

# Our Lady Queen of Martyrs

## 2020-2021 Return to School Plan

### Phase 4 Guidelines

During 2020-2021, our K-8 school day will be from 8:45am- 4pm.

Our preschool will be in session from 8:15am-3:00pm.

We will re-evaluate this plan each quarter if we continue to be in Phase 4.

#### Hygiene

Hand sanitizing stations will be set up outside of each classroom.

A hand washing schedule will be in place so that students have multiple opportunities to wash their hands throughout the school day.

Teachers will remind students of proper hand washing techniques.

High touch surfaces (including desks and door knobs) will be cleaned with a bleach water solution multiple times each day.

Students will have their own personal bathroom pass with Velcro. There will be a limited amount of spots on the wall outside the bathroom to ensure students do not enter unless there is room.

#### Personal Protective Gear

Students in grades Preschool through 4th grade will wear face masks as they enter and exit the building and when they are in common spaces.

Students in grades 5-8 will wear face masks for the entire day. Data has shown that students at this age spread COVID at a much higher rate, which is the reason they are required to wear the masks. Our students in these grade levels will be in air conditioned rooms during warm months.

Teachers and staff will wear face masks at all times while in the building.

OLQM has purchased masks, face shields, and gloves in order to have an ample supply of PPE in the case of an emergency.

#### Entry & Exit

Students will enter through a variety of doors, in order to prevent cohorts from mixing.

All students will be greeted at their specified door each morning. Students in Grades 5-8 will also have their temperature checked through an easy, walk up thermometer.

No visitors will be allowed in the building during Phase 4. We will meet families at the door if anything needs to be dropped off or if students need to be picked up .



#### Face Masks

All students

will wear face masks to enter & exit the building and in common spaces.

#### 1 to 1 Environment



All students in grades K-8 will have an iPad to make in school and at home learning a seamless transition.



#### Focused on Faith

We will continue to celebrate Mass, learn, and share our faith.

## **Spacing and Movement**

Families will complete a Google Form each morning to track temperature and symptoms. Students will be checked each morning to ensure they have completed their forms. Teachers will then have access to the form in order to ensure all kids are doing well and are healthy.

Hallways will have designated signage to remind students and staff to social distance.

In preschool, pre-k, and junior kindergarten, a staff member will help escort kids from their cars. Parents should not leave their vehicles.

Students will be seated 6 feet apart in all classrooms. However, students will still be able to move about the room as they normally have in the classrooms to enhance learning.

Students will be seated so that they are facing the same way and able to easily engage in learning.

Hallways will be outlined for one-way travel on separate sides and with decals to remind students to distance themselves while traveling.

Students will eat lunch in the classroom and will have recess with their class only. We will identify one to two parent volunteers for each classroom to support during this time.

We are setting up three separate recess areas so that cohorts can all have time outside but are not mixed at recess.

Students will stay with the same cohort of students each day, throughout the day. Once we move to Phase 5, we will change classes as normal again.

Specials teachers will push into classrooms for their lessons and students will have all specials classes each week. However, students will travel to PE, and it will be held outside as often as possible.

Students will be assigned lockers by class with adequate spacing between each student. Students will enter the building and go straight to their classrooms. Classes will have assigned times in the morning and afternoon to go to their lockers as a class. This will change in Phase 5.

In Phase 4, students will have their own supplies that they will keep at their desks. Students will not share supplies.

Teachers will be encouraged to take students outside for lessons. A daily schedule will be set up to ensure this can happen in an organized and distanced way.

## **Cleaning**

All staff will have a spray bottle with a bleach water solution in their classrooms to clean and disinfect surfaces.

Custodians will utilize sanitizing wands to clean high touch surfaces (lockers and doors) throughout the day.

Bathrooms will be disinfected four times per day.

Teachers will identify used materials in a clock-wise fashion each day and go through a cleaning protocol at the end of the day to ensure everything is wiped down.

We are currently working to purchase air purifiers for each classroom that can be run throughout the day to help increase air exchanges in every classroom.

**Illness  
Protocols**

All teachers will have touch less thermometers in the classroom in case a student is feeling sick to assess them quickly.

We are setting up a Health and Wellness Room in one of the small rooms connected to the main office for any students who are not feeling well during the day to isolate them until they can be picked up.

Should a staff member or student come down with a communicable illness, it will be shared with families of students in that class along with the symptoms experienced.

We have talked through our specific illness protocols if a student becomes sick at school, is diagnosed with a communicable illness, or is diagnosed with COVID. A detailed sheet explaining the steps that will be taken when a student is ill will be released in two weeks. We are waiting on more specific information from the Oakland County Health Department, as protocols have changed over the last few weeks. Please know we will always notify families if a student has been in contact with your child and has been diagnosed with a communicable illness, including COVID.

Should the Oakland County Health Department suggest a class quarantine, we will continue instruction online for the class. Our teachers will work to make this as seamless as possible through utilizing the same structures to provide class instruction, homework, and a similar schedule both for in-person and online learning. More details on the specifics for this plan will be released before school begins.

**Before and  
After Care**

We will offer Before Care in each classroom beginning at 8am, so that cohorts are not combined.

Pricing, payment options, and specific details of how this will work will soon be available if you require Before Care.

Unfortunately, we are not able to offer After Care at OLQM during Phase 4 for our K-8 students. We hope to provide it for our preschool families if they need care until 4pm, but unfortunately, we are not able to offer it beyond that time in Phase 4. We are strictly keeping students in cohorts in hopes of minimizing all illnesses.

Our goal in moving the school day back is to support families who need additional care. This plan supports 75% of our families utilizing this program. Should we move to Phase 5, we will revisit this plan in hopes to provide additional care for those who need it. We apologize for any inconvenience this causes, but we have made this decision to keep everyone safe and accommodate as many families as possible.

**RETURNING TO MASS**



Currently, we plan to return with a School Only Mass on Tuesdays for a School-Only Mass. More details to come on the time and information about this Mass. Initially our Kindergarten and 1st Grade students will view mass <sup>3</sup>virtually from their classrooms.

### **PHASES 1-3 GUIDELINES**

A team of teachers and the OLQM Task Force continue to meet to review Phase 3 Guidelines. Should we move back to Phase 3, our teachers intend to teach at school, follow a structured daily schedule, engage students in one on one online check in each week, and provide more small group live instruction. We will also be sharing teacher lesson plans, as well as utilizing Google Classroom and Seesaw in one synchronized program to make instruction engaging and easy to follow. Additionally, we have already planned a schedule that will allow students to engage in specials without being overwhelmed with other academic course work. The iPads will all be configured to make this as easy of a transition as possible. We will also be spending time during our August PD and staff meetings organizing and improving our online instruction. We are currently researching and planning to ensure any online instruction, if necessary, is seamless for students and staff.

### **PHASES 5-6 GUIDELINES**

Once we move to Phases 5 and 6, we plan to loosen restrictions, as long as they are in the best interest and safety of our students and staff. This could include students switching classes, utilizing the lunch room, and mixing cohorts of students. We will always notify families as soon as we are making these changes.

**Thank you to our OLQM Task Force for all of their guidance, help and support in the creation of this plan. Please know that this plan may change based on State of Michigan, Archdiocese of Detroit, or OLQM guidelines.**