



AlLENDALE CHRISTIAN School

Academically Prepared **C**alled to Service **S**piritually Equipped

2020-2021 School Year

COVID Preparedness and Response Plan

for

Phases 4 & 5

MI Safe Start Plan

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Note from the Principal

The COVID-19 pandemic has created a public health crisis that has had a significant impact on schools throughout our country and the world. Allendale Christian School strongly believes that in-person instruction that occurs on our campus is the best overall option that we have available. To that end, we have created the COVID preparedness plan to allow our students and staff to safely return to the classrooms for the 2020-2021 school year. We desire for our students to feel safe and have a very positive experience and be healthy – academically, mentally, and spiritually.

The following Allendale Christian School COVID-19 Preparedness and Response Plan establishes the requirements that schools will implement to meet the Governor’s MI Safe Schools 2020-21 Return to School Roadmap. This plan describes the policies and procedures that ACS will follow when the region in which the school is located is designated as being in Phase 4, Phase 5 and/or Phase 6 of the MI Safe Start Plan. Please note, that if a recommended item does not appear within this plan document, it has been reviewed and considered by ACS, and deemed either not possible in our context or may in some way hinder the quality of our instructional quality or mission purpose.

Based on guidance from federal, state, and local health officials, Allendale Christian School’s COVID preparedness and response plan follows these important principles:

- Students return to full-time face-to-face instruction, in a safe and nurturing Christ-centered environment, is our highest priority.
- Importance of providing a high-quality online learning option for students unable to attend school for a temporary period.
- Importance of providing resources, tools, assessments of student academic levels, and services to address academic learning gaps and social-emotional needs for students due to the Spring 2020 state-mandated school closure.
- Value of coordinating and communicating with schools across our region to ensure best practices are researched and implemented.

This document was compiled as a result of the work of multiple committees which include medical professionals, business professionals, counselors, and educators. Their efforts helped to lead to a thoughtful, deliberate, and manageable plan that will benefit ACS and our community.

We are grateful for the support and prayers of our ACS community! We understand this situation is temporary, and we ask for your continued patience and grace as we move forward, and look forward to the coming post-pandemic period.

Reopening Committee Task Force Members

I would like to take a moment to recognize the large group of Board and Staff members who dedicated many hours of their time this summer to making sure that ACS would be able to return to in-person learning. The committees worked diligently to make sure that students and staff would be able to safely return to the classroom, while not compromising our mission and vision in the process. Below is the list of Board and Staff members who were a part of the planning process.

- ***Health, Wellness, and Procedures Committee***

Board members: Steve Westveld (chair); Dr. Justin Kreuze; Shaena Lemmen, RN

Faculty and Staff members: Allison Miedema (Preschool), Julie Warners (3rd grade), Nathan Wiechel (MS), Melanie Westrick (Counselor), Brian Koetje (Principal)

- ***Facilities Committee***

Board members: Bob Knoper (chair), Brandon Brenner, Josh Vrugink

Staff members: Ed Goen (custodian), Gretchen Van Heukelum (Library), Brian Koetje (Principal)

- ***Communications Committee***

Ryan Balcom (Board President), Scott Albers (Board Vice-President), Brian Koetje (Principal)

- ***Homebound Student & Remote Learning Committees***

Staff members: Gabrielle Driesenga (2nd grade), Nancy Lutke (1st grade), Conner Luymes (MS), Rachel Reed (3rd grade), Sarah Schreuder (Tech), Rachel Seinen (ESS), Tiffany Stob (MS), Julie VanOordt (Young Fives), Betsy VerHage (1st grade)

Phase 4

If ACS is in Phase 4, as described in the MI Safe Start Plan, the following will be adhered to:

A. Personal Protective Equipment (Phase 4)

1. Facial Covering / Personal Protection Equipment

Staff: Facial coverings must always be worn in the building by staff, except for meals. Facial coverings may be homemade or disposable level-one (basic) grade surgical facial coverings. Any staff member who cannot medically tolerate a facial covering, or is unable to remove one without assistance, should not wear one. *PreK-5 and special education teachers should consider wearing clear facial coverings.*

6th-8th Grade Students: Facial coverings must always be worn in the building by students in grades 6-8, except for meals. Any student who cannot medically tolerate a facial covering, or is unable to remove the facial covering without assistance, should not wear one.

Young Fives-5th Students: Facial coverings will be worn by YF-5 students when in the hallways and common areas where they will interact with students of other grades. Any student who cannot medically tolerate a facial covering, or is unable to remove the facial covering without assistance, should not wear one. Due to cohorting of grades, students in grades Y5-5 will not be required to wear a facial covering (will remain optional) in the classroom, outside for recess, or in other times where they are not interacting with students from other grades.

Preschool students: Preschool students would only be asked to wear a facial covering in the event that they will be interacting with students of other grades. As the preschool entrance is separate from Young Fives through 8th grade, and preschool students do not gather in common areas, they are unlikely to need a mask at school. In the event that preschool students may be scheduled to enter a common area with other grade levels, communication will be made to preschool parents regarding facial coverings.

Transportation: Facial coverings must be worn by preK-12 students, staff, and bus drivers on school transportation during Phase 4. Any staff member or student who cannot medically tolerate a facial covering, or is unable to remove the facial covering without assistance, should not wear one.

- Disposable facial coverings will be available on each bus to provide to students who do not have one available.

Acceptable Facial Coverings: Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. ACS continues to seek clarity from the local health department regarding the use of clear face shields at school.

- Homemade facial coverings must be washed daily.
- Disposable face coverings must be disposed of at the end of each day.
- If any student or staff member are unable to medically tolerate wearing a facial covering they should not wear one and documentation from a physician or psychologist/therapist must be submitted to the school.

B. Hygiene (Phase 4)

1. Hand Sanitizer: Hand Sanitizer (containing at least 60% alcohol) will be located outside of each classroom, as well as inside each door to the playground, and other locations with high traffic.

Students and staff will be encouraged to sanitize when going in and out of the room. Students will also sanitize their hands before and after recess. Hand sanitizer bottles will be checked daily and refilled as needed.

2. Handwashing: Students will be taught and reinforced the importance of frequent hand washing, using soap and water, for at least 20 seconds. This will happen when using the bathroom, before and after eating, and multiple other times throughout the day. Age-appropriate signage shall be placed in visible places throughout classrooms and in publicly-used restrooms.
3. Education regarding Hygiene: Students will be educated on how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques. Sharing of school supplies will be limited to mitigate the risk of transmission of COVID.

C. Spacing, Movement, and Access (Phase 4)

1. Student seating will be spaced apart as feasible in classrooms. Additionally, as much as is possible, students will be placed in situations where they are facing the same direction during classroom instruction.
2. Entrance to the school building will be restricted to students and staff only, with the following allowances:
 - a. Family members or other non-staff adults are only allowed in the school building under extenuating circumstances determined by school officials.
 - b. Volunteers that are determined to be essential to carrying out any policies and procedures laid out in the COVID preparedness plan. This might include volunteers to help with recess. Volunteers must wear a facial covering, unless they are not medically able, and should maintain distance from students as much as possible.
3. All non-staff adults entering the building must be screened for symptoms using a monitoring form, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, will be kept of all non-staff adults entering and exiting the building.
4. As much as possible, classroom doors and windows will be left open to allow for air movement and allowing fresh air in the classroom.
5. End of day dismissal will be staggered so that buses leave at 3:10pm and staff will dismiss other students in an orderly fashion to vehicles at 3:20.

D. Screening Students and Staff

1. ACS will cooperate with the Ottawa County Health Department regarding protocols that might be necessary for screening staff and students. The current plan for screening students and staff are listed below:
 - a. Screening Students: Parents should screen students in the morning prior to leaving for school. They can use the CDC daily [home screening checklist](#) for students. Symptomatic students should be kept home.

The CDC guidelines ask parents to check for the following:

Sections 1: Symptoms (any of the following)

- Temperature 100.4 degrees Fahrenheit or higher
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever.

Section 2: Close Contact/Potential Exposure

- Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19: OR
- Had close contact (within 6 feet of an infected person for at least 15 minutes) with person under quarantine for possible exposure to SARS-CoV-2; OR
- Traveled to or lived in an area where the local, Tribal, territorial, or state health department is reporting large numbers of COVID-19 cases as described in the Community Mitigation Framework
- Live in areas of high community transmission (as described in the Community Mitigation Framework) while the school remains open

*****IF the student shows symptoms from Section 1, but not in Section 2, they should stay home for the amount of time in accordance with school illness management policies. For example, students must remain home fever-free for at least 24 hours without the help of medication.***

*****IF the student shows symptoms from Section 1, and there is also a “Yes” answer in Section 2, the family should contact their health care provider for an evaluation or clearance to return.***

- b. Screening Staff: Staff will conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any new or unusual symptoms as

reported on the COVID-19 school monitoring form, they will stay home. Staff member will contact the school administrator.

2. Students and staff who become ill with signs or symptoms of COVID-19 during the school day will be placed in an identified quarantine area with a facial covering in place, if able, until they can be picked up. The identified person caring for these children/staff will wear a facial covering.

E. Testing Protocols for Students and Staff and Responding to Positive Cases (Phase 4)

1. ACS will cooperate with the Ottawa County Health Department regarding protocols that might be necessary for screening staff and students.
2. Students who become ill with signs or symptoms of COVID-19 will be placed in an identified quarantine area with a facial covering in place, if able, until they can be picked up. Identified person caring for these children/staff will wear a facial covering. The CDC daily home screening checklist should be used to determine if the traditional school illness management policy can be followed (return to school when fever free for 24 hours without fever reducing medication). If the symptoms are in the context of a possible COVID-19 exposure, the family should be directed to contact their health care provider for an evaluation and testing recommendations.
3. Staff who become ill with signs or symptoms of COVID-19 will immediately report the illness to the office. An additional staff member will supervise the class so the ill staff member can return home. The CDC daily home screening checklist should be used to determine if the traditional school illness management policy can be followed (return to school when fever free for 24 hours without fever reducing medication). If the symptoms are in the context of a possible COVID-19 exposure, the staff member should be directed to contact their health care provider for an evaluation and testing recommendations.
4. 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.

F. Responding to Positive Tests Among Staff and Students (Phase 4)

1. ACS will cooperate with with Ottawa County Health Department if a confirmed case of COVID-19 is identified, and in particular, collect 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 school.
2. ACS will notify Ottawa County Health Department officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality of the individual. The Health Department will initiate contact tracing, following regular health practice. ACS will maintain confidentiality. 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 discussion or acknowledge a positive test).
3. Cleaning staff should wear a surgical mask, gloves, and a face shield when performing cleaning of a room following a confirmed COVID-19 case.
 - If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles.

G. Food Service, Gathering, and Extracurricular Activities (Phase 4)

1. ACS will follow gathering rules for chapel and other mass gatherings, and not permit mass gatherings indoors of more than one grade level. As weather permits, these gatherings will be outside.
2. Recess schedules will be staggered to minimize the number of students on the playground. There will be recess times for Y5-2nd, 3rd-5th, and 6th-8th.
3. Band and Choir will both be held with proper safety measures and in a larger space when available.
4. Extracurricular activities may be allowed with the use of facial coverings.
5. Food service staff will be provided surgical masks and gloves for serving students.

H. Athletics (Phase 4)

1. ACS, under the guidance of the Athletic Director, will comply with the guidance published by Michigan High School Athletics Association (MHSAA).
2. ACS students and staff will use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant should confirm they are healthy and without symptoms prior to any event.
3. All equipment will be disinfected before and after use.
4. Inter-school competitions may be held provided that, facial coverings are worn if school transportation is provided.
5. Spectators are allowed provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times. Attention will be given to entry and exit points to prevent crowding.
6. Each participant will use a clearly marked water bottle for individual use; there should be no sharing of this equipment.
7. Unnecessary contact must not occur.
8. Indoor physical conditioning that requires shared equipment will be suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.
9. 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.

I. Cleaning

1. Frequently touched surfaces including light switches, doors, benches, bathrooms, must undergo cleaning at least every four hours with a diluted bleach solution or EPA-approved disinfectant.
2. Technology devices:
 - a. K-2nd grade: Shared ipads will be disinfected after each use.
 - b. 3rd-8th grade: 1:1 ratio chrome books to students. Recommend frequent disinfecting but devices are not shared between students.

3. Student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period, or when cohorts change classrooms.
4. Hands-on classrooms (Art, Library, etc.) will undergo cleaning after each class period (if they are being used).
5. Playground structures will continue to undergo normal routine cleaning.
6. Cleaning and disinfection products will be stored securely away from children.
7. Custodial staff should wear gloves, surgical mask, and face shield when performing cleaning activities.

J. Busing and Student Transportation (Phase 4)

Schools who use public school district busing will defer all safety guidelines to those providers. The following is intended for schools who are the direct provider of busing services.

1. Hand sanitizer must be used before entering the bus. Hand sanitizer will be supplied on each bus.
2. The bus driver, staff, and all students grades preK-8 must, if medically feasible, must wear facial coverings while on the bus. Disposable masks will be available for student who do not have one available. Note: there may be situations where it is not safe for the bus driver to wear a facial covering. Decisions about these situations should be made on a case-by-case basis with local public health officials.
3. Transportation vehicles will be cleaned and disinfected before and after every transit route. Children will not be present when a vehicle is being cleaned.
4. If a student becomes sick during the school day, they must not use group transportation to return home and must follow protocols for sick students outlined in section E. If a driver becomes sick during the day, they must follow protocols for sick staff outlined in section E and must not return to drive students.
5. Weather permitting, doors and windows will be kept open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
6. Weather permitting, windows will be kept open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe.

K. Mental & Social-Emotional Health

1. ACS will help facilitate mental health referrals, communications to families/students, and provide wellness materials.
2. The ACS is providing more hours by counseling staff to allow for substantial support for the mental health needs of ACS students.
3. Provide all staff with timely, responsive, and ongoing training/professional development.

Phase 5

If ACS is in Phase 5, as described in the MI Safe Start Plan, the following will be adhered to:

A. Personal Protective Equipment (Phase 5)

1. Facial Covering / Personal Protection Equipment

- a. Facial coverings may be worn by staff at any time, but will not be required.
- b. Facial coverings are not required for students when in hallways and in common areas, and the classroom, but they may wear them if they choose.

B. Hygiene (Phase 5)

1. Hand Sanitizer: Hand Sanitizer (containing at least 60% alcohol) will be located outside of classrooms and other locations with high traffic. Students and staff will be encouraged to sanitize when going in and out of the room. Students will also sanitize their hands before and after recess. Hand sanitizer bottles will be continue to be checked and refilled as needed.
2. Handwashing: Students will be taught and reinforced the importance of frequent hand washing, using soap and water, for at least 20 seconds. This will happen when using the bathroom, before and after eating, and multiple other times throughout the day. Age-appropriate signage shall be placed in visible places throughout classrooms and in publicly-used restrooms.
3. Education regarding Hygiene: Students will be educated on how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques. Sharing of school supplies will be limited to mitigate the risk of transmission of COVID-19.^[P T P]_[SEP SEP]

C. Spacing, movement, and Access (Phase 5)

1. The spacing, movement, and access protocols from Phase 4 will be gradually relaxed over time to provide more opportunities for teamwork and collaboration.

D. Screening Students, Staff, and Guests (Phase 5)

1. ACS will continue to cooperate with the Ottawa County Health Department regarding protocols that might be necessary for screening staff and students.
2. Strongly encourage families to continue to check the temperature and evaluate COVID symptoms and keep kids home if they are demonstrating symptoms of COVID.

E. Testing Protocol for Students and Staff and Responding to Positive Cases (Phase 5)

1. ACS will continue to receive guidance from the Ottawa County Health Department regarding testing protocols and responding to positive cases.

F. Responding to Positive Cases (Phase 5)

1. ACS will continue to receive guidance from the Ottawa County Health Department regarding testing protocols and responding to positive cases.

G. Food Service, Gatherings, and Extracurricular Activities (Phase 5)

1. ACS will continue to encourage and promote good hygiene before and after meals, and will assure that food service focuses on the health and safety of our students, following any important regulations for food safety and food service.
2. All gatherings should comply with current and future executive orders that set limits on gathering size.
3. ACS will evaluate field trips to ensure that they can be safely done.

H. Athletics (Phase 5)

1. ACS, under the guidance of the Athletic Director, will comply with the guidance published by Michigan High School Athletics Association (MHSAA).
2. The current spectator limits in phase 5 are 50 spectators at an indoor event and 250 spectators at an outdoor event.
3. The phase 4 requirements become strongly recommended, and ACS will evaluate what is best for the safety of our student athletes.

I. Cleaning (Phase 5)

1. Frequently touched surfaces including desks, light switches, doors, benches, bathrooms, and hands on classrooms will undergo frequent cleaning with either an EPA-approved disinfectant or diluted bleach solution.
2. Cleaning and disinfection products will be stored securely away from children.

J. Busing and Student Transportation (Phase 5)

1. ACS will continue to work with APS regarding safety guidelines and necessary safety protocols for busing during Phase 5.

K. Mental & Social-Emotional Health (Phase 5)

1. ACS will continue to put an emphasis on addressing the mental health needs of staff and students.