



# Grace Lutheran School

*"Bring In, Build Up, and Send Out Disciples for Christ"*

## Grace Lutheran Safe Start 2020-2021

Greetings from Grace!

As we prepare to embark on a new educational journey, yet another 2020 trial looms in front of us. However, we take comfort in the fact that the God who has brought us to this trial will bring us through it according to his perfect will. Adjustments to our normal routines will need to be made. Anytime change is forced upon us we are met with a choice – we can either let the feelings of negativity overwhelm us and cloud our outlook on life, or we can meet these challenges head-on with a can-do spirit that will foster positivity and enhance our entire school community.



The theme for this school year is “Joy in the Journey” from Philippians 4:4, “Rejoice in the Lord always, I will say it again, rejoice.” The reason we can approach every season in life with JOY is grounded in what God has done for us through Jesus Christ. We are REDEEMED Children of God. When our identity is solidly planted in that truth, then the negative situations that we encounter in this life are put in perspective. We will let our light shine giving thanks to God in all circumstances.

The following document highlights the plan that we are going to implement this year to provide your child with an exceptional education while mitigating the risk of spreading COVID-19. This document complies with all of the required items from the [Michigan Safe Schools Roadmap](#), aligns with many of the recommendations contained in the roadmap, and creates some additional procedures to meet the needs of our unique school community.

Please note that this document is a living document and non-required items are subject to change as we learn what works best in our situation. Your feedback is always welcome.

My prayer is that God would bless us all with a rich measure of patience, understanding, and love for one another as we strive to serve him with our best in all things. I'm excited to begin this journey with you and cannot wait to see you all again.

Your brother in Christ,

Jonathan G. Beilke, Principal

## **Executive Order 2020-142 Mandates:**

- By August 15, 2020, the designated administrator of a nonpublic school must approve a nonpublic school's Preparedness Plan.
- By August 17, 2020, the designated administrator of a nonpublic school must transmit copies of approved Preparedness Plans to the Superintendent.
- Districts and nonpublic schools must prominently post their approved Preparedness Plans on the home page of their public internet sites.
- All schools, public and private, are subject to the rules governing workplace safeguards established in section 1 of Executive Order 2020-114.
- All schools, public and private, must 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.
- A district or nonpublic school without an approved Preparedness Plan is not permitted to open or to continue in operation for in-person instruction for the 2020–2021 school year.

**All items marked with an asterisk (\*) are required by the State of Michigan.**

**All items marked with a (+) are recommended by the State of Michigan.**

**Notes:** During Phases 1-3 students will be engaged through our Distance Learning Plan. During Phases 4 and beyond families may opt to utilize Distance Learning rather than engage in in-person learning. Students who are at home due to illness or quarantine are expected to participate in Distance Learning as they are able.

## PHASES 1-3

- \*During Phases 1-3, the Grace Lutheran School (GLS) campus will be closed to in-person instruction.
- GLS will implement our Distance Learning Plan to continue to meet the needs of all of our students.

## PHASE 4

### Personal Protective Equipment

- \*Facial coverings must always be worn by all staff except during meals. Any staff that is unable to medically tolerate a facial covering must not wear one. Any staff that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Individuals who do not arrive at school with face coverings will be provided one by GLS to wear for the day.
  - PreK-5 teachers should consider wearing clear face coverings.
  - Homemade facial coverings must be washed daily.
  - Disposable facial coverings must be disposed of at the end of the day
- \*Facial coverings must always be worn by all students in 6th-8th Grade in the building except 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. Individuals who do not arrive at school with face coverings will be provided one by GLS to wear for the day.
  - Homemade facial coverings must be washed daily.
  - Disposable facial coverings must be disposed of at the end of the day
- \*Facial coverings be worn in the hallways and common areas by all students in preK-5th Grade in the building. 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. Individuals who do not arrive at school with face coverings will be provided one by GLS to wear for the day.
  - Homemade facial coverings must be washed daily.
  - Disposable facial coverings must be disposed of at the end of the day
  - Students in PreK-5<sup>th</sup> Grade may wear facial coverings in the classroom, but it is not required.
- Individuals (staff or students) who claim a medical exemption will need to provide a signed doctor's note or complete a waiver form providing a rationale for their exemption to be reviewed by the Health Safety Team.

- Facial coverings are subject to all dress code regulations (i.e. please refrain from facial coverings that include skulls or scary/sinister images).

## **Hygiene**

- \*Signs must be posted reinforcing proper handwashing techniques. Reinforce handwashing with soap for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
- +Daily check and refill soap and hand sanitizer stations.
- +Scheduled handwashing with soap and water and/or hand sanitizer throughout the day.
- +Students must provide their own school supplies. This will limit the sharing of personal items and supplies.
- +Students and staff will be educated on how to cough and sneeze into their elbows or to cover with a tissue. Used tissues will be thrown in the trash and hands washed immediately using proper hand hygiene techniques.
- +Students and staff will be educated on the importance of not touching their face and not sharing personal items with others.
- +Install hand sanitizing stations in every classroom and in various locations throughout the school.

## **Spacing, Movement, and Access**

- +Desks will be spaced to allow for social distancing. We will space students as far apart as feasible.
- +Family members and other guests should limit their visits to the school building during the school day to extenuating circumstances. Guests will be subject to facial covering expectations (medical exemptions apply). Date and time (in and out) of their visit will be kept.
- +Post signs to indicate proper social distancing.
- +Before school, students should respect social distancing and head straight to their classroom. Any unnecessary hallway traffic should be avoided.
- +Flow in the hallway should be always done on the right side in the direction you are headed.
- +Classroom windows will be open as much as possible.
- +Recess and Physical Education Classes will take place outside whenever possible.
  - Recesses and PE classes will be staggered and limited to a maximum of 35 individuals at a time.
  - Recesses and PE class will take place outside whenever possible. The gym will be used during inclement weather days.
  - Playground balls and other athletic equipment, which will be disinfected daily.
  - PE Equipment will be disinfected after each use.
  - Activities that are primarily contact-based will be not be allowed.
  - The number of participants will be limited for some activities (such as “Gaga Ball”).
  - Masks will not be required during recess unless social distancing cannot be maintained.

## **Screening Students**

- \*GLS will cooperate with the local Berrien County Health Department regarding protocols for screening students and staff.

- +The sick bay will be designated as a quarantine room to care for students who become ill at school. If additional space is required we will also utilize the Principal's Office.
- +Students and staff who become ill with symptoms of COVID-19 will have their temperature taken and be placed in the sick bay. If they have a fever above 100.4 after the 2nd reading, they will be sent home.
- +Students and staff sent home from school should not return until they have tested negative or have recovered according to CDC guidelines. The student and staff will be subject to screenings upon coming back to school. While at home students are expected to participate in the Distance Learning Plan if able.
- +Parents should take their son or daughter's temperature daily and should keep them home if their temperature is 100.4 or higher.
- +Families are encouraged to monitor their children for symptoms of COVID-19. The presence of a temperature of 100.4 or greater should prompt the family to keep the student home and follow-up with a primary care provider.
- +Staff should conduct daily self-examinations, including a temperature check and stay home if they have a temperature of 100.4 or greater.
  - If a staff member needs to stay home, a substitute will be brought in to replace them.

### **Responding to Positive Tests among Staff and Students**

- \*GLS will cooperate with the local Berrien County Health Department regarding protocols for screening students and staff. If a confirmed case of COVID-19 is identified, GLS 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.
- +If a Grace student, or individual residing with the student, test positive for COVID-19, all the Grace students in that household must go into quarantine. The students will be allowed to return to school after a 14-consecutive day quarantine. While at home students are expected to participate in the Distance Learning Plan if able.
- +Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom or school.
- +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 those who have developed symptoms can be quarantined at home.
- +Staff will be provided with guidance on confidentiality laws and statutes that protect student and staff health information. Note: 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 instructions about return to work, using the most current guidelines from the CDC for this determination.
- + Facilities will be closed for a minimum of 12 hours to allow for a deep clean to occur prior to students returning.

### **Food Service, Gathering, and Extracurricular Activities**

- \*Indoor assemblies that bring together students from multiple classrooms will be prohibited. Weekly chapel services will be the exception with classrooms gathering in a socially distanced manner in the sanctuary.

- +Students will eat lunch in the lunchroom maintaining social distance or in their classrooms.
- +Students and staff will wash hands before and after every event.
- +Serving and cafeteria staff should use barrier protection including gloves and face shields or masks.
- +Large scale assemblies are suspended.
- Student groups singing in worship services are suspended
- +Off-site field trips to indoor locations are suspended.
- +Extracurricular activities may continue - facial coverings recommended.

## **Athletics**

- \*Comply with all guidance published by Michigan High School Athletic Association (MHSAA) and National Federation of State High School Associations (NFHS)
- \*Students 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.
- \*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.
- \*Spectators must wear facial coverings when attending outdoor athletic events and must maintain 6 feet of social distancing.
- \*Large scale indoor athletic events are suspended. Large scale outdoor spectator events are limited to 100 people, and people not part of the same household must maintain six feet of distance from one another.

## **Cleaning**

- \*Highly touched areas will be cleaned at least every 4 hours with an EPA-approved disinfectant or diluted bleach solution.
- \*Hands-on classrooms must undergo cleaning after every class period with an EPA-approved disinfectant or diluted bleach solution.
- \*Desks will be cleaned after every class period with an EPA-approved disinfectant or diluted bleach solution.
- \*Playground structures must continue to undergo normal routine cleaning.
- \*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.
- \*Staff must wear gloves and a mask or face shield when performing all cleaning activities.

## **Busing and Student Transportation during School Activities**

- Buses will not be used to transport students.

## **Medically Vulnerable Students and Staff**

- \*GLS will systematically review all current plans for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk of exposure to COVID-19.

- \*Parents and staff will fill out a medical form provided by the school to self-identify as high-risk for severe illness due to COVID-19. GLS will work with them to address requests for alternative learning arrangements or work reassignments.

### **Mental and Social-Emotional Health**

- GLS will provide annual professional development for the staff to help develop an understanding of mental and social-emotional health of staff and students.
- GLS has a referral process and utilizes the services of Wisconsin Lutheran Child and Family Services for mental, social, and emotional health.

### **Instruction**

- Provide in-person instruction on site at GLS.
- Provide for students who may have to learn from home due to limitations from COVID-19. This includes live/recorded lessons and self-guided lessons in the form of instruction packets.

### **Operations**

- Audit necessary materials and supply chain for cleaning and disinfection supplies by the custodian.
- Maintain facilities for in-person school operations including:
  - Check HVAC systems
  - Change air filters regularly
  - Signage will be widely published about frequent handwashing, cough etiquette, and nose blowing

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

- The budgeting process will consider the additional expenses needed as a result of this pandemic.
- Enrollment practices will be informed by the contents of this document.
- Staffing levels will meet the needs of the items outlined in this document.

### **Technology**

- Collect parent information about the need for school wide devices at home to support remote learning.
- Supply devices as needed for at-home learning due to COVID-19 restrictions.

# PHASE 5

## Personal Protective Equipment

- +Facial coverings will be recommended (not required) to be worn in the school building by students and staff except during lunch. Facial coverings will be provided by home.
  - Homemade facial coverings should be washed daily.
  - Disposable facial coverings should be disposed of at the end of the day

## Hygiene

- +Signs will be posted reinforcing proper handwashing techniques. Reinforce handwashing with soap for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
- +Daily check and refill soap and hand sanitizer stations.
- +Students must provide their own school supplies. There will be no sharing of school supplies.

## Spacing and Movement

- +Desks will be spaced to allow for social distancing. We will space students as far apart as feasible.
- +Family members and other guests should limit their visits to the school building during the school day. Date and time (in and out) of their visit will be kept. Masks are optional while in the building.
- +Post a sign to indicate proper social distancing.

## Screening Students

- +GLS will cooperate with the local Berrien County Health Department regarding protocols for screening students and staff.
- +The sick bay will be designated as a quarantine room to care for students who become ill at school. If additional space is required we will also utilize the Principal's Office.
- +Students and staff who become ill with symptoms of COVID-19 will have their temperature taken and be placed in the sick bay. If they have a fever above 100.4 after the 2nd reading, they will be sent home.
- +Students and staff sent home from school should not return until they have tested negative or have recovered according to CDC guidelines. The student and staff will be subject to screenings upon coming back to school. While at home students are expected to participate in the Distance Learning Plan if able.
- +Parents should keep their children home if their temperature is 100.4 or higher.
- +Families are encouraged to monitor their children for symptoms of COVID-19. The presence of a temperature of 100.4 or greater should prompt the family to keep the student home and follow-up with a primary care provider.
- +Staff should stay home if they have a temperature of 100.4 or greater.
  - A substitute will replace them while they are at home recovering.



## **Responding to Positive Tests among Staff and Students**

- +GLS will cooperate with the local Berrien County Health Department regarding protocols for screening students and staff. If a confirmed case of COVID-19 is identified, GLS 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.
- +If a Grace student, or individual residing with the student, test positive for COVID-19, all of the Grace students in that household must go into quarantine. The students will be allowed to return to school after a 14-consecutive day quarantine. While at home students are expected to participate in the Distance Learning Plan if able.
- +Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom or school.
- +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 those who have developed symptoms can be quarantined at home.
- +Staff will be provided with guidance on confidentiality laws and statutes that protect student and staff health information.
- + Facilities will be closed for at least 12 hours to allow for a deep clean to occur prior to students returning.

## **Food Service, Gathering, and Extracurricular Activities**

- +All gatherings should consider the executive orders that set caps on the number of people allowed to congregate.
- +Weekly chapel services will be the exception with classrooms gathering in a socially distanced manner in the sanctuary.
- +Students will eat lunch in their classrooms.
- +Students and staff will wash hands before and after every event.
- +Serving and cafeteria staff should use gloves. Face shields or masks are recommended but not required.
- +Large scale assemblies may resume.
- +Off-site field trips may resume.
- +Extracurricular activities may continue - facial coverings recommended.

## **Athletics**

- +All equipment must be disinfected before and after use.
- +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.
- +Spectators must maintain 6 feet of social distancing.
- +Large scale indoor athletic events should be limited to 50 people. Large scale outdoor spectator events are limited to 250 people, and people not part of the same household must maintain six feet of distance from one another.

## **Cleaning**

- +Desks and highly touched areas will be sanitized throughout the day.
- +Staff will be mindful of wearing proper PPE while disinfecting.

## **Busing and Student Transportation during School Activities**

- +Hand sanitizer should be used before entering the bus and vans and will be available on the bus and vans.
- +Facial coverings should be worn on the bus and vans by the driver, staff, and students if medically feasible.
- +The bus and vans will be cleaned and disinfected by the transportation coordinator.

## **Medically Vulnerable Students and Staff**

- +GLS will systematically review all current plans for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk of exposure to COVID-19.
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## **Mental and Social-Emotional Health**

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## **Instruction**

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## **Operations**

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- Maintain facilities for in-person school operations including:
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- The budgeting process will consider the additional expenses needed as a result of this pandemic.
- Enrollment practices will be informed by the contents of this document.
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## **Technology**

- Collect parent information about the need for school wide devices at home to support remote learning.
- Supply devices as needed for at-home learning due to COVID-19 restrictions.

# PHASE 6

## **Personal Protective Equipment and Hygiene**

- +Provide adequate supplies to support healthy hygiene behaviors.
- +Signs must be posted reinforcing proper handwashing techniques. Reinforce handwashing with soap for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
- +Daily check and refill soap and hand sanitizer stations.
- +Encourage staff and students 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 with soap and water for at least 20 seconds.

## **Responding to Positive Tests among Staff and Students**

- +GLS will cooperate with the local Berrien County Health Department regarding protocols for screening students and staff.
- +Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom or school.
- +Staff will be provided with guidance on confidentiality laws and statutes that protect student and staff health information.

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