



2021-2022 COVID Management Plan
(Updated August 12, 2021)

The Mission of St. Michael's School

In all circumstances, including the current pandemic, we remain committed to our mission: “To foster excellence in the intellectual, physical, artistic, ethical, and spiritual development of each student in our care. We aspire to do this guided by the ethos of Episcopal education—building a strong and supportive child-centered community, balancing tradition and innovation, and welcoming students and faculty from all social, economic, ethnic, and religious backgrounds.”

About This Plan

This working plan is intended to help you, our families, stay informed about the education of your children at St. Michael's as the 2021-2022 academic year begins.

This plan has been created, and updated as needed, in alignment with best practices as presented by the St. Michael's School COVID-19 Planning Group, the Centers for Disease Control and Prevention (CDC), the American Academy of Pediatrics (AAP), and the Pima County Health Department.

As the school year continues, the Head of School, in consultation with the Board of Trustees, the administrative team, and the COVID Planning Group, has sole authority to alter or modify the policies in this document to protect the students, families, and personnel of the school.

Acknowledgements

We are very grateful to the members of the St. Michael's School Board of Trustees, administrative team, teaching faculty, and to the medical and legal professionals in our COVID-19 Planning Group: Vanessa Buch, J.D.; Felicia Goodrum-Sterling, Ph.D.; Elizabeth Juneman, M.D.; Shannon Thorn, M.D.; and Heather Walsh, M.D.

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I. Overview

a. Introduction

As St. Michael's School returns to campus in August 2021, we present the following policies and protocols in light of the COVID pandemic and the challenges the pandemic presents for our work together. Since March of 2020, we have embraced and remain committed to the following principles to address these challenges and to guide our decisions:

- To embrace fully our professional and ethical responsibility to protect the health and safety of our students, faculty, staff, and families;
- To educate our students in person for the benefit of their intellectual and social development and their mental, physical, and spiritual health;
- To prepare a comprehensive, school-specific, and science-forward plan for the 2021-2022 academic year, using resources available through our SMS COVID Planning Group, local and national networks, and guided by the most current data and research on the COVID-19 virus.

b. Summary Plan

We have remained highly attuned to the development of COVID-19 nationally and locally. While the availability of the vaccine for adults and children aged 12 and older provide further protection from severe disease, the presence of the virus remains a significant concern for the health and safety of the children and adults in our care.

At the same time, we recognize the critical importance of in-person teaching and learning, as much for the intellectual development of the children in our care as for their emotional, social, physical, and psychological health. With substantive input from the medical professionals in our planning group and from a wide range of educational, medical, and healthcare sources, we have proceeded thoughtfully and diligently throughout the past 18 months to prepare ourselves for on-campus life to resume in August 2021.

c. On-Campus Programming and Instruction

Instruction on campus will take place from 8:00 a.m. - 3:10 p.m. (Lower School, K-4) and 8:00 a.m. - 3:20 p.m. (Upper School, Grades 5-8) daily, Monday-Friday, unless otherwise noted. After-school programming will resume in K-8, and the Aftercare program will be available for Lower School students, with prior registration, until 5:30 p.m. each day. Upper School students on campus will be able to attend afternoon study hall, or participate in either intramural or interscholastic athletics.

Students on campus will be expected to follow specific mitigation procedures and rules, including wearing facial coverings, keeping an appropriate physical distance, and practicing hand hygiene. Students refusing to follow these essential requirements will not be permitted to continue attending classes on campus. Desks will be spaced at least three feet (3') apart, or more when possible, according to the recommendations of the American Academy of Pediatrics, the CDC, and the Pima County Health Department. The school staff, in conjunction with our COVID Planning Group, have spent a tremendous amount of time working to make conditions on campus for our students and staff as safe as possible this year. These ongoing efforts and procedures are expanded upon in the Appendix section of this document.

Lower School students will stay with their homeroom groups for all classes, and for their special/enrichment classes (i.e., science, art & music, P.E. and Spanish), but will mix with other Lower School students during outside recess. Upper School students will return to traveling for all academic classes. Upper School students in grades 6-8 will return to using lockers for storing their items. All teachers in K-8 will encourage students to use the restroom, fill water bottles, and wash their hands at our handwashing stations during academic class periods to minimize traffic during class transitions. Students will eat their snack and lunch outside at designated areas.

Many student and community activities, including athletics, intramurals, musical performances, choir and band, and chapels will resume with required mitigation measures in place. Music instruction for 5th-6th will focus in part on music theory, with some opportunity to sing or play instruments outdoors and/or with facial coverings.

Parents in grades K-2 will be able to walk their children to their classroom during morning drop-off, provided they adhere to our masking policy that requires all persons on campus, including in the courtyards and corridors, to wear a facial covering. Parents in grades 3-8 are encouraged to allow their children to get to their rooms in the morning on their own. For pick-up, teachers in grades K-4 will accompany their students to a predetermined, designated spot and dismiss students to parents.

II. Campus Health-and-Safety Measures

In adhering strictly to the following required mitigation practices, each member of the School community—parents and students, other family members, and faculty and staff—will aid in limiting and minimizing the potential for spread in our community.

a. If Someone Gets Sick on Campus

If a student or staff member exhibits COVID-related symptoms, designated School staff (i.e., School Nurse, faculty member, or front-office personnel) will immediately notify parent, guardian, or noted emergency contact. If the following symptoms are present, we will notify 9-1-1 emergency services:

- Trouble breathing
- Pulse oximeter reading < 94%
- Bluish lips or complexion
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake

Individuals who are sick will go home or to our campus health-isolation room, depending on the severity of their symptoms. SMS will use this isolation room to separate anyone who has COVID-related symptoms.

Individuals who are sent home from school due to COVID-related symptoms (see pp. 7-8 under 'Staying Home' for a list of symptoms) will be required to stay home for ten days unless (1) a healthcare provider can provide a written, alternate diagnosis that confirms it is safe for that individual to return to campus prior to the ten-day period; and / or (2) an individual can present a negative COVID-test result from a qualified testing center, **and** demonstrate 48 hours of being fever-free without the use of antipyretics (fever-reducing medications), **and** symptoms have improved or disappeared altogether.

Staff and students should not come to school, and they should notify the School Nurse, Erika Huff, if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or someone with a confirmed or suspected case.

Consistent with applicable law and privacy policies, staff and families should self-report to the school if they or their child have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days. In accordance with state and local laws and regulations, SMS will notify local health officials, staff, and families

immediately of any case of COVID-19 while maintaining confidentiality. Please refer to the COVID-19 Screening Flowchart in the Resources section for further details on our protocols for managing illness.

b. If Someone Tests Positive for COVID

There are a number of possible outcomes if and when an individual student or staff member tests positive for COVID, tests negative for COVID, or lives with someone with a confirmed case of COVID. For the six most common scenarios and responses in this regard, please refer to the 'Return to Campus' document under the Resources section of this plan, or contact Nurse Huff at any time via email, at ehuff@stmichael.net.

Furthermore, all unvaccinated students who have been in close contact with the person who has tested positive will be required to quarantine at home for 7-10 days, depending on the guidelines for reduced quarantine, following the last day of exposure. Note: Close contact is defined as contact within a distance of less than six feet and for a period of time, aggregate or continuous, greater than 15 minutes in any 24-hour period. If any student or staff member tests positive for COVID, regardless of vaccine status, he or she will be required to quarantine for 7-10 days.

c. When to Keep Your Child Home

Among the essential practices for minimizing and reducing the potential spread of the COVID-19 virus, as with all contagious diseases, is staying home when one is ill or when one is exhibiting any signs or symptoms of an illness.

We have adopted the following COVID-19 guidelines from the Pima County Health Department to define when it is required to stay at home:

1. If exhibiting **any** of the following signs and symptoms of illness
 - Fever and/or chills
 - Nasal congestion or runny nose
 - Sore throat
 - Shortness of breath or difficulty breathing (not due to asthma)
 - Diarrhea, nausea, and/or vomiting
 - Fatigue
 - Headache, muscle or body aches
 - Loss of appetite
 - New loss of taste or smell
 - Symptoms of the emerging MIS-C / Multisystem Inflammatory Syndrome
 - Skin rash
 - Red eyes

- Cracked/swollen lips
 - Red/swollen tongue
 - Swelling of the hands or feet
 - Stomach pain
2. If a student or staff member has been tested for COVID-19 and is awaiting results.
 3. If a student or staff member has tested positive for COVID-19.
 4. If a student or staff person has tested negative for COVID-19 but is symptomatic.
 5. If someone in the family tests positive for COVID-19, keep everyone home and contact your medical provider.

SMS will remain flexible with attendance policies for the coming year. Students who are absent for any period of time will be afforded time to regain ground in their academic classes.

d. When to Return to Campus after Illness or Symptoms

We will require any student or staff person who has been absent for any health-related reasons to be cleared for a return to campus by our School Nurse, Erika Huff. We are applying the following requirements for a safe return:

- 48 hours fever-free, without the use of antipyretics, medicines that reduce fever (Note: we are extending our 24-hour policy of being fever-free to 48 hours), **AND** symptom-free or symptoms have improved (e.g., when your cough improves).
- **OR** written clearance from a certified healthcare provider.

Please refer to our detailed Return to Campus chart, included in the Resources section, for a more extensive list of specific circumstances for a safe return. Individuals who are symptomatic with COVID-related symptoms should seek advice from their healthcare provider.

e. Personal Protective Equipment (PPE)/Facial Coverings

Regardless of a person’s vaccine status, an approved cloth mask or disposable surgical mask is mandatory for all students and staff while on campus (i.e., indoors and outdoor spaces like courtyards and corridors) during the school day, and are encouraged when reasonable physical distancing outdoors is not possible.

- Please note that Gator-style facial coverings, mesh masks, and masks with vents are not effective at preventing spread and are, therefore, not permitted. Note: The simple test for

mask effectiveness is the **candle test**—if you can extinguish a candle flame by exhaling forcefully while wearing the mask, the mask is **not** effective.

- Plastic facial shields are not a replacement for cloth coverings or surgical masks. They can, however, be worn in addition to the mask for added safety.

SMS will provide all newly enrolled students for the '21-'22 year (2) cloth masks and an SMS lanyard for holding the cloth mask. We will also have a surplus for families to purchase additional cloth masks or shields at cost. An extra mask—either a school-issued one or a similarly effective choice—should be sent to school in a closed and named Ziplock-type bag, in the event a cloth mask is lost or becomes unusable. A clean mask will be required for all students and staff each day; please make sure facial masks are washed or replaced daily.

Sharing masks is prohibited. Facial shields or cloth masks found on campus that are not identifiable will be discarded. Students and staff are to avoid touching another person's facial shield or cloth mask, unless an urgent situation or emergency prompts such action. If someone comes into physical contact with another person's covering, handwashing and/or sanitizing will be required immediately after touching the covering.

Face coverings will **not** be required for the following:

- Individuals who have trouble breathing or who are unconscious
- Anyone who is incapacitated or unable to remove the face covering without assistance
- During times when individuals are eating and drinking, while distanced

And will be **optional** for the following:

- During outside activity (recess, sports, class breaks, etc.) while maintaining reasonable physical distance.

f. Proper Hand Hygiene and Respiratory Etiquette

SMS urges families to partner with us to reinforce handwashing at home, using soap and warm water for at least 20 seconds. We have added 37 handwashing stations on campus to accommodate the need for frequent access. On campus, faculty will schedule handwashing times for all students throughout the day, especially for the following events or occasions:

- Upon arriving to school
- After recess, physical education, and being outdoors
- Before and after eating food
- Before and after treating a cut or wound
- After using the toilet

- After blowing one's nose, coughing, or sneezing
- After touching refuse/garbage

In addition, an ample supply of hand-sanitizing, liquid disinfectant will be available in each K-8 classroom and elsewhere on campus. Students and staff will be encouraged to use these additional sanitizing stations as often as needed.

SMS will also teach proper etiquette for covering coughs and sneezes. This includes the use of tissues, which will be available in each classroom. If a tissue is not readily available, we will encourage the recommended practice for minimizing the potential spread of germs from coughing or sneezing by using the crease of the elbow.

Upon using a tissue or the crease of the elbow, students and staff will wash their hands or use hand sanitizer.

g. Physical Distancing

Students will be physically distanced in their classrooms and during all other on-campus activities that require physical distancing, including transitions from one place on campus to another, using the recommended standard of six feet (6') where feasible. Our division directors, director of campus facilities, and school nurse conducted a thorough space inventory for each classroom, against the number of currently enrolled students.

We have removed all non-essential furniture and other objects from the classrooms to allow for more spacing indoors and have purchased, for all classrooms that required them, single, standalone desks in place of two-person desks or tables.

We will also use available outdoor space on campus, and the adjacent Harold Bell Wright Park, for the coming year, especially for outdoor-related activities (e.g., recess, class breaks, and physical-education classes).

h. Supplies for Hand Hygiene

The school will provide adequate supplies of hand soap, hand sanitizer, paper towels, and tissues. Families are also welcome to provide their children with personal/travel-sized hand sanitizer to keep in their school bag, desk, or to carry on their person. Any supplies brought to school are subject to oversight by the faculty and staff to ensure proper and safe use.

i. Campus Arrival and Pick-Up Procedures

When dropping off for Beforecare for grades K-4 (7:00-7:45 a.m.) or for morning arrival only for grades K-2, parents or guardians **wearing an appropriate facial covering** will be able to enter the campus beyond the security gates. This policy is in place, again, to limit traffic and to decrease the potential for exposure. SMS staff will be positioned to help with drop-off and pick-up procedures and to ensure that children are safely transitioned to and from their family's vehicles. Please note that more specific procedures for arrival and pick-up have been provided by our two division directors.

Lower School, Grades K-4

- Parents of students arriving to campus after 8:00 a.m. are expected to park and escort their child to the main office; office staff will assure your child gets to class.
- Arrival time is from 7:45 a.m. – 7:55 a.m.
- Classes begin at 8:00 a.m. and end at 3:10 p.m.
- Pick-up is from 3:10 – 3:20 p.m.
 - **Students in K-4 who have not been picked up by 3:20 p.m. will be escorted to Aftercare; parents in K-4 arriving for pick-up after 3:20 p.m. will need to check out their child from Aftercare.**

Upper School, Grades 5-8

- Parents of students arriving to campus after 8:00 a.m. are expected to park and escort their child to the main office; office staff will assure your child gets to class.
- Arrival time is from 7:45 – 7:55 a.m.
- Classes begin at 8:00 a.m. and end at 3:20 p.m.
- Pick-up is from 3:20 – 3:35 p.m.
 - **Students in 5-8 who do not have a scheduled afterschool activity (e.g., athletics, intramurals, rehearsal, etc.) and 5-8 students who have not been picked up by 3:35 p.m. will be escorted to the Upper School study hall; parents in 5-8 arriving for pick-up after 3:35 p.m. will need to check out their child from the Upper School study hall.**

j. Limiting Access to Campus

All persons on campus at all times are required to wear an appropriate facial covering. We are limiting campus access only to employees and authorized parents, visitors, and volunteers. Other than approved access for morning arrival for K-2, all parents, visitors, and volunteers are required to notify and sign in with the front office staff.

k. Student and Staff Health Screening

Onsite student and staff temperature screening at the start of each school day is impractical, given the numbers of students and staff (300+). Additionally, fever is not a consistent symptom in children with COVID-19, nor is it an entirely reliable measure due to the high likelihood of potential false-positive and false-negative results. School staff will observe students throughout the day and refer to the school nurse any and all students who may be symptomatic.

Primary screening will start at home by parents and caregivers who know their child/children the best. Families should not send their children to school if they exhibit any COVID-related symptoms.

Home is the first point of the screening continuum. Families will self-report symptoms of illness and assure that their child stays home. Please call the school to report the nature of your child's illness and follow up with your healthcare provider.

School is the secondary point of the screening continuum. SMS staff will visually check for symptoms and refer to the school nurse for further evaluation any and all students who may be symptomatic.

l. Cleaning and Disinfecting

All classrooms, common spaces, restrooms, and hallways will be cleaned three times each week by a third-party professional cleaning service. Classroom desk tops will be disinfected at least once daily. We will also clean and disinfect frequently touched surfaces (i.e., door handles, exit door push bars, entry-gate keypads, etc.) frequently throughout the day.

All cleaning supplies will be stored in locations unavailable to students. This includes classroom cabinets and storage rooms. When used, spaces will be properly ventilated.

m. Lunch and Snacks

We will return to a COVID-safe procedure for lunch distribution and pickup for families who order their meals through Dishes2U. Students and staff can opt to order daily lunches through Dishes2U, or to bring their own lunch and snacks.

We will utilize all classroom and outdoor spaces to maintain appropriate physical distancing during snack and lunch times.

n. Ventilation

SMS will ensure that our classroom-ventilation systems operate properly. We will also find ways to increase circulation of outdoor air as much as possible (e.g., opening doors and windows). We will not open doors when doing so poses a safety or health risk to children and staff. We have newly installed central AC units, installed in 2019, in our Lower School campus classrooms for Grades Kindergarten through Third Grade. All other classrooms on campus will use newly purchased, high-capacity standalone AC units, with supplemental air purifiers.

o. Water-Drinking Systems

Direct-mouth feeds on our campus drinking fountains will remain closed and have been reconfigured to allow students to use only the no-touch filtered water-bottle filling feature. Students and staff are expected to bring their own refillable bottle to use. Water bottles may not be shared. Please make sure bottles are clearly marked with one's name. Bottles that are found and not identifiable will be thrown away.

p. Harold Bell Wright (HBW) Park and Playground Equipment

We will make every effort to ensure proper distancing of students while they are playing outdoors in HBW Park. **Please note that masks for students are optional at this time while outdoors.** At the same time, we encourage and fully support the decision of families to require their own children to continue to wear a mask during outdoor recess and play time.

q. Before- and Aftercare

We will resume on-campus before- and aftercare for families, following the same applicable health and safety measures noted in this document. Please contact Ms. Holly Von Guilleaume, Director of Before- and Aftercare, for more information, at 520-722-8478 x 268.

r. Staff Training

All staff members have been trained in all safety protocols for the start of the 2021-2022 academic year. These include monitoring and adhering to the required use of facial coverings, maintaining physical distancing at all times in and out of the classrooms, scheduling and monitoring hand washing and hygiene, and using child-safe cleaning products.

s. Designated COVID-19 Points of Contact

Any member of the teaching faculty or administrative staff can serve as a point of contact for any concerns or questions with families. Questions pertaining especially to COVID-19 can be addressed directly to the Head of School, Mr. Brendan Sullivan, and our School Nurse, Mrs. Erika Huff. They will serve as the designated SMS COVID-19 Points of Contact.

Resource A.



I Need to Stay Home if...



I have a Fever	I am Vomiting	I have Diarrhea	I have a Rash	I have Head Lice	I have an Eye Infection	I have been in the Hospital
Temperature of 100°F or higher	Within the past 24 hours	Within the past 24 hours	Body rash with itching or fever	Itchy head, active head lice	Redness, itching, and/or "crusty" discharge from eyes	Hospital stay and/or Emergency Room visit

I am Ready to Go Back to School When I am...

Fever free for 48 hours <u>without</u> the use of fever reducing medications.	Free from vomiting for at least 48 hours <u>without</u> the use of medications.	Free from diarrhea for at least 48 hours <u>without</u> the use of medications.	Free from rash, itching or fever and evaluated by a doctor if needed.	Treated with appropriate lice treatment at home and seen by the school nurse.	Eye has returned to normal or has a note from the doctor clearing the student to return to school.	Released by a medical provider to return to school
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- Due to COVID-19, we have extended our normal 24 hour fever-free policy to 48 hours. Please keep your student home from school if he/she has any COVID-related symptoms or just not feeling well. Oftentimes fever and/or symptoms occur later in the day with children.
- If your child has strep throat or another bacterial infection, he/she should stay home until the antibiotic has been given for at least 24 hours and your health care provider has given permission for your child to return to school.
- When calling the school to report an absence (722-8478), please state the nature of your student's illness so we may better track trends.

Resource B.

REDUCED QUARANTINE

How does it work?

Quarantine has two acceptable alternatives:

- Quarantine may end after **Day 10, without testing if no symptoms have been reported** during daily monitoring
- Quarantine can end after **Day 7, with negative testing results AND no symptoms reported**
 - Test must be taken within **48 hrs** before the time of **planned shortened quarantine**
 - Quarantine **cannot be discontinued earlier than after Day 7**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				Last exposure Day 0	Quarantine Day 1	Quarantine Day 2
Quarantine Day 3	Quarantine Day 4	Quarantine Day 5	Quarantine Day 6	Quarantine Day 7	Quarantine Day 8	Quarantine Day 9
Quarantine Day 10	Return to school Day 11					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				Last exposure Day 0	Quarantine Day 1	Quarantine Day 2
Quarantine Day 3	Quarantine Day 4	Take test Day 5	Quarantine Day 6	Quarantine Day 7	If Negative, Return to school Day 8	

Additional Requirements:

- **No symptoms** of COVID-19 have occurred during quarantine
- Continue to monitor for possible symptoms until **Day 14 after the last close contact** with COVID-19 case
- Continue to follow all mitigation recommendations to prevent the spread of the virus
 - Wearing face masks
 - Practicing social distancing of 6 feet
 - Proper hand washing



Social Distancing



THE UNIVERSITY OF ARIZONA
Mel & Enid Zuckerman
College of Public Health



Source • cdc.gov | Designed by: Jessica Martinez

Resource C.



10 Things You Can Do To Prepare Your Student for Returning Back To School

Practice good hand hygiene

1 Parents and caretakers play an important role in teaching children to wash their hands. Teach them to sing their ABCs or have them count for at least 20 seconds ensuring they wash front, back, & in-between their fingers. Make hand-washing part of your routine and do it often throughout the day.



Update immunizations & physicals

6 Updated immunizations are required for school. All new students and sixth graders also require a physical exam on file. Contact your healthcare provider for an appointment. Immunizations can also be obtained at the Health Dept.



Practice wearing face covering

2 Your child will be required to wear a face covering at school. Practice increasing the time they are wearing a mask daily leading up to start of school. Teach them to not touch the inside of their mask when taking it off.



Update aerosolized medication

7 Inhalers with a chamber are preferred over nebulizers for administering at school. Speak with your child's healthcare provider to obtain the proper equipment and to update your child's Asthma Action Plan.



Practice 6ft of distance

3 Measure the distance on the floor. Consider temporarily laying pieces of paper down for a visual reference.



Purchase reusable water bottle

8 Water fountains may not be readily available and limited to only the water bottle filling feature. Make sure your child has a reusable water bottle to bring to school, and instruct them not to share it with others. Water bottles and caps should be taken home daily and washed.



Purchase a thermometer

4 Check your child's temperature every morning. If it is 100 or higher, they must stay home until 48 hours fever free (without the use of fever reducing medicine). If they develop a fever at school, refer to the COVID flowsheet and return to campus document.



**Don't forget to sign up for Kinsa's free smart thermometer waitlist by texting FLUENCY SCHOOL to 900900*

Verify/update emergency contacts

9 If your child presents with COVID-like symptoms, they will be placed in an isolation room and will need to be picked up immediately. Please ensure a contact can be reached at any given time and emergency contacts are updated.



Make/purchase extra masks

5 When possible, masks should only be used one time. Consider making or buying multiple masks to give you proper time to wash them between uses. SMS will provide 2 masks per student; additional masks will be available for purchase.



Stay informed

10 Educate yourself with up-to-date information on COVID-19 from reliable sources such as the CDC, Arizona Department of Health Services, Pima County Health Department and our school website.



For any questions or concerns, please contact Nurse Huff at 722-8478 x219 or email at ehuff@stmichael.net