taken OR request to purchase additional items during lunch (i.e. additional slice of pizza or bag of snacks). As the health situation changes, the schedule for lunch may be modified. Lunch volunteers may be admitted once screening takes place. Guidelines for wearing face masks, gloves, and face shields must be followed by all volunteers &amp; staff in the kitchen.</p> <p>The kitchen will not be open for service to students. Lunch volunteers may be admitted once screening takes place. Gloves, face shield, and masks will be required of all in the kitchen.</p> <p>Classes will eat in classrooms or in designated areas outside when weather permits.</p> <p>At this time, field trips and outdoor events will continue with proper social distancing.</p>
<p><b>Athletics</b></p>	<p>We continue to comply with guidelines established by the governing bodies CYO, MHSAA along with guidance from the AOD Office of Catholic Schools regarding sports and practices. Most recently, a phased in schedule for sports based on levels of contact risk was announced by the MHSAA, and our plan will follow those guidelines.</p>

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	<p>All guidelines can be modified based on the individual school sports program, rules, physical layout and recommendations. At this time indoor sports are not permitted unless outside with masks and 6 feet away.</p> <p>Outdoor practices are limited to conditioning due to face mask and distancing requirements.</p> <p>Limits may need to be imposed on the number of spectators at a game. Limits will be announced ahead of time, and entry onto fields will be regulated.</p> <p>Showing up early will be encouraged, and social distancing and masks will be required.</p> <p>Fall Sports will go ahead according to CYO guidelines.</p> <p>Students must bring personal water bottles clearly labeled with their name to each practice/game, beginning with summer conditioning.</p> <p>Unnecessary contact will be avoided</p>
<b>Cleaning</b>	<p>Every four hours, frequently touched surfaces will be cleaned with the CDC approved diluted bleach three step plan. Midway through the day each classroom will be fogged with a green-based cleaning liquid.</p> <p>Specialty rooms and other common rooms will be cleaned with the CDC approved diluted bleach three step plan.</p> <p>Staff will wipe down desks after every class period or when the grade level class changes rooms or a student leaves and returns to the main group.</p> <p>Playground equipment will be fogged. Students will be on a rotated schedule to utilize equipment only with their grade level.</p> <p>Cleaning solutions are kept in secure closets during classes and otherwise stored properly. Maintenance stores and logs with proper usage of cleaning products. Staff are educated on care of cleaning products.</p> <p>Proper protection must be taken by any staff using a cleaning agent.</p>
<b>Busing &amp; Transportation</b>	<p>IC will utilize the bus within social distancing guidelines.</p>
<b>Mental &amp; Social-Emotional Health</b>	<p>Our September PD will take time to focus on the particular areas highlighted in the State of Michigan plan.</p> <p>Administration will continue to be the point person for this, and referrals and resources will follow the same procedures as before.</p>
<b>What's next for IC?</b>	<p>IC is prepared to open for 5-days-a-week, in-person instruction in Phase 4 using the preceding safety guidelines</p> <p>This informational sheet, along with the linked documents at the top and the included presentation from the email, should hopefully answer many of your questions. Others can be submitted via email to <a href="mailto:magruda@icschools.net">magruda@icschools.net</a>.</p>

This document is not exhaustive, so please utilize the other resources included, and submit questions you still have so that we can work together to create a safe, prayerful, positive environment for our students.

Yours in Christ,  
IC Schools Administration