**GUIDELINES FOR IN-PERSON CATECHESIS
from the Diocese of Lansing for 2020-2021
and personalized for our St. Robert parish.**

**Personal Protective Equipment**

• All staff will wear facial coverings when in classrooms, unless face coverings cannot be medically tolerated.

• All students in preschool and grades kindergarten through 5th grade will not be required to wear facial coverings in their classrooms, unless (1) students do not remain with their class throughout the session and (2) come into close contact with students in another class.

• All staff and students in grades 6-12 will wear facial coverings, unless face coverings cannot be medically tolerated as indicated by the parent/guardian.

• Masses are allowed.

• Facial coverings may be homemade or disposable, level one/basic-grade surgical masks, and/or face shields.

**Hygiene**

• Provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).

• Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.

• Educate staff and students 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.

• Systematically and frequently check and refill soap and hand sanitizers.

• Encourage the use of personal supplies such as writing utensils and papers to eliminate the sharing of supplies for our 1st thru 8th grade students. We are temporarily shutting down the art center for our 3 year old thru K students until after Christmas.

• Families are to inform us of any positive cases of COVID-19 of Religious Education participants.

**Spacing, Movement, and Access**

• Social distancing is required with all gatherings.

• Class sizes are limited to space available to meet the distance requirements. At St. Robert, we are limiting class sizes to 10 students per room, per session for our 3 year old thru 6th grade students. Class sizes limited at 20 for our 7th and 8th grade students due to the vast size of the rooms that will be used.

• Each child will have their own assigned rug/table space to work at for the class period.

• Post signage to indicate proper social distancing.

• Drop off and Pick up (a drop off and pick up procedure must be established that keeps all families 6 feet apart):

* Prayer with everyone together at the beginning our time will be temporarily suspended. Children will go directly to their rooms.
* Drop off and pick up will be moved to the South entrance of the school by Mary’s Room where
	+ There is bigger entrance
	+ Parents may remain lined up in their cars if they wish

• Symptomatic students and staff sent home will stay home until they have tested negative or have completely recovered according to CDC guidelines.

**Screening Students and Staff**

• Parents are expected to keep their students at home if they are ill.

• Volunteers and parents who enter the building will be required to sign in and note the time they were in the building and if they have displayed any symptoms (form found at Dioceseoflansing.org – same form used in the Parish Office).

• At St. Robert, we have a designated quarantine area and a staff person to care for the students who develop symptoms of COVID-19.

* If a child is feeling unwell and has to go to the special room we have set up, the parent will be immediately called to pick up their child. The doors for that pick up area are on the corner of McKinley St. and Henry St.
* RE workers will conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any new or unusual symptoms associated with COVID-19 they will stay home and contact Miss Turchi.

**Cleaning**

• We are working with our janitorial staff who are the experts in your building in this area.

• Student desks and chairs along with frequently touched surfaces including light switches, doors, benches, bathrooms, will undergo cleaning after each faith formation session with either an EPA-approved disinfectant or diluted bleach solution.

• Supplies used during class will undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.

• We have purchased three UV lights for each atrium. After a child uses a material, it will be immediately cleaned with the UV light.

• It is recommended that Staff wear gloves and an appropriate mask when performing all disinfecting activities.