



MOTHER OF
GOOD COUNSEL

Mother of Good Counsel COVID-19 Handbook For Families

Updated April 20, 2021

Table of Contents

Procedures	1
Back to School Planning – in the Building.	6
Cleaning and Disinfection.	7
Archdiocese COVID Statement and Understanding	8



Mother of Good Counsel School

A Catholic Preparatory School

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Milwaukee, WI 53210

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Procedures Modified to Deal with COVID-19 April 20, 2021

Morning Drop Off Procedure:

- All students must have temperature taken before entering school.
- ECP will have drop off at their door and check temp from 6:30 -7:15

Drop off will begin at 7:30 and end at 7:50

K3-2 get dropped off on the North Lot (if a family has children in K3 – 2 and in other grades they are to use the North Lot and the children in grades **3 – 8** will walk to the Breezeway area and follow those procedures.)

K3-2 Students must arrive wearing a mask.

- Temperatures will be taken as students get out of cars
- If they are not in the temperature range of 99.9° or higher they then will proceed to the Primary door.
- The student is allowed in and will proceed to his/her classroom; hands will be sanitized.

3-8 gets dropped off in the Church Lot

- Students must arrive wearing a mask. Temperatures will be taken as students get out of cars
- If they are not in the temperature range of 99.9° or higher they then will proceed to the Breezeway.
- **Grades 3 – 5** will proceed to the doors to the left of the main Breezeway doors enter and proceed up the back stairway; hands will be sanitized.
- **Grades 6-8** will proceed to the main Breezeway doors, they will enter, proceed up the stairs to the right to their classroom; hands will be sanitized.

Late Arrivals

Students arriving late must enter through the front door (68th Street/Lisbon Door) wearing a mask. They may be walked to the building and buzzed into the vestibule. A staff member will check temperature before allowing student to proceed to the classroom. Parents/guardians will not be permitted to enter the building unless prior arrangement was made.

Afternoon Dismissal Procedure:

- Prayer and Announcements will start at 2:45
- Dismissal will be staggered

- Grades K4, K5 and 5th (2:55 Primary door and Breezeway)
- Grades 1st and 8th (3:00 Primary door and Breezeway)
- Grades 3rd and 7th (3:05 Lunch door and Breezeway)
- Grades 2nd and 4th (3:10 Primary and Lunch)
- Grade 6th (3:15 Breezeway)

Teachers will take the students down to the doors and wipe down railings, door handles and doors on the way down and back up to the classroom.

Meals

All Meals – students should put masks in paper bags before eating to keep them clean and ready to wear again.

Breakfasts

Breakfasts will be provided in the classrooms. Teachers will eat with the cohorts.

- Teachers will get breakfast “crates” before school so the students can wash hands and start eating breakfast on their sanitized desks when they come in to the classroom.
- No trash bins will be in the hallways for debris – these will be emptied after breakfast by maintenance
- Crates will be returned to the hallway for pick up by maintenance
- Maintenance will use the aqueous ozone sprayer, Victory Innovations Co. Professional Cordless, Electrostatic Sprayer using BruTab Multipurpose Effervescent tablets, which is an EPA approved COVID disinfectant sprayer, to sanitize the crates

Lunches

Kindergarteners will be dining in their classrooms. All other grades will be dining in the cafeteria in their cohorts on a rotational schedule with all surfaces being cleaned before and after each cohort and social distancing of six feet will be observed. All students will wash hands before and after eating. Meals, snacks, and beverages will be individually packaged whenever possible. When not possible, food and beverages will be served directly to the students. There are no vending machines available to the students and all self-service food items will be discontinued as stated above. The safety of all students with food allergies will continue to be ensured.. At no time will there be more than 30 students in the cafeteria at a time. Each group will have a seating chart for their students.

- Students will sit in appropriately spaced designated areas with each person sitting six feet apart
- Teachers will eat with their students and monitor removal and replacement of masks when eating and drinking
- Teachers will eat with their students and supervise washing of hands as students leave for recess on the playground
- Students taking cold lunch will carry lunch box outside to recess then bring it back with them to the classroom to put with their personal belongings
- Teachers will mark off who is taking breakfast and lunch on a paper and then an adult will enter all codes into the computer
- Students will get right into line for breakfast or lunch standing 6 feet apart

- All food will be served from the cooks and put on the trays. Students will not touch any food
- All Mother of Good Counsel's food services employees will be trained on proper safety and/or disinfecting procedures for school cafeteria and kitchens, following CDC disinfections guidelines. <https://www.cdc.gov/coronavirus/2019-nov/community/clean-disinfect/index.html>. This training will be conducted virtually to maintain social distancing.
- All areas will be cleaned and sanitized per CDC guidelines after the lunch is completed.

Primary will enter using the staircase by Kindergarten. 3rd and 5th will use the staircase on 68th Street and go to the east serving line. 4th will use the breezeway side staircase and go to the west serving line. 6th and 8th will enter the café through the south door (near ECP) and go to the east serving line. 7th will enter the café through the north door (near boiler room) and go to the west serving line.

Lunch Recess

- The playground will be divided into three sections (Breezeway, Basketball, North Lot)
- Spray painted lines will show sections
- The area the grades may use will rotate so each grade will get the use of the basketball hoops.
- Playground climbing equipment will not be used
- Each grade will have their own playground "toys"
- Only use of school equipment only – no personal toys/equipment

Students

- Students in grades K3 – 2 will bring a separate change of clothes to keep at school in case of an emergency
- School supplies will stay at school – students will need other supplies for at home
- Students should also have an area set up at home for virtual learning
- No birthday treats may be brought to school
- We must have a working phone number and email address for all parents

Classroom Protocols

- Masks for all – Students will be given 4 masks to use for school
- Classrooms will have their own supply of bandages and breakable ice packs
- Keep classroom doors and windows open for ventilation
- Desks will all be facing in one direction
- Students will bring water bottles – they bring what they need – no bubblers will be used for refill
- 3, 4, and 5 grades use the back stair cases and the doors to the north of the breezeway doors
- Students may not bring outside toys to school
- Students hang backpacks over chairs
- Desks and chairs will be cleaned at the end each day with the Electrostatic Sprayer using BruTab
- Morning recess will be at the discretion of the teacher – check with others to see

- who will be outside
- Each class will have a morning meeting – to check in with students
- After the morning meeting the teachers will lead them into a Mindful Moment – which will be carried through throughout the day

Face Coverings

Per state mandate and to minimize transmission of COVID-19 and other illnesses, **face coverings are required for all students, staff and visitors at Mother of Good Counsel.** Each student and staff member will be provided with four cleaned face covering at no cost. Additional, disposable masks will be available for visitors or should a student or staff member need a face covering for any reason. Students must be able to put on and remove masks independently.

IMPORTANT: Parents/guardians will be required to pick up their student immediately if the student is not in compliance with the school's mask policy. Students not in compliance will be sent to the School Office and supervised in the COVID 19 Health Room (Science Lab) until pick up. Families requesting a waiver must contact the principal and provide documentation from a medical professional explaining the need for the waiver.

Health Issues

- If a student develops a temp or has respiratory difficulties they will need isolation
- Isolation will be in the science lab
- These students will need to be picked up promptly
- If a student has a temp of 99.9° or higher then must not return for 72 hours and have an acceptable temp without meds

Phy Ed

- No changing of clothes
- MS students bring a gallon Ziploc bag with name on it for gym towel and deodorant

Library

- Students can look online at Library site to find books – then send the list to the library
- Books will be brought to the classrooms – they will already be checked out
- Crates in classrooms for returned books
- Books will be cleaned when returned

Mass

- Masses are streamed on Facebook then uploaded to the website
- Students will not attend mass in person

Everyday Procedures

- Parents should enter students screening in PowerSchool each day
- No volunteers or visitors
- Only those with approved appointments allowed in the building no impromptu meetings
- Parents try and not schedule appointments during the school day
- If a child leaves early the parent will call and Barb will sign them out and send them to the car they may not return for the rest of the day
- Parent communication is a must – All parents must opt in to BrightArrow
- We will not be sending home paper - PowerSchool and BrightArrow for all communication
- Six foot Xs on the hallway floors
- When in the hall keep to the right

Approved Reopening Plan

MGC's Reopening Plan can be found online on the MGC website at <https://www.mgcparish.org/school-news> or you can directly open the plan here:

<https://uploads.weconnect.com/mce/e411a490148911bb6ee16beaa6f794a437b3bc9d/School/MGC%20Reopening%20Plan%202021.pdf>

Checklist: Planning for In-Person Classes

<i>Actions to take and points to consider</i>	<i>Notes</i>
<input type="checkbox"/> Check in with your child each morning for signs of illness . If your child has a temperature of 99.9 degrees or higher, they should not go to school. <input type="checkbox"/> Make sure your child does not have a sore throat or other signs of illness, like a cough, diarrhea, severe headache, vomiting, or body aches. <input type="checkbox"/> If your child has had close contact to a COVID-19 case, they should not go to school. Follow guidance on what to do when someone has known exposure .	
<input type="checkbox"/> Identify your school point person(s) to contact if your child gets sick.	<i>Name of school point person(s):</i> Mrs. Berthold <i>Contact information:</i> berthold@mgcparish.org
<input type="checkbox"/> Be familiar with local COVID-19 testing sites in the event you or your child develop symptoms. These may include sites with free testing available.	<i>My local testing options:</i>
<input type="checkbox"/> Make sure your child is up-to-date with all recommended vaccines , including for flu. All school-aged children should get an influenza flu vaccine every season, with rare exceptions . This is especially important this year because we do not yet know if being sick with COVID-19 at the same time as the flu will result in more severe illness.	<i>Date of flu vaccination:</i>
<input type="checkbox"/> Review and practice proper hand washing techniques at home, especially before and after eating, sneezing, coughing, and adjusting a face cover. Make hand washing fun and explain to your child why it's important.	
<input type="checkbox"/> Be familiar with how your school will make water available during the day. Consider packing a water bottle.	
<input type="checkbox"/> Develop daily routines before and after school—for example, things to pack for school in the morning (like hand sanitizer and an additional (back up) cloth face covering) and things to do when you return home (like washing hands immediately and washing worn cloth face coverings).	



cdc.gov/coronavirus

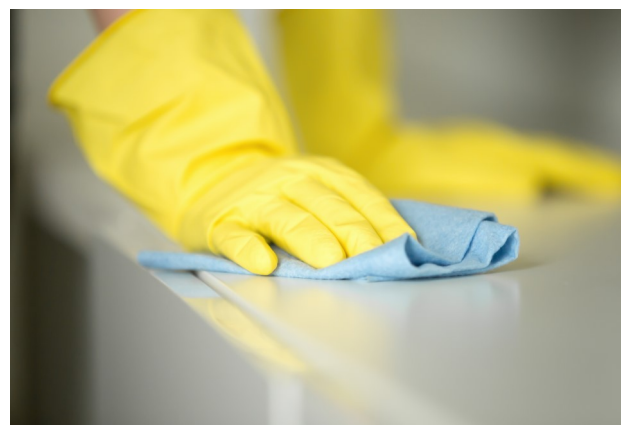
Cleaning and Disinfecting



It is important to clean and disinfect spaces in order to avoid further spread of Coronavirus (COVID-19). This document can help guide you on what areas to disinfect, what disinfecting products to use, how to disinfect, what protective equipment to wear, and who should disinfect the contaminated areas. The cleaning procedures in this document should reduce any health hazard risk.

What to Clean:

- **Clean and disinfect high-touch surfaces.** Focus on bathrooms, common areas, and areas where the person with COVID-19 was for extended periods of time. Concentrate on high touch surfaces such as tables, hard-backed chairs, doorknobs, light switches, handles, desks, toilets, and sinks.
- **Janitorial staff should be tasked with cleaning and disinfection.**
- **Wear disposable gloves when cleaning and disinfecting surfaces.** All gloves should be thrown away after each cleaning/disinfection and should not be used for other purposes. Gloves should be changed if torn.
- **Clean hands immediately** after gloves are removed and thrown away.



How to Clean and Disinfect:

If surfaces are dirty, clean surfaces using a detergent or soap and water before disinfection.

HARD SURFACES

- For disinfection, clean surfaces using diluted household bleach solutions, alcohol solutions with at least 70% alcohol, or most common EPA-registered household disinfectants.
- Use diluted household bleach solutions. Follow manufacturer's instructions for application and proper ventilation.
- Make sure the product is not expired.
- Never mix household bleach with ammonia or any other cleanser.

SOFT (POROUS) SURFACES

- Remove visible contamination if present and clean with appropriate cleaners indicated for use on soft surfaces.
- Launder items following the manufacturer's instructions.
- If possible, launder items using the warmest water setting for the items and dry items completely.

What Products to Use:

- Household bleach will be effective against COVID-19 when properly diluted.

PREPARE A BLEACH SOLUTION BY MIXING:

- 5 tablespoons (1/3rd cup) bleach per gallon of water or 4 teaspoons bleach per quart of water
- Do **NOT** use expired household bleach
- Wipe bleach solution onto the surface and allow the surface to air-dry
- Other EPA-registered household disinfectant products are expected to be effective against COVID-19. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).



LOOKING FOR MORE INFORMATION?

Visit the [CDC environmental cleaning and disinfection page](https://www.cdc.gov/eid/content/publications/new-publications/default.htm) for more information.

Wisconsin Department of Health Services | Division of Public Health

DHSDPHBCD@wi.gov | 608-267-9003





**COVID-19 PANDEMIC: STUDENT / FAMILY STATEMENT OF OPERATIONS, UNDERSTANDING, AND CONSENT
FOR THE 2020 – 2021 SCHOOL YEAR**

NAME OF STUDENT(S):	
NAME OF PARENT/GUARDIANS:	SCHOOL:

Section 1: The COVID-19 Pandemic

The novel coronavirus, COVID-19 (hereinafter "COVID-19"), has been declared a worldwide pandemic and is extremely contagious. As a result, in order to resume in-person educational activities at the school, social distancing and other safety measures have been enacted at the Archdiocese of Milwaukee Catholic School named above (hereinafter "School"). The School has put in place safety measures and standards of behavior to reduce the spread of COVID-19 at School and at School activities. Even with implementation of safety protocols, the School cannot guarantee that you, members of your household, or your child(ren) will not become infected with COVID-19 and cannot guarantee that attendance at School and/or participation in the School's activities will not increase your risk and/or your child(ren)'s risk of contracting COVID-19.

Section 2: Direction to Parents and Legal Guardians

In addition to the safety measures being implemented by School, the above-named parents and legal guardians (hereinafter "Parents and Legal Guardians") hereby agree to adopt the following safety measures of their own to help ensure the safety of all School students, families, teachers, and staff. These safety measures are as follows:

1. **Daily Temperature Check and Health Screen.** Each morning, Parents and Legal Guardians shall take the necessary steps to determine whether their child(ren) are exhibiting symptoms of COVID-19, including, but not limited to, temperature checks for fever (as defined by the CDC as at or above 100.4), review for the presence of any symptoms commonly associated with COVID-19, such as 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 or vomiting, and/or diarrhea. Should your child(ren) exhibit any symptoms of COVID-19, we require that you keep your child(ren) home.
2. **School's COVID-19 Safety Plan.** Parents and Legal Guardians agree to follow School's COVID-19 Safety Plan, which is attached to this document as Exhibit A and incorporated by reference herein.

Section 3. Students Exhibiting COVID-19 Symptoms at School

Should a child demonstrate any symptoms of COVID-19 at School, School will contact that child's Parents and Legal Guardians to require that child be picked up from School and taken home in a timely manner.

Section 4. Known Exposure to COVID-19

In the event that a child or a household member living with a child has been knowingly exposed to COVID-19, the Parents and Legal Guardians of that child hereby agree to immediately take the following steps:

1. Contact child's primary care physician.
2. Notify the local health department.

3. Follow the local health department's protocols for quarantine, isolation, and return to work or school.
4. Notify School of the exposure.
5. Prior to child returning to School, Parents and Legal Guardians agree to contact School to inform School of the steps taken to ensure that child is no longer contagious based on the protocols and guidelines of the local health department.

Section 5. Positive COVID-19 Test

In the event that a child or a household member living with a child has tested positive for COVID-19, the Parents and Legal Guardians of that child hereby agree to immediately take the following steps:

1. Contact child's primary care physician.
2. Notify the local health department.
3. Follow the local health department's protocols for quarantine, isolation, and return to work or school.
4. Notify School of the exposure.
5. Prior to child returning to School, Parents and Legal Guardians agree to contact School to inform School of the steps taken to ensure that child is no longer contagious based on the protocols and guidelines of the local health department.
6. Provide School with evidence of child's negative COVID-19 test result and/or a release from child's primary care physician.

Section 6. Acknowledgement of Risk

By signing this COVID-19 Pandemic: Student/Family Statement of Operations, Understanding, and Consent for the 2020 – 2021 School Year, I/we acknowledge the contagious nature of COVID-19, that my/our child(ren) and I/we may be exposed to or infected by COVID-19 by attending and/or working and/or volunteering at school and/or by participating in school activities, and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I/we understand that the risk of becoming exposed to or infected by COVID-19 at the above-named School may result from the actions, omissions, or negligence of myself/ourselves and others, including, but not limited to School employees, volunteers, students, and their families.

I/we further agree on behalf of myself/ourselves, my/our child (student) named herein, and my/our heirs, successors, and assigns, to absolutely release, defend, indemnify, and hold harmless the named School, associated parishes and school systems, principals, teachers, volunteers, and the Archdiocese of Milwaukee, its directors, officers, employees, attorneys, agents, representatives, and insurers/third-party administrators (hereinafter collectively referred to as the "Indemnified Parties") from any and all claims or causes of actions in any way related to COVID-19, brought by any person or entity, including but not limited to, all claims and causes of action based on the alleged negligence of the Indemnified Parties, other third parties, or my own negligence.

LEGAL PARENT/GUARDIAN SIGNATURE:	DATE:
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LEGAL PARENT/GUARDIAN SIGNATURE:	DATE:
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