



• ARCHDIOCESE OF DETROIT •
CATHOLIC SCHOOLS

Return to School Guidance

**Archdiocese of Detroit
Department of
Catholic Schools**



Updated as of June 24, 2020

The top priority of the Return to School Task Force (RTS) is to ensure the safety of our school staff and students as we return to our school buildings.

Decisions about reopening will be guided by the latest recommendations provided by the [Centers for Disease Control \(CDC\)](#) and orders from [state](#) and local governments, as well as consultation with healthcare professionals. The day-to-day status of Covid-19 cases will likely fluctuate in the coming months. This means that while we cannot predict with certainty what Covid-19 will look like in the coming months, we can rely on a series of guiding principles to help us make decisions, evaluate those decisions, and adjust as necessary.

The impacts of the pandemic are experienced by each of us in a unique and personal way. As a result, how we ensure the continued health and well-being of our school communities going forward will need to reflect that.

While we will use our best health and safety processes and technology to ensure smart and safe returns, our return to school buildings will not be a one-size-fits-all model.

While work continues toward more widespread testing and the development of a vaccine, each school will need a plan to resume operations, and safely integrate employees and students back into our buildings.

We believe a staged approach that thoughtfully reopens our schools will keep people healthy and safe.

To ensure the health and well-being of all our school communities, it is as important as ever that we work together and learn from one another.

The RTS Task Force will announce guidelines in stages through the end of July. June 30 and July 31 are the expected dates that you will receive updates. These dates may change depending on new Executive Orders that may be released.

Below is a list of guidelines established by the RTS Task Force for the first stage of return. The list is not comprehensive, but it is a good starting point as to what school administrators should be preparing, as we move towards opening our buildings.



Kevin Kijewski
Superintendent



Vic Michaels
RTS Task Force Chair



School Access Checklist

Coordinate Communications

- Establish communication channels with local emergency responders, health officials, and government representatives.
- Be prepared to send communication to entire school community when an employee, student, or family member has a confirmed case of COVID-19.
- Establish emergency communication channels for staff, faculty and families.
- Establish and activate a school safety review committee to develop protocols and policies for safe return to campus.
- Develop a Monitoring Form (paper or electronic) for screening employees.
- Develop a visitor self-screening form.

Plan for a Safe Campus Environment

- Set protocols for monitoring and reporting illness to County Health Department.
- Confirm school has an adequate supply of soap, disinfectant, hand sanitizer, paper towels, and tissues.
- Confirm a supply of face masks, gloves and other personal protective equipment (PPE), such as gowns and face shields.
- Prepare to instruct all employees on use of PPE at the time it is provided to them.
- Confirm touchless thermometers on-site for employee and student screening.
- Post signs requiring face mask to enter building.
- Establish hygiene protocols for personnel.
- Assess which entrance will be used for anyone entering the building. Doors are always to remain closed and locked but able to be opened from inside during an emergency.
- Move timekeeping for all hourly personnel from paper timecards to timekeeping software accessed through mobile phones. If unable to provide access through mobile device, provide for safe procedure to access timekeeping device (e.g., gloves near device, plastic over laptop, sanitizer nearby).
- Establish cleaning procedures for all occupied spaces.
- Establish regular disinfection protocols for frequently touched surfaces.
- Establish social distancing protocols for shared spaces and meetings.
- Develop work shifts and safe workspaces for employees.
- Develop safety protocols for food and beverages.
- Create safety protocols for deliveries and materials being removed from campus.
- Determine how and when visitors will be allowed onto campus.
- Establish a protocol to review incidents and areas of concern regularly.

Establish Physical Safety Protocols

- Review the current safety requirements in your county and the school's ability to meet those requirements.
- Monitor lead times for resupply of PPE and disinfecting products and adjust inventory as necessary.
- Remove non-essential shared objects from shared spaces.
- Remove public computers and disable public touch monitors.
- Provide disinfecting products in all shared spaces.
- Provide hand sanitizer near frequently touched public surfaces such as door handles and handrails.
- Provide signage to remind everyone of social distancing protocols.
- Close shared spaces and communal services that are not absolutely necessary.
- Enact safety protocols for external contaminants from deliveries and visitors.
- Provide social distancing (6 feet) floor marks where students/others line up or gather (e.g., outside bathrooms, near drinking fountains, cafeteria lines, outside front office).

Personnel Returning to School Checklist

Plan for Technology Needs

- Ensure videoconferencing and file sharing or storage services are secure and compliant with all privacy laws.
- Look to further augment the start-of-school workflows/processes to accommodate a remote setting.
- Assess feasibility of providing hybrid learning with some students attending remotely.
- If any non-traditional spaces will be used for instruction, ensure there is adequate classroom technology and wireless coverage.
- Ensure the school has the ability and bandwidth to livestream events.
- Provide technology training to all employees.
- State clearly to the community the criteria and conditions under which the school will open.

School Finances

- Determine additional expenses and expected lost income due pandemic, adjust school budget and cash-flow accordingly and monitor closely.
- Review and determine the viability of capital projects planned for FY 2020-21.
- Review and consider additional sources of cash and financing, such as new options under the CARES Act, withdrawals from Archdiocese of Detroit savings accounts and endowment funds, and potential loans from the Archdiocese of Detroit.
- Determine if wage freezes or benefit reductions are necessary to offset anticipated lost revenue, keeping in mind the PPP loan, if applicable. Review all potential benefit reductions with the Archdiocese of Detroit before implementing.
- Identify likely shifts to staffing due to enrollment or other changes as a result of the pandemic.
- Revamp advancement campaigns to account for the current economic reality.

Review Contracts and Commitments

- Ensure student contracts provide flexibility to respond to potential outbreaks.
- Review construction contracts for potential release clauses or extension if the projects are not feasible.
- Review financial commitments for FY 2020-21, including vendor contracts.
- Review commitments for facilities rentals for the year and determine the financial impact of cancellation.
- Review financial aid policy and its allowance for mid-year hardship changes.
- Convert all forms to electronic.
- Include Assumption of Risk language in Emergency contact form.

Plan for Workplace Changes

- Work to mitigate the effects of anxiety on staff by providing resources and support.
- Review and update employee policies to reflect the changed circumstances under which employees are working.
- Determine which personnel know how to perform the essential functions of the school, and cross train personnel so that more than one person can perform each essential function.
- Determine which personnel can work remotely for an extended time, such as advancement, business office staff, and members of other administrative offices.
- Provide contract for employees taking school property home.

Personnel Returning to School Checklist Plan for Workplace Changes (cont.)

- Create a schedule that allows administrators to greet returning personnel individually prior to entering the building and provide them with PPE and safety information.
- Communicate clearly to personnel when they can return to school campus.
- Ensure that employees return materials they took home.
- Let staff know their schedule and logistics, such as where they will park, which entrances and exits they will regularly use, and where their workstation will be.
- Provide adequate supplies to support healthy hygiene behaviors (e.g. ,soap, hand sanitizer with at least 60% alcohol for safe use by staff and older students, paper towels, and tissues).
- Consider updating to touchless equipment in bathrooms (faucets, soap dispensers, toilets, hand towel dispensers) and drinking fountains.
- [Check Fire Code regulations](#) for alcohol based hand rub dispensers placement and storage.
- Measure classrooms to allow for 6' social distancing between desks.
- Determine signage placement.
- Plan for location of an isolation room.
- Create a class schedule which allows for appropriate social distancing.
- Coordinate class planning within departments and develop a system for covering classes when a teacher falls ill.
- Change normal student protocols (e.g., classroom and building doors, assemblies) to reduce risk.
- Develop and communicate in writing student drop-off and pick-up protocols that provide for appropriate social distancing.
- Develop plan for the safe transfer of belongings such as medications.