

# MI Safe Schools Roadmap

## COVENANT CHRISTIAN HIGH SCHOOL Preparedness Plan

2020-21

August 10, 2020



**Name of District: Covenant Christian High School**

**Address of District: 1401 Ferndale Ave. SW**

**District Code Number: 41130 Building 04850**

**Web Address of the District: [www.covenantchristianhs.org](http://www.covenantchristianhs.org)**

**Name of Intermediate School District: Kent**

**Name of Authorizing Body (if applicable): Board of Trustees of Covenant Christian High School**

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# Introduction

This *Michigan Return to School Roadmap for Covenant Christian High School* provides a comprehensive plan for implementing the requirements and strong recommendations in major sections of *Michigan's 2020-21 Return to School Roadmap*. This document will help guide Covenant Christian students and staff to a safe return to school leveraging the recommendations for mental and social-emotional well-being, instruction, and school operations that have been presented by the state in *Michigan's 2020-21 Return to School Roadmap*.

This plan was formulated using the "MI Safe Schools: Michigan's 2020-21 Return to School Roadmap" as well as a template, supported by research, that was provided by the Michigan Association of Intermediate School Administrators. The intent of this plan is to meet the requirements of Michigan Governor's Executive Order 2020-142.

This plan focuses on Phase **4** of *Michigan's 2020-21 Return to School Roadmap*. Covenant Christian High School already has created and operated under a comprehensive plan for Phases **1** to **3** in the spring of 2020. Since the requirements and recommendations of Phase **5** are all in Phase **4**, the two plans are essentially the same. For example, some of the Phase **4** requirements become strong recommendations in Phase **5**, and some of the strong recommendations in Phase **4** are reduced to recommendations. We will only have to decide if they will eliminate any of the Phase **4** requirements or recommendations in Phase **5** to construct a Phase **5** plan.

This plan has some elements that will remain fluid as we follow the guidelines given by the Kent County Health Department.

# Assurances

Covenant Christian High School (CCHS) commits to implement the following as outlined in the Governor's Executive Order 2020-142.

1. CCHS assures that when it provides in-person instruction to its students without disabilities, the district will also provide in-person instruction to its students with disabilities, consistent with their individualized education plans.
2. CCHS assures that when schools are closed to in-person instruction, the district will strive in good faith and to the extent practicable, based upon available resources, technology, training, and curriculum, as well as the circumstances presented by COVID-19, to provide equal access to any alternative modes of instruction to students with disabilities from birth through age 26. This includes the provision of auxiliary services under section 1296 of the Revised School Code, MCL 380.1296.
3. CCHS assures that it will, to the extent practicable and necessary, make individualized determinations whether and to what extent compensatory services may be needed for students in light of the school closures during the 2019–2020 school year.
4. CCHS assures that during Phase 1, 2 or 3 it will close its buildings to anyone except:
  - a. CCHS employees or contractors necessary to conduct minimum basic school operations consistent with a Preparedness Plan, including those employers or contractors necessary to facilitate alternative modes of instruction, such as distributing materials and equipment or performing other necessary in-person functions.
5. CCHS assures that during Phase 1, 2, or 3 it will suspend athletics, after-school activities, inter-school activities, and busing.
6. CCHS assures that during Phase 4 it will prohibit indoor assemblies that bring together students from more than one classroom.

## MI Safe Start Phase 4 - In-Person Instruction

- The number of new cases and deaths has fallen for a period of time, but overall case levels are still high.
- Most new outbreaks are quickly identified, traced, and contained due to robust testing infrastructure and rapid contact tracing.
- Health system capacity can typically handle these new outbreaks, and therefore case fatality rate does not rise above typical levels.
- The overall number of infected individuals still indicate the need for distancing to stop transmission and move to the next phase.

## Phase 4 - Safety Protocols

### Personal Protective Equipment

#### **Covenant Christian Implementation Plan:**

- Facial coverings must always be worn by staff except for meals. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Any staff member who cannot medically tolerate a facial covering must not wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering. Special education teachers should consider wearing clear masks.
  - Homemade facial coverings must be washed daily.
  - Disposable facial coverings must be disposed of at the end of each day.
- Facial coverings must always be worn in hallways and common areas by all students in the building except for during meals. Any student that is unable to medically tolerate a facial covering must not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Written notice from a parent, with documentation of medical condition, is necessary for a student to not wear facial covering in Phase 4. This letter should be submitted to the Administrator for review by the COVID-19 Return to School Committee. The expectations for the wearing of face coverings and how to obtain clean face coverings will be included in all district to parent communications, all handbooks, all student orientations, and all staff orientations. (Aug. 1 - Aug. 30)
- Building, grounds, and transportation signage will be prominent throughout all school facilities and clearly identify who is required to wear face coverings in each designated area of the building, grounds, or bus. (Completed by Aug. 31)
- Exempted individuals will be recorded in a master database and information given to staff.
- Students who are capable of wearing a face covering and refuse to do so in an area where a face covering is required will be issued a face covering by a school official (teacher, paraprofessional, administrator, school safety staff, playground aid, etc.) and asked to put the face covering on. The instance will be documented as a log entry in FACTS.
- Students showing patterns of non-compliance will be removed from the school building. Parents will be notified of each instance of non-compliance by the administration. Continued non-compliance of the facial covering requirement will be considered as

insubordination and may lead to a suspension of educational services. Parents will be required to meet with the Education Committee to give assurances that there will be compliance.

- Guests to the school building (presenters, substitute teachers, etc.) will be issued a disposable face covering upon signing in at the main office and will be instructed to wear the face covering at all times. Instances of non-compliance will result in the guest being asked to leave the building.
- In instances of uncertainty about individuals not wearing face coverings, these matters will be relayed to the building administration for review and decisive action.

## Hygiene

### **Covenant Christian Implementation Plan:**

- Every classroom will be supplied hand sanitizer with at least 60% alcohol.
- Five hand sanitizing stations will be placed in strategic locations throughout the building.
- Our daily schedule gives allowance for handwashing before school begins, during a break after 2 periods, at lunch following two more periods, and the end of the day. Maximum time possible for any student to not have time would be 2 hours and 30 minutes.
- Supplies (hand sanitizer, tissues, trash receptacles) will be checked daily and restocked in the classroom.
- Teachers will contact the office immediately if supplies run low during the school day.
- Each classroom will have a hygiene protocol with timelines that are posted and communicated via newsletters, web pages, bulletin boards, and the like. It will include
  - Hand-washing expectations—All students will use hand sanitizer upon entry to the classroom.
  - Room and materials cleaning schedule
- Instruction will be posted in the bathrooms and throughout the building.
- Proper mitigation strategies including hand washing and sneezing will be communicated to families via newsletters, web pages, bulletin boards, and the like. Parents and caregivers will be asked to review and reinforce with their students.
- Custodial staff will
  - Procure adequate soap, hand sanitizer, paper towels, tissues by August 1, November 20, February 20, and May 20
  - Post signage related to cleaning and hygiene strategies in each room, restroom, throughout the hallways by August 20
  - Custodial staff will monitor hygiene supplies and refill as needed.
  - Procure hand sanitizing stations as deemed necessary during walk-through with building administrator.
- Sharing school supplies will be limited. All students have individual lockers for the own personal items and textbooks.
- Materials or supplies that are used by students will be returned for sanitization before being given to another student. Chromebooks used by students will be wiped down by the student before they are returned to the charging station.

## Spacing, Movement and Access

### **Covenant Christian Implementation Plan:**

- Building/facility leaders will assess the number of desks, tables, and the capacity to physical distance with existing student enrollment and furniture.
- Building/facility leaders will determine what furniture or supplies can be removed from the building or what alternate furniture can be used to create greater physical distance. The current physical distance between students and staff in district buildings ranges from 3 to 5.5 feet after those accommodations. Large tables rather than individual desks are used in a few rooms and must be treated differently.
- Teachers will be required to maintain permanent seating charts to facilitate contact tracing if necessary.
- Signage will be posted throughout the building and on restroom doors reminding students, staff, and guests of the physical distance requirement.
- Restroom sinks will be disabled and marked out of order if they are closer than 3 feet.
- Visitors to the building will check in through the office. Plexiglass barriers will be installed at the check-in kiosk. Visitors will be guided to the office by barriers. Visitors will be required to sign out through the office to document time, purpose, and locations visited in the building.
- All student desks will face the front of the classroom
- Students will always be seated to maximize social distancing. Teachers will assess the situation in each class and set the seating chart accordingly.
- The library will be limited to 50% capacity with students using alternate seats each period to allow for cleaning.
- The teacher will be the only person who will open or close the classroom door. They will open it for the class to come in and open it for the class to exit. Entry doors to the school will be held open prior to the start of school and at the end of the day.
- Classroom doors and windows will remain open as much as possible during the day to maximize air movement.
- Plexiglass shields will be placed at the reception counter in the main office, at the library counter, and in the room of teachers who may be more vulnerable, if they request it.
- Health screening questions and entry requirements will be posted at the entries for guests who may enter the building. Records will be kept of the date and time of all visitors.

## Screening Students and Staff

### **Covenant Christian Implementation Plan:**

- A copy of Covenant Christian's screening and exposure plan will be submitted to the County Health Department. This plan will involve some form of daily screening by parents. This plan will be reviewed monthly with the CCHS COVID 19 Reopening Committee and the Health Department.
- The Conference Room in the main office hallway will serve as a quarantine area and the Office Manager will monitor the room and care for any student who becomes ill. This

room will be outfitted with appropriate PPE including gowns, face shields, N95 Masks, gloves, sanitizing wipes and log sheets

- Students who become ill with symptoms of COVID-19 should immediately notify the office and then drive home or be placed in an identified quarantine area with a surgical mask in place until they can be picked up. Identified school staff caring for these children should wear a surgical mask.
- Surgical masks will be provided for the Office Manager and the student who becomes ill with COVID-19 symptoms
- Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.
- Records will be kept of all students who leave school due to illness. Parents will be notified of the expected procedures and conditions for returning to school
- Each building will have an identified and trained staff person to serve as the “quarantine officer”. These duties will take precedence over any other responsibilities and therefore this individual must have the flexibility to leave their regular assignment at a moment’s notice.
- Parent communication will be made immediately with clear and concise directions on where and how to pick up the student.
- A designated person (office staff) will contact the student/family each day after removal until test results are provided and verified before the student can return to school.
- During the time of quarantine, the student will be asked to self identify the location and individuals they came into contact with for the past 48 hours to the best of their recollection. Priority will be placed on those individuals that they were in contact with for a sustained 15 minutes or more.
- The health department will be contacted after parents have been contacted to assist in contact tracing and notification of vulnerable individuals.
- Staff should conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they should stay home. Staff will document that they have completed this self-check on a daily basis using the means provided.
- Staff who are unable to work due to displaying COVID-19 symptoms will be required to report this to the school, and should contact their physician for advice regarding testing, and inform the school if/when results are available. Positive tests for staff members will result in a required quarantine away from school per CDC/Health Department guidelines. Days of quarantine for COVID-19 positive results will NOT count against employee sick time allocations.
- Families will be encouraged to check their child’s temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 or greater should stay home and consider coronavirus testing if symptoms of COVID-19 are present.
- Families will be encouraged to monitor their children for symptoms of COVID-19. The presence of any symptoms, including cough or shortness of breath, should prompt the family to keep the student home from school and to follow up with a primary care provider.



## Testing Protocols for Students and Staff and Responding to Positive Cases

### **Covenant Christian Implementation Plan:**

- Note: These tasks depend heavily on recommendations from the Kent County Health Department.
- Students who develop a fever or become ill with COVID-19 symptoms at school will wear a mask and will be sent home or be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing.
- Staff who develop a fever or become ill with COVID-19 symptoms at school will wear a mask, leave school, and be encouraged to contact their PCP.
- Symptomatic students and staff sent home from school will be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.
- The Office Manager will maintain a form that will record test results and timelines
- Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.
- In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts will be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. Students and staff should be closely monitored for any symptoms of COVID-19. 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.
- All classrooms will have mandatory seating charts that will not change as long as we are in Phases 4 or 5.

## Responding to Positive Tests Among Staff and Students

### **Covenant Christian Implementation Plan:**

- Note: These tasks depend heavily on recommendations from the Kent County Health Department.
- Local health officials, staff, and students will be notified immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws. The Local Health Department will initiate contact tracing, following regular public health practice. 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 exposure. Local health officials, depending on the situation, may identify other contacts who require quarantine. The school will collect any data and contact information that is needed.
- Covenant Christian High School will provide its staff with guidance on confidentiality laws and statutes that protect student and staff health information. Student communicable disease related information is protected health information. (Even if a family/ student acknowledges and publicly discloses a positive test, school staff and officials must not

participate in discussions or acknowledge a positive test outside of necessary school communications).

- Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.
- Any staff member who is involved in cleaning will be required to wear a surgical mask, gloves, and a face shield when performing cleaning of these areas.
- If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles
- Effort will be made to keep smaller areas closed but this may not be possible in all cases.

## Food Service

### **Covenant Christian Implementation Plan:**

- Food Service is not provided. Students bring their own lunches to school and will either eat in the 4<sup>th</sup> hour classrooms or eat outside. Eating time in the classroom will be limited to 12 minutes after which all students must leave the room. Facial coverings will not be required during this time.
- Microwaves will not be available for student use.
- Any food served to students will be done in accordance with Health Department guidelines.

## Gatherings and Extracurricular Activities

### **Covenant Christian Implementation Plan:**

- At this time no indoor assemblies or school events of over 50 people will be held. All essential presentations will be done by remote monitors in the classrooms or by staff entering the room to share the needed information.
- All field trips are suspended, this will be reviewed as we move to Phase 5.
- Chapel, which is intended to involve the entire school community, will be conducted via video presentation with small group discussions in the classrooms.
- All extracurricular activities will require face covering. All social distancing requirements will be in place, so events will be outside or in large ventilated areas.

## Athletics

### **Covenant Christian Implementation Plan:**

- CCHS will follow the most current guidelines provided by the Michigan High School Athletic Association. As of 8/12/20 this includes the following:
- The CCHS will comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).
- Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant should confirm that they are healthy and without any symptoms prior to any event.

- All equipment must be disinfected before and after use.
- Inter-school competitions may be held provided that facial coverings are worn if school transportation is provided. Buses must be cleaned and disinfected before and after every use, as detailed in the subsequent “Busing and Student Transportation” section.
- Spectators are allowed provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times. Attention must be given to entry and exit points to prevent crowding.
- Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
- Handshakes, fist bumps, and other unnecessary contact must not occur.
- Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.
- Large scale indoor spectator events are suspended. Large scale outdoor spectator or stadium events are limited to 100 people, and people not part of the same household must maintain six feet of distance from one another.

## Cleaning

### **Covenant Christian Implementation Plan:**

- District Level Administrators and Building Operations will meet to review all guidance related to cleaning and disinfecting of buildings and to review the Building Operations sections of the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap.
- An inventory related to all cleaning supplies that are in compliance with EPA-approved COVID-19 materials will be taken and orders made to address increased cleaning protocols.
- Cleaning stations will be identified around the building that hold materials for use in different wings
- All classrooms will be provided spray bottles with EPA-approved disinfectant or diluted bleach solution, paper towels, face shield and gloves in order to address new cleaning protocols. Staff must wear gloves, a mask and face shield when cleaning, and students will not be allowed access to the store of cleaning solutions.
- Each building custodial team and administrator will tour their building and identify areas of frequent use throughout the building. A map will be created and kept secure in the head custodian room and office to ensure compliance when custodial substitutes are in the building.
- Custodial staff will walk the building wiping all high frequency usage areas at 12:00 noon and 4:00 p.m., and following any evening activities in the building. Staff will note the time and date and initials on a chart that is kept daily.
- Classroom teachers will be responsible for assigning students to wipe down all student desks at the end of every period with EPA-approved disinfectant or diluted bleach solution. Locked storage units with ventilation for cleaning materials will be available for all staff as needed. All classrooms will have the appropriate EPA-approved disinfectant or diluted bleach solution in their rooms.
- A training on cleaning materials and protocols will be provided to the staff through a virtual meeting the first week of school. This training will show the use of PPE when cleaning, protocols for the classroom and storage of cleaning materials.

- Students will wipe down Chromebooks and computers after each use.

## Busing and Student Transportation

### **Covenant Christian Implementation Plan:**

- Covenant Christian does not provide student transportation.
- Students that arrive via buses provided by other organizations will follow the protocol instituted by the provider.

## Medically Vulnerable Students and Staff

### **Covenant Christian Implementation Plan:**

- Identify all health care plans, IEPs, IFSPs, and 504 plans
- Knowledgeable staff (e.g., nurse, special education teachers, 504 coordinator) will review plans to identify those that require additional accommodations related to COVID-19. Consult [CDC guidelines](#). For example, there are exemptions to wearing face coverings for students with certain conditions. Update plans as needed.
- Any staff member identifying as medically vulnerable may request reasonable accommodation and consideration of modifications to the classroom setting. We will enable staff who are high risk for severe illness to minimize face to face contact and allow them to maintain a distance of six feet from others, provide protective barriers.

## Phase 4 - Mental & Social-Emotional Health

### **Covenant Christian Implementation Plan:**

- Covenant Christian High believes that mental, social-emotional, and spiritual health are critical and foundational pieces to the success of this coming year. As a parental Christian school we expect that the parents will be at the front line of support in these areas. They will also depend greatly upon the local church with the pastors and elders. Although we understand the “requirements” stated in the roadmap are minimally stated, we wholeheartedly believe this work and intentional planning will make or break every other part of the living-work plan. Therefore, we will elaborate on our plan to support our school community which includes students, families and community, instructional staff, support staff, administration and other school leaders. The school will establish and communicate to all staff guidelines for identification and rapid referral of at risk students to appropriate school staff.
- The Administrator will serve as the point person to handle all mental health referrals.
- The School will communicate with parents and guardians through various means and in a positive manner the return to school transition information.
- The balance of the strongly recommended items in this category are a regular part of our teacher preparation and support. Teachers can refer to the counseling documents provided by the school.

# Phase 4 – Instruction

## Governance

### **Covenant Christian Implementation Plan:**

Our district’s Teaching and Learning Team will be led by our Administrator. We will include (names):

- Rick Noorman--Principal/Administrator
- Rick DeVries--Assistant Principal
- Kyle Bruinooge--Curriculum Director
- James Haveman--Guidance Counselor
- Karl Dykstra and Jon Van Overloop--teacher representatives
- Brian Decker--Board of Education representative
- TBD--parent representative
- TBD--student representative (9-12)

Our group will meet as needed to address specific areas of the plan and will meet as determined through our process.

Our district will ask stakeholders to provide feedback regarding their experience with online learning. This information will be used by our Teaching and Learning committee to help inform the development of the plan, paying special attention to equity and access by actively recruiting input from underrepresented groups.

The final Preparedness Plan will be posted on the district’s website, and related sections will be included as a supplement to the student and staff handbooks. Building administration and teachers will engage students in a full review of the supplemental information related to the Preparedness Plan to ensure students are well versed in the event we return to remote in any form or fashion.

## Instruction - In-Person or Hybrid (Before School Reopens)

### **Covenant Christian Implementation Plan:**

Covenant Christian will rely on its Administrative team to provide and support all educational instruction and services for all students that are provided during any non-COVID period of schooling.

Our instructional plan is centered on the same mission statement that always guides our work. During Phase 4, all students will attend school every day for face-to-face instruction. Deep learning, student engagement, and a Reformed foundation are top priorities for our instructional vision - whether our learning environment is face-to-face, hybrid, or remote.

### **Integration of Social-Emotional Learning:**

Our 9-12 classrooms rely heavily on and will support strong relationships between staff and students and will provide opportunities to focus on well-being, goal-setting, and self-reflection.

### **Special Education:**

The Board for Protestant Reformed Special Education will direct the work being done at CCHS with the special education students.

### **Postsecondary Transitions:**

Our Guidance Counseling program will continue its work to support all students for postsecondary transition. These supports will encompass:

- Determining what resources should be shared with Class of '21 and Class of '22 students and families.
- Planning for fall administration of SAT and ensuring that high school staff are communicating regularly with seniors.
- Providing resources, information, and training to parents and students. This will include a wide continuum of topics such as FAFSA completion, college application preparation, stackable certifications, etc.
- Utilizing counselors and/or college advisors to provide continued support to Tuition Incentive Program (TIP) eligible students. Monitor the number of TIP eligible students who are enrolling in college.
- Coordinating efforts with our local college access network, counselors, and college advisors.
- We will monitor the impact and perhaps unintended consequences created by moving to online instruction during the spring of 2020 and moving forward if we must revert back to that form. We will ensure all transcripts note the COVID19 closure and any resulting changes in grading.
- Creating measures/processes to identify students who may need additional support.

### **Schedules and Routines:**

The CCHS schedule has been adjusted to minimize the time of contact between students outside of the classroom.

## **Instruction - In-Person or Hybrid (After School Opens)**

### **Covenant Christian Implementation Plan:**

All of the educational standards, monitoring, and evaluation that are the foundation of the work at Covenant Christian High will remain in place no matter which method of delivery we are called upon to use.

### **Ensuring Learning:**

Once school starts, we will ensure learning for all students through our normal practices of evaluation and monitoring of teacher practices.

### **Shifting to a Remote Learning Environment:**

To remain prepared for needed shifts to an all-district remote learning context, we will:

- Secure online tools and materials that will provide standards-aligned learning that is customizable to student needs.

- Have staff discussions that will continually give thought to a return to online instruction and the various tools that can be used for this.
- Prepare communication assets for key audiences (students, teachers, parents) that clarify new protocols and resources, share evidence of student learning, and ensure that all stakeholders receive status updates.
- Teaching staff will be prepared to provide instruction to students who are not in school due to COVID-19 illness, uncertainty, or quarantine.

When in hybrid or remote learning modes we will:

- Confirm that all students who will be learning from home will have devices that are functional.

## Communications and Family Supports

### **Covenant Christian Implementation Plan:**

#### **Communication Systems:**

We will continue to use email and our school website to provide communication to families. We will:

- Maintain timely, accurate, and clear two-way communication with families regarding student's academic and social-emotional functioning and school and classroom information.
- Clearly communicate all plans and expectations for your child's return to school including modes of assessment, details about curriculum and expectations for grade-level proficiencies..
- Ensure our teachers know and understand the school communication plan
- Ensure our teachers use the district's remote learning platform(s) effectively and parents have access to the information
- Communicate in a timely manner when it becomes necessary to modify our modes of instruction

#### **Family Partnerships:**

We truly value our parents as essential partners in the educational process. Our parents are the owners of our school and the school exists to serve them as we educate their children. Our families and students have experienced many unforeseen challenges and new experiences during the past few months. We expect that we will all continue to face new experiences in the fall and are committed to supporting our students and families.

## **Professional Learning**

### **Covenant Christian Implementation Plan:**

Our Teaching and Learning plan depends on the professional competency of our teachers. It is critical that we continue to support them in their work and provide professional development opportunities to assist them in their growth as educators. We will be assisted in a needs assessment by staff communication.

## Phase 4 – Operations

### Facilities

#### **Covenant Christian Implementation Plan:**

- Custodial staff will secure supply lines for all necessary cleaning and sanitizing materials.
- The School Board Building Committee will oversee all operations of the custodial staff and ensure that proper training is taking place and guidelines are being followed.
- The Building Committee, custodial staff, and Administrator will conduct a walk-through of the facility to ensure that classrooms, common spaces, and the exterior are ready for staff and students to report and that all signage is in place.
- The Maintenance Director will ensure that the HVAC system is working to maximize the exchange of air in the classrooms and filters are regularly changed.

### Budget, Food Service, Enrollment, and Staffing

#### **Covenant Christian Implementation Plan:**

- Students will be informed of the required protocol for arriving at school and preparing for the first class.
- The Administrator will conduct an assessment of the availability of substitute teachers in the event that a teacher or teachers will not be able to be at school.
- New school staff will have the normal orientation session with emphasis on the COVID 19 operation protocol.

### Technology

#### **Covenant Christian Implementation Plan:**

- CCHS has adequate devices to provide for the needs of its students if we must return to online learning.
- CCHS supports the use of technology for teaching and learning, particularly Remote Learning, as outlined in this Preparedness Plan.
- To support families and their students during remote learning, CCHS has established a help team to assist with technology needs. This team includes Rick DeVries and Ria Faber.
- We have developed procedures for return and inventory of school owned devices as part of a return to school technology plan. The procedures include:

*Safely bagging devices collected at schools;*

*[Sanitizing the devices](#) prior to a repair or replacement evaluation;*

*Ordering accessories that may be needed; and conducting prepared maintenance routines to remove malware and fix standard issues including, screen, keyboard, or battery replacement.*

#### **If Schools are Instructed to Close for In-Person Instruction**



- Students who require a device for use at home have had one assigned to them.
- When school is instructed to close as we did in March of 2020, we will have Chromebooks available to students. Each student will be sent home with their assigned device. When that isn't possible, or the school is instructed to close when students are not on-site, the school will communicate a schedule for parents to pick up their device.

### ***When Schools Reopen for In-Person Instruction***

- All remote lessons will follow our established curriculum and be delivered through Google Classroom for the course.
- To the extent possible, teachers are encouraged to continue using Google Classroom to deliver content and assignments during in-person instruction to familiarize students with the remote learning tools and to minimize disruptions caused by transitioning between in-person and remote learning and back again.

## Transportation

### **Covenant Christian Implementation Plan:**

Covenant Christian does not provide transportation for students.

## MI Safe Start Phase 5 - In-Person Instruction

- New cases and deaths continue to decrease for an additional period of time.
- At this point, the number of active cases has reached a point where infection from other members of the community is less common.
- With widespread testing, positivity rates often fall much lower than earlier phases.
- Rapid case investigation, contact tracing, and containment strategies cause new cases to continue to fall.

## Phase 5 - How it differs from Phase 4

The requirements and recommendations of Phase 5 are all in Phase 4. For example, some of the Phase 4 requirements become strong recommendations in Phase 5, and some of the strong recommendations in Phase 4 are reduced to recommendations. A district can develop a Phase 5 plan by determining which recommendations from Phase 4 will not be required in Phase 5. The plans for the two phases can be essentially the same.

When our Region moves into Phase 5 all of the required items from the Phase 4 plan will be evaluated and decisions made by the School Board as to which items will remain in effect. Our initial Phase 5 plan is listed below. These decisions will be evaluated by the administration and COVID 19 Reopening Committee and approved on a by-weekly basis by the School Board. Changes will be based upon the conditions within the school community and the Region as a whole.

### **The following protocols will remain in effect for the school when our district moves to Phase 5**

#### PERSONAL PROTECTIVE EQUIPMENT

- Facial coverings must always be worn by staff except for meals. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Any staff member who cannot medically tolerate a facial covering must not wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering. Special education teachers should consider wearing clear masks. Homemade facial coverings must be washed daily.

Disposable facial coverings must be disposed of at the end of each day.

- Covenant Christian does not provide transportation and will not need to address transportation related items.
- Facial coverings must always be worn in hallways and common areas by all students in the building except for during meals. Any student that is unable to medically tolerate a facial covering must not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Written notice from a parent with documentation of medical condition for a student to not wear facial covering in

Phase 4. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Homemade facial coverings must be washed daily.

Disposable facing coverings must be disposed of at the end of each day.

Note: Students with significant disabilities preventing the use of facial coverings are referred to forthcoming guidance from MDE.

- Facial coverings must be worn in classrooms by all students grades 9-12. Any student who cannot medically tolerate a facial covering must not wear one. Any student who is incapacitated, or unable to remove the facial covering without assistance, must not wear one. Written notice from a parent with documentation of medical condition for a student to not wear facial covering in Phase 4.

#### HYGEINE

- We will continue to maintain adequate cleaning supplies and promote good hygiene practices in the building.

#### SCREENING STUDENTS, STAFF, AND GUESTS

- Covenant Christian High School will cooperate with the local public health department regarding implementing protocols for screening students and staff.
- Every school should identify and designate a quarantine area and a staff person to care for students who become ill at school. The Conference Room in the main office hallway will serve as a quarantine area and the Office Manager will monitor the room and care for any student who becomes ill.
- Students who become ill with symptoms of COVID-19 should be placed in an identified quarantine area with a surgical mask in place until they can be picked up. Identified school staff caring for these children should wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required. Surgical masks will be provided for the Office Manager and the student who becomes ill with COVID-19 symptoms
- Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines. Records will be kept of all students who leave school due to illness. Parents will be notified of the expected procedures and conditions for returning to school.
- Staff should conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they should stay home. Staff will self-monitor for symptoms of COVID-19 and register their temperature on a daily basis.

Note: Phase 5 options include dropping the daily self-examination monitoring for staff

## TESTING PROTOCOLS FOR STUDENTS AND STAFF AND RESPONDING TO POSITIVE CASES

- Covenant Christian High School will cooperate with the local public health department regarding implementing protocols for screening students and staff.
- Students who develop a fever or become ill with COVID-19 symptoms at school will wear a mask and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing.
- Staff who develop a fever or become ill with COVID-19 symptoms at school will wear a mask and be transported for off-site testing.
- Symptomatic students and staff sent home from school will be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines. The Office Manager will maintain a form that will record test results and timelines
- Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.
- In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts will be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. Students and staff should be closely monitored for any symptoms of COVID-19. 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.
- All classrooms will have mandatory seating charts that will not change as long as we are in Phases 4 or 5.

## RESPONDING TO POSITIVE TESTING RESULTS REQUIRED

- Covenant Christian High School will cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, must collect the 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.
- Local health officials, staff, and students will be notified immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws. The Local Health Department will initiate contact tracing, following regular public health practice. 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 exposure. Local health officials, depending on the situation, may identify other contacts who require quarantine. The school will collect any data and contact information that is needed.
- Covenant Christian High School will provide staff with guidance on confidentiality laws and statutes that protect student and staff health information. Student communicable disease related information is protected health information. (Even if a family/ student

acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test).

- Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.
- Any staff member who is involved in cleaning staff will be recommended to wear a surgical mask, gloves, and a face shield when performing cleaning of these areas.
- If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles. Effort will be made to keep smaller areas closed but this may not be possible in all cases.

#### FOOD SERVICE, GATHERINGS, AND EXTRACURRICULAR ACTIVITIES

- In the event that food is served those who serve will wear facial coverings and gloves.
- All school chapel will be resumed using social distancing guidelines.

#### ATHLETICS

- Covenant Christian will continue to follow the guidelines of the MHSAA and continue the strongly recommended guidelines below:
- All equipment must be disinfected before and after use. This will be done in accordance with the procedures set up by the Athletic Director and coaches.
- Inter-school competitions may be held provided that, facial coverings are worn if school transportation is provided. Buses must be cleaned and disinfected before and after every use, as detailed in the subsequent “Busing and Student Transportation” section. School transportation is not provided for athletic events.
- Spectators are allowed provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times. Attention must given to entry and exit points to prevent crowding. Regulations and personnel will be in place to enforce facial coverings and social distancing. Entry and Exit points will be expanded to prevent overcrowding.
- Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment. The Athletic department or Athletic Boosters will purchase water bottles and have them clearly marked for individual use.
- Handshakes, fist bumps, and other unnecessary contact must not occur. Student athletes and coaches will be reminded prior to each game to avoid unnecessary contact.
- Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing. All physical conditioning will take place outside
- Large scale indoor spectator events are suspended. Large scale outdoor spectator or stadium events are limited to 100 people, and people not part of the same household must maintain six feet of distance from one another. We will adhere to MHSAA guidelines regarding spectator events.

## CLEANING

- Frequently touched surfaces including light switches, doors, benches, bathrooms, will undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.
- Libraries, computer labs, arts, and other hands-on classrooms must undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.— This will be done by custodial staff. The library will have limited capacity throughout the day with one half of the student work stations used on an alternating basis to allow for cleaning.
- Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period. Designated students will be wiping down the desks following the completion of the class so that every desk is clean for the new students coming in.
- Playground structures must continue to undergo normal routine cleaning, but using an EPA-approved disinfectant is unnecessary. --N/A we have no playground
- Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use products.—This will be managed by the custodial staff with instructions given to those who will be using the material
- Staff must wear gloves, surgical mask, and face shield when performing all cleaning activities. Appropriate gloves, shields and masks will be purchased for custodial staff.
- Students will wipe down Chromebooks and computers after each use.

## MEDICALLY VULNERABLE STUDENTS AND STAFF

- We will review all health records of our students and communicate with families of any that are more vulnerable so that we can accommodate their needs. We will also have a process for parents to inform us of high risk concerns and provide for alternative learning arrangements.

## MI Safe Start Phase 6 - Post Pandemic

- Post-Pandemic.
- Few, if any, active COVID-19 cases locally.
- Community spread not expected to return.
- Sufficient community immunity and availability of treatment.

### Phase 6 - How it differs from Phase 5

Phase 6 of *Michigan's 2020-21 Return to School Roadmap* only has recommendations for safety protocols. These recommendations are dramatically reduced from what is in Phases 4 and 5. Most of them represent basic cleaning and hygiene routines that should be standard at all times.

## Final Steps for Submission

*Each district shall submit a single completed Assurance Document and Preparedness Plan to its Board of Education (in the case of a PSA, the Academy Board of Directors; in the case of a nonpublic school, the chief or designated school administrator ) in time for approval by August 15 or seven days before the first day of school, whichever comes first.*

**Date of Approval by the District Board of Education, PSA Board of Directors, or nonpublic school chief/designated school administrator: August 11, 2020**

**Link to the Board Meeting Minutes or Signature of Board President, or signature of nonpublic school chief/designated school administrator:**

**Link to the approved Plan posted on the District/PSA/nonpublic school website:**

*The Preparedness Plan will be collected by the Intermediate School District for public school districts, the authorizing body for public school academies, or the chief/designated school administrator for nonpublic schools for transmission to the State Superintendent of Public Instruction and State Treasurer by August 17, 2020. Additionally, this Preparedness Plan must be posted on the district's/PSA's, or nonpublic school's public website home page no later than August 17, 2020.*

**Name of District/PSA/Nonpublic Leader Submitting Plan: Richard Noorman, Administrator**

**Date Received by the ISD/Authorizing Body/Chief or designated School Administrator:**

**Date Submitted to State Superintendent and State Treasurer:**