



# Preparedness & Response Plan

## 2020/2021 School Year

Muskegon Christian School  
1220 Eastgate St  
Muskegon, MI 49442

<https://mchristianschool.com/>

MAISD – Nonpublic School (Phase 4 & 5) Plan

## **Background Information**

Muskegon Christian (MCS) School values the health and well being of all our school community members. As we look toward the 2020-2021 school year we have been and will continue to work hard at preventing the spread of COVID-19 while also seeking to meet the spiritual, social/emotional, mental, and physical health and growth of each of our students. MCS believes in the value of community as one of our biggest strengths. Therefore, we will not be staggering any day-to-day attendance of student groups as this would put an unnecessary stress on our families and negatively impact the community-feel that our school provides and values.

In accordance with Governor Whitmer's Executive Order 2020-142 (EO 20-142), MCS has reviewed the MI Safe Schools 2020-21 Return to School Roadmap requirements and recommendations and has created this document to share our school's specific preparedness and response plan as we reopen for this coming school year. This plan is intended to address our school's policies and procedures for Phase 4 and 5 specifically within the MI Safe Start steps. Please note, that if a recommended item does not appear within this plan document, it has been reviewed and considered by MCS, and deemed either not possible in our context or may reduce the quality of our instruction or fulfillment of our mission. This plan is a working document and may be amended at the discretion of the MCS school board or principal. We will continue to review and amend the plan as needed. Changes to this document will be communicated to the school community as a whole at least seven days prior to the change taking place.

This plan has been created by school administration and staff. It has also been approved by the MCS school board.

## **Understanding the MCS Preparedness Plan**

Returning to face-to-face instruction is the main objective. Our staff has continually worked towards this chief goal while also taking seriously our call to keep the students and staff at MCS safe and healthy.

Each section in this document will have a bold title at the top of it and represent a category from the following list of considerations provided in the Michigan Roadmap:

- **Personal Protective Equipment (PPE) & Hygiene**
- **Spacing & Movement**
- **Screening Students**
- **Responding to Positive Tests Among Staff & Students**
- **Food Service, Gatherings, & Extracurricular Activities**
- **Cleaning**

## **CONFIDENTIALITY NOTICE:**

Due to privacy protection and various confidentiality laws in place, a MCS staff member will never discuss or acknowledge a student or staff member's health information with others (even if a family/student acknowledges and publicly discloses a positive test, school officials and staff **must never** participate in discussions or acknowledge a positive test).

# Personal Protective Equipment (PPE)

## FACIAL COVERINGS / MASKS

- Acceptable facial coverings include: homemade mask OR disposable surgical masks.
  - Homemade coverings must be washed daily.
  - Disposable coverings must be disposed of at the end of each day.
- Preschool-aged students (3's and 4's) and younger should never wear masks.
- Any staff member or student who cannot medically tolerate a facial covering must provide the MCS principal with a note from a doctor.
- Any staff member or student, as determined by the MCS Principal, that is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering.

|                                  | Phase 4   | Phase 5   |
|----------------------------------|---|---|
| PK Students                      | <ul style="list-style-type: none"> <li>● Facial coverings may be worn, but are not required</li> </ul>  | <ul style="list-style-type: none"> <li>● Facial coverings may be worn, but are not required</li> </ul>                                |
| K-6 <sup>th</sup> Grade Students | <ul style="list-style-type: none"> <li>● Facial coverings MUST be worn in the hallways and all common areas.</li> <li>● Facial coverings may be worn in the classroom, but are not required.</li> </ul> | <ul style="list-style-type: none"> <li>● Facial coverings may be worn in the hallways and classroom, but are not required.</li> </ul> |
| Staff                            | <ul style="list-style-type: none"> <li>● Facial coverings MUST be worn, except during meals.</li> </ul>   | <ul style="list-style-type: none"> <li>● Facial coverings may be worn in the hallways and classroom, but are not required.</li> </ul> |

### Notes:

- Facial coverings will inhibit choir and band instruction so masks will not be required in that class. A waiver to opt out of participation will be available for each student.
- Students will not be required to wear facial coverings during recess times and classes that take place outside.

## Hygiene

- ALL students and staff must either wash their hands or use hand sanitizer when entering a new room/environment and when leaving the room or environment. Parents are encouraged to share this with their children at home to help them prepare for this expectation.
- MCS will teach and regularly re-enforce with reminders and supervision of our students throughout each day to support healthy hygiene behaviors, especially regular use of hand sanitizer and handwashing with soap for at least 20 seconds.
- MCS will have hand-sanitizer stations at each entrance and will systematically check and refill each pump so that it contains hand sanitizer with at least 60% alcohol for safe use.

- MCS has placed signs by all of our restroom and classroom sinks that will help reinforce proper handwashing techniques.
- MCS will educate students on how to cough and sneeze into their elbows or to cover with a tissue.
  - Used tissues should be thrown into a trash.
  - Hands should immediately be washed and/or sanitized.
- ALL students and staff will schedule handwashing with soap and water every few hours.
- MCS will reduce the sharing of personal items and ‘community bins’ with things such as writing utensils, glue-sticks, scissors and other classroom supplies.

## **Spacing, Movement, & Access**

### **Student Desks**

MCS will space desks apart without inhibiting the overall learning environment and opportunities of the room, discretion will be granted to the teacher in order to ensure quality learning is taking place. Desks will not be ‘clustered’ into groups and should never be put together so students are directly facing each other for work sessions.

### **Student Tables**

MCS will attempt to space students as far apart as feasible for the activities they are participating in, this will vary depending on the context of the moment and discretion will be granted to the teacher.

### **Drop-off**

| <b>Class</b>                  | <b>Entrance</b>                              |
|-------------------------------|--|
| Preschool (3’s) & 3rd English | Main Entrance                                |
| Preschool (4s)-K              | Northeast Entrance nearest to cafeteria      |
| 1st & 2nd                     | Northwest Entrance nearest north playground  |
| 3rd SI & 4th                  | Southwest Entrance nearest to baseball field |
| 5th & 6th                     | Southeast Entrance behind school             |

- Preschool staff will be at the door to welcome them and point them in the right direction.
- All MCS staff will be in the hallway, welcoming students and helping them put away their backpacks, lunches, and other materials.
- MCS will have staff outside the doors before school to help assist students and parents during morning drop-off and pick-up.

### **Pick-up**

- Classes will have a designated cone and zone to bring their class to along the west side of the school. Dismissal will be staggered to relieve traffic congestion.
  - Preschool-2nd will dismiss at 3:00 in the North parking lot off Catherine Ave.

- 3rd-6th will dismiss at 3:10 in the South parking lot off Evanston St. Parents will be asked to pick their child up from the class zone outside and be as time efficient as possible.

### **Teachers & Social Distancing**

Whenever the context allows for teachers to maintain social distancing from students, they should model that by allowing for 6-feet or more (in an effort to help with teaching and awareness for students of the phrase 'social distancing' and what it means). This will not be possible in all contexts due to the nature of observing students' work and providing active and formative feedback.

### **Parent Access**

- Parents are highly encouraged to not enter the building during drop-off and pick-up times. In the event that a parent needs to access the building they should do the following:
  - Parents MUST wear a facial covering when in Phase #4.
  - Sign-in at the main office verifying that you are and have been symptom free.
  - Parents should attend to what brought them into the building and then exit in a timely manner.

### **Volunteers**

- Volunteers are individuals that assist in the classroom on a weekly basis. MCS does have a few key core volunteers who bless us with help with regular help in various day-to-day operational details. The MCS Principal will be providing a published list of those approved volunteers to the office staff members who will provide them with a visitor-pass to be on-site during the school day. They will be required to follow all aspects of this plan under the context of 'staff'.

### **Visitors**

- All adults entering the building must use the hand sanitizer provided at the entrance before proceeding to the main office. All visitors (including parents) must go immediately to the MCS main office as the checkpoint to drop off any forgotten items such as a lunch or school project.

### **Specials**

MCS will be seeking to provide Physical Education (P.E.) outdoors when the weather permits and in the gymnasium when it does not. Band will be taking place in the band room, but will maximize our social-distancing within that space as available. Art will be taking place in the art room and students will be socially-distanced as much as possible. The rooms will be sanitized in between classes. All other specials (technology, Spanish, and music) will be held in students' homerooms in Phase 4.

### **Classrooms**

MCS will do our best to open windows when weather permits to allow better circulation (considerations and exceptions will be made at times for students with asthma or other health conditions).

# Screening Students & Staff

## Health Department

MCS principal, Nate Schout, will continue to maintain close communication and cooperation with the Muskegon County Health Department in regards to implementing protocols for screening students and staff.

## Temperature-taking Protocols

- All families will be responsible for taking their children's temperature each morning prior to allowing them to go to school.
- All staff members will be responsible for taking their temperature each morning prior to coming to school.
- Staff or students that run a temperature of 100.4 degrees or higher during the school day will be removed from the general classroom and sent home.
- Staff or students with a temperature of 100.4 degrees or higher **MUST** remain home from school. Primary Care Physicians should be contacted to determine the next step. Individuals must remain home until they have
  - Been fever free for at least 72 hours (if PCP does not recommend COVID testing) **OR**
  - Tested negative for COVID-19 **OR**
  - Recovered completely according to the CDC guidelines and received clearance to return to school from the Muskegon County Health Department directly.

## Symptomatic Students and Staff

If a student or staff member demonstrates a persistent cough or shortness of breath they must remain home from school until they have followed up with a primary care provider and have written permission to return to school from the medical provider.

## Sick/Quarantine Room:

- MCS has identified an area in the office which will serve as a designated quarantine area when a student shows signs of illness on-site. This room has been furnished with easily cleaned furniture, hard flooring, and waste-basket.
- When a student is brought to the quarantine area both the support care staff member and the student will be required to wear a mask. The office team members will do their best to contact the parents/caregivers listed on the student's emergency-form in the office to seek support from the child's home as soon as possible.

# Testing Protocols for Students & Staff And Responding to Positive Cases

## Health Department

MCS will notify and cooperate with the Muskegon County Health Department if a confirmed case of COVID-19 is identified. MCS will assist in the effort of providing contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present at the school. Close contact is defined as any individual that was within six feet of someone testing positive for the virus for at least fifteen minutes.

- MCS will trust that the Muskegon County Health Department will initiate contact tracing, following regular public health practice.
- MCS will provide staff with guidance on confidentiality laws and statutes that protect student and staff health information, seeking to provide as much privacy of and respect for the affected individual as possible.
- Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self-quarantine for up to 14 days after the exposure.
- MCS Employees with a confirmed case of COVID-19 should only return to school AFTER they are no longer infectious as determined by the Muskegon County Health Department using the most current guidelines from the CDC for this determination.

## Testing Protocols

- Any MCS student who develops a fever or becomes ill with COVID-19 symptoms while at school will wear a mask and wait in the MCS Sick/Quarantine Area with a staff member until their parent or guardian can come to transport them for off-site testing.
- Any MCS Staff member who develops a fever or becomes ill with COVID-19 symptoms WHILE AT SCHOOL should wear a mask and head directly to be tested off-site.
- Symptomatic students OR staff should be kept home from school until they have tested negative or have been released from isolation by the Muskegon County Health Department using CDC guidelines.

## Positive Test Protocols

- Students and staff will remain home until they two negative tests or have been released from isolation by the Muskegon County Health Department.
- Family members of the student or staff member that tested positive will remain home for one week to monitor symptoms. Students will have the opportunity to learn remotely during this time. Staff will provide learning materials to complete from home and instruction so that they can do successfully with as little parental involvement as possible.
- MCS will close any classroom down that had an individual with an identified positive laboratory result for COVID-19 for 24-hours whenever possible prior to cleaning and sanitizing the room (to minimize the risk of any airborne particles). The remaining students and staff not identified as a close contact by the Health Department will be moved to a new location until the classroom has

been thoroughly cleaned. Cleaning staff should wear a surgical mask, gloves, and a face shield when cleaning these areas.

#### **Parent Notification of the presence of COVID-19**

- MCS will follow guidance provided by the Muskegon County Health Department in regards to notifying families when there is a laboratory positive case of COVID-19 in the classroom and encourage families to have closer observation for any symptoms they may notice at home.
- At this time, empiric testing of all students or staff members in the class is NOT recommended. Only those that develop symptoms require testing for COVID-19 (per the governor's MI Safe Schools Roadmap page 25).

## **Food Service, Gatherings, & Extracurricular Activities**

### **Chapels/Assemblies**

MCS will hold its chapels and assemblies outside or through a stream to each classroom. Large-scale assemblies indoors (50+ people) won't occur until deemed safe by the Muskegon County Health Department or other official government entity.

### **Lunch**

- Students that order hot lunch in the morning will have their meal delivered to the classroom. This will include disposal silverware that can be thrown away at the end of the meal.
- MCS hot lunch staff will wear gloves and surgical masks when preparing food and serving in the classrooms.

### **Recess**

MCS understands the importance of outdoor play time. We are committed to providing this as unrestricted as possible while maintaining a safe environment. Whenever outdoor recess is not possible, each class of students will have indoor recess in their classroom.

### **Extra-Curricular Activities**

MCS will continue to use facial coverings with any extracurricular activities that take place in phase 4.

### **Field Trips**

MCS will postpone all field trips through the month of October. In Phase 4, MCS will comply with the transportation guidelines of the MI Safe Schools Roadmap in regards to any field trips (including wearing masks for all students K-6).

## Cleaning

- MCS will secure its cleaning and disinfection products when not in use, including keeping them away from children. Adequate ventilation will be considered when staff is using products. Cleaning staff will use gloves, surgical masks, and face shields when using cleaning products.
- MCS will sanitize all frequently touched surfaces including light switches, doors, benches, and bathrooms every four hours with an EPA-Approved Disinfectant or diluted bleach solution.
- MCS Classroom Teachers – will each use an EPA-approved disinfectant or diluted bleach solution provided to wipe down all student desks, tables, and counters at break times and after lunch.
- MCS Specials Teachers - will each use an EPA-approved disinfectant or diluted bleach solution provided to wipe down all student desks, tables, and counters between every class.