

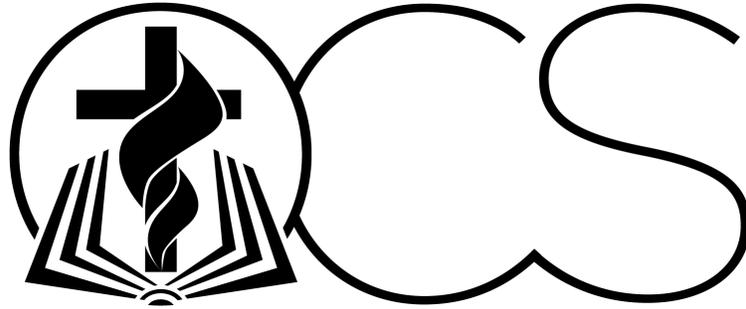


Oceana Christian School

Character • Faith • Education

OCS 2020-21 Preparedness Response Plan

Approved by the OCS School Board on August 10, 2020



COVID-19 Preparedness Plan

Contents

Overview - pg. 2

Coordination with State and County Agencies - pg. 3

Oceana Christian School Plans

Personal Protective Equipment - pg. 3

Hygiene - pg. 4

Spacing, Movement, Access - pg. 4

Screening Students and Staff - pg. 5

Testing Protocols for Student and Staff and Responding to Positive Cases - pg. 6

Responding to Positive Tests Among Staff and Students - pg. 7

Water, Food Service, Gathering, & Extracurricular Activities - pg. 8

Cleaning - pg. 9

Busing and Student Transportation - pg. 9

Medically Vulnerable Students and Staff - pg. 10

Facilities - pg. 10

General Protocols - pg. 10

Points of Contact - pg. 11

Overview

The OCS Restart Leadership Team has put together a thoughtful preparation regarding a positive, safe and enriching experience this school year. For the foreseeable future, the COVID-19 pandemic is likely to affect our daily school routines. Prudence calls for prayerful, thoughtful, and coordinated planning as we learn how to best respond to this new challenge.

Depending on the status of MI Safe Schools, the Governor has scheduled a few scenarios for school opening this fall. Generally speaking, there are three learning models:

1. **Phase 1 through 3 - Distance Learning**
Substantial community transmission.
2. **Phase 4 and 5 - Face to Face Instruction with certain mitigation strategies in place**
Phase 4 - Most new outbreaks are quickly identified, traced, and contained due to robust testing infrastructure and rapid contact tracing.
Phase 5 - The number of active cases has reached a point where infection from other members of the community is less common.
3. **Phase 6 - Face to Face Instruction without mitigation strategies**
Few, if any, active cases in the region.

The goal of Oceana Christian School is to glorify our Creator by integrating moral character, biblical faith, and quality education. That is best fulfilled when teachers and students come together on campus and in classrooms. However, until the COVID-19 pandemic has abated, an open school building requires special precautions and protocols in order to safeguard the health and well-being of our students, faculty, and staff. We have developed these protocols based on the requirements and recommendations determined by the MI Safe Start plan.

It is our intention to open the school building when conditions permit. For the safety of our students and staff, and depending on conditions and guidance from coordinating agencies, we may also need to resort to a distance learning model. However, parents will have the opportunity to receive remote learning packets for their child(ren), if they elect to spend part of the school year at home even though in person instruction is offered. They may choose to monitor the status of the pandemic and the health and safety of the school to make a determination (in coordination with the office) as to when their child would return to campus-based learning.

Our school is obligated to follow the MI Safe Start Plan because it is an executive order. There are certain things that are inflexible. With that being said, we have an advantage because we are a small school. We see room in the guidelines for flexibility while still following the spirit of the plan. Thank you for your patience and your prayers as we persevere through this unprecedented challenge.

Coordination with State and County Agencies

The agency primarily responsible for overseeing the opening of private schools is the Governor's Office in conjunction with the District 10 Health Department. Our school falls under the MERC Region 2 (Grand Rapids). The Governor's office will dictate which Phase (1-6) we are in based on the spread of the virus in our Region.

Oceana Christian School's protocols align with and follow the school guidance document issued by the Governor's Office on June 30, 2020. OCS will synchronize with the guidance in the following manner:

Oceana Christian School Plans

Phases 4-5

Phase 4 and 5 requirements are quite complex and yet very similar, therefore we will be covering them together (below). The following protocols are requirements for both Phase 4 and 5, unless otherwise noted. Items noted with an asterisk (*) are strongly recommended.

Personal Protective Equipment

- Facial coverings must always be worn by staff except for meals. Facial coverings may be homemade or disposable basic grade surgical masks. Any staff member who cannot medically tolerate a facial covering must not wear one. ***Phase 4 only
 - Preschool staff 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 be worn by all students, staff and bus drivers during school transportation. Any staff or student that is unable to medically tolerate a facial covering must not wear one. ***Phase 4 only
- Facial coverings must be worn in hallways and common areas by all students in the building during times of transition from one location to another unless students remain with their classes and do not come in close contact with students in another class. Face coverings will not be worn 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. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. ***Phase 4 only

- All teachers should consider wearing clear masks if available.
- Homemade facial coverings must be washed daily.
- Disposable facial coverings must be disposed of at the end of each day.
- Students may remove facial coverings while in their classroom because the groups are cohorted. Wearing of masks or face shields by students in the classroom will be optional. Any family/student is welcomed to maximize this safety precaution if they desire to do so.
- All students may remove facial coverings during recess because the group is cohorted and/or outdoors and socially distanced.

Hygiene

- The school will provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer, etc.)
- The school staff will teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer.
- *The school staff will educate students 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.
- *Students and staff will wash their hands with soap and water at first recess and at lunch.
- *Students and staff will limit sharing of personal items and supplies such as writing utensils.
- *Students will separate and place personal items in individually labeled cubbies, containers, or lockers.
- *There should be a limited use of shared classroom materials to small groups and these should be disinfected between use, or adequate supplies should be provided for individual student use.

Spacing, Movement, Access

- *Students who ride the bus will use the north entrance to enter and exit the school at arrival and dismissal.
 - *Students will be dropped off by their parents using the west (main) entrance.
 - *Students will be picked up by their parents after school using the north (foyer) doors in the drop-off line with teacher escorts.
 - *Staff members will monitor arrival and dismissal of students (in cohort groups).
- ***Phase 4 only

- *To reduce the amount of down time in the building, the doors will be opened at 7:50am and students will be dismissed to class at 8:00am. School will commence at 8:15am (except for afternoon preschool which begins at 12:00pm).
- *Students will be spaced at arrival and dismissal in a manner that provides a maximum amount of distance between students while appropriately masked.
***Phase 4 only
- *There will be a maximum of 16 students enrolled per classroom. Exceptions can be made at the discretion of the principal.
- *In classrooms where large tables are utilized, students will be spaced as far apart as feasible.
- *As feasible, desks will be facing the same direction toward the front of the classroom. ***Phase 4 only
- *Teachers should maintain six feet of spacing between themselves and students as much as possible. ***Phase 4 only
- *Parents, guests and volunteers allowed to enter the building for business must wear a face covering and must sanitize their hands. They should also keep six feet of spacing. Records, including date and time, will be kept of non-school employees or other visitors entering and exiting the building. If they are going past the front office, they will be required to complete a health screening as well.
- *Parents are strongly discouraged from entering the building to drop off or pick up their child. Parents may call the office if needed to request their child to check out early. The child will be released when the parent is visible outside the front doors. ***Phase 4 only
- *Efforts will be made to keep six feet of distance between people in the hallways. Staggered movements at incremental intervals should be used if feasible to minimize the number of persons in the hallways as able. ***Phase 4 only
- *Where possible, physical education will be held outside and contact sports will not be encouraged. Recreational and sports equipment will be cleaned regularly.
***Phase 4 only
- *Only children who are students at OCS shall use the school playground during the school day.
- *CDC and Health Department reminders will be displayed throughout the school (classrooms, hallways, bathrooms, offices) for students and staff.

Screening Students and Staff

- Our school will cooperate with the local health public health department regarding implementing protocols for screening students and staff.

- *Parents and employees will complete a School Health Screening Agreement at the beginning of the school year.
- *The school office is the designated quarantine area for a student who becomes ill at school. The school secretary or principal will care for the student.
 - Students who become ill with symptoms of COVID-19 will be placed in the school office with a surgical mask in place until they can be picked up. The school secretary (or other school staff member) will wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required.
- *Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.
- Staff should conduct daily self-examinations, including 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.
- *Students should be screened for signs of illness prior to arrival to school each day. Families are encouraged to check their child's temperature at home 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 are 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 physician.

Testing Protocols for Student and Staff and Responding to Positive Cases

- Our school will cooperate with the local health 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 should 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 should wear a mask and be transported for off-site testing.
- *Symptomatic students and staff sent home from school should be kept home until they have been released from isolation according to CDC guidelines.
- *Families should 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 at less than six feet in close proximity to the student or staff member) so that they can be quarantined 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 of COVID-19. The District 10 Health Department will provide our school with specific directions if this is the case.

- *A classroom may go into distance learning mode for reasons related to illness. That classroom will modify the schedule to the distance learning model. Distance learning mode will take place when a class has met a threshold of absent students to be determined by the principal, in cooperation with staff and the Health Department. This schedule will go on for one week and then will be reassessed. Virtual learning mode will also take place if our region is moved to phase 3.

Responding to Positive Tests Among Staff and Students

- Our school will cooperate with the local health public health department in collecting 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.
- *Attendance due to Health Screening restrictions will not be counted as school day absences and students will be required to keep up with school work.
- Our school will notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other federal and state privacy laws.
 - The District 10 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) may be asked to self quarantine after exposure. Local health officials, depending on the situation, may identify other contacts who require quarantine. Schools can help the local health department by collecting data and contact information of those exposed.
 - Staff should receive guidance on confidentiality laws and statutes that protect student and staff health information.
- *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.
- Cleaning staff should wear a surgical mask, gloves, and a face shield when performing cleaning of these areas.

- If possible, after a positive test is discovered smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles.

Water, Food Service, Gathering, and Extracurricular Activities

- *Water fountains will not be operational. Water-bottle filling stations have been added.
- *Students will bring their own water bottles labeled with their name. (If a student does not bring a water bottle, a disposable cup will be provided.)
- *Lunch times will be staggered to allow for more spacing and to reduce the amount of mixing between classes.
- *Each class will have their own lunch table in the cafeteria that they will use every day, separated from another class.
- *Serving and cafeteria staff should use barrier protection including gloves and facial covering when serving and preparing food and/or individually packaging food to serve to students/staff.
- *Students are encouraged to bring lunch from home & not be shared by students.
- *Any shared snacks should be prepackaged.
- *Recess will be conducted outside whenever possible and will be modified to allow fewer students at a time on the playground when needed.
- *Students will use the west doors to exit the building for recess.
- *Students will use the north (main) doors to enter the building after recess.
- *Chapel services will be conducted in the Worship Center in cohorted groups with physical distancing between classes in place.
- *Extracurricular and after school activities will continue using face coverings where necessary.

Cleaning

- All classrooms will be equipped with hand sanitizer, disinfectant spray, wipes and paper towels.
- *Additional hand sanitizer stations will be placed throughout the building.
- Frequently touched surfaces including light switches, doors, benches, and bathrooms, must undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.
- The Spanish, computer, art and music rooms must undergo cleaning after every class period with either an EPA approved disinfectant or diluted bleach solution.
- Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution at the end of every day. **Phase 4 only Every two to three days in Phase 5.
- *Classroom doors, as well as non-fire hallway doors, and windows will be kept open as much as possible to allow ventilation and airflow.
- Teachers have the opportunity to use outdoor teaching options.
- The playground structures will continue to undergo normal routine cleaning, but using an EPA-approved disinfectant is unnecessary.
- Evening janitorial staff will be responsible for cleaning and disinfecting the entire facility and must wear gloves, surgical mask, and face shield when performing all cleaning activities. ***requirement only in Phase 4 - recommended in Phase 5
- Staff will 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.

Busing and Student Transportation

- It is required that students and staff use hand sanitizer before using school transportation which will be supplied in the van. ***requirement only in Phase 4 - recommended in Phase 5
- Facial coverings must be worn by all students, staff and drivers during school transportation. Any staff or student that is unable to medically tolerate a facial covering must not wear one. Note: If there is a situation where it is not safe for the bus driver to wear a facial covering, he/she will not have to do so. This decision will be made on a case-by-case basis with local public health officials. ***Phase 4 only
- Vehicles will be cleaned and disinfected before and after every transit use. Children must not be present when a vehicle is being cleaned. ***requirement only in Phase 4 - recommended in Phase 5

- If a student becomes sick during the day, they must not use group transportation to return home and must follow protocols outlined above. If a driver becomes sick during the day, they must follow protocols for sick staff outlined above and must not return to drive students. Other plans will be made.
- Weather permitting, keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
- Weather permitting, consider keeping windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe.

Medically Vulnerable Students and Staff

- *Our school will systematically review all current plans for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19.
- *We will have alternative options for students/families and staff who self-identify as high-risk for severe illness due to COVID-19.
- *Pertaining to medically vulnerable students, we will revise our school's remote learning plan to incorporate feedback and input from teachers, families, students, and school leaders to improve its effectiveness.
- *At any time, a student or staff member reserves the right to wear a face covering.

Facilities

- Frequently touched surfaces will be cleaned several times a day. ***Phase 4 only
- We will alert our school custodian of any changes in recommended cleaning guidelines issues by OSHA and/or CDC. It is expected that this guidance will be updated in real-time based on the status of community spread across local geographies.
- We will post signage about frequent handwashing, cough etiquette, and nose blowing throughout the school.
- Our school will procure level-1 facial coverings for staff as needed.

General Protocols

- *Our emergency operations plan will be modified to include the COVID-19 pandemic.
- *Every student will be assessed in the first few weeks of school on their understanding of prerequisite skills and grade-level proficiencies using formative

assessments, screeners, or diagnostics to understand where students are academically and inform instructional decisions for teachers, students, and families.

- *In the case of virtual learning, our teachers will monitor and track students' progress.
- *If our school closes for in-person instruction, we will activate school cleaning and disinfection protocols according to the CDC School Decision Tree. Custodial staff will wear surgical masks when performing cleaning duties.
- *In the case of virtual learning, Mrs. Lauren Rabe will be considered and serve as the technological "help desk". She will be available by phone or email.

Points of Contact:

- Michigan District 10 Health Department - (231) 873-2193
- OCS School Board contact: Ben VanderKodde - ben@graceadventures.org
- OCS Principal: Mrs. Jacinda Bitely - (231) 873-2514 or jbitely@oceanachristianschool.com
- Distance learning tech help: Mrs. Lauren Rabe - lrabe@oceanachristianschool.com

***All policies are subject to change depending on the circumstances.