



# OUR SAVIOR EVANGELICAL LUTHERAN CHURCH AND SCHOOL

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The Lutheran Church – Missouri Synod

## **2020-2021 School Preparedness and Response Plan**

The following pages outline the School Preparedness and Response Plan for the 2020-21 school year at Our Savior Evangelical Lutheran School during Phase 4 and Phase 5 of the MI Safe Start Plan.

Note: Our Savior Evangelical Lutheran School is a K-8 school that does not currently have a transportation program, a hot lunch program, or an interscholastic sports program.

## Phase 4 Plan

If a school is located in a Phase 4 MERC District, as described in the MI Safe Start Plan, the following will be adhered to:

### **Personal Protective Equipment**

- All staff will wear facial coverings within six feet when in classrooms, except (1) during meals and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician.
- All staff and all students in grades pre-kindergarten and up will wear facial coverings when in indoor hallways and common areas longer than sixty seconds except (1) during meals and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician, with parental consent for students.
- Facial coverings are not required in preschool classrooms by children ages 3 and 4.
- All students in grades kindergarten through 5 will not be required to wear facial coverings in their classrooms unless (1) students do not remain with their cohort class throughout the school day and (2) come into close contact with students in another class.
- All staff and students in grades 6-8 will wear facial coverings within six feet except (1) during meals and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician, with parental consent.
- Schools will not conduct indoor assemblies that bring together students from more than one classroom.
- School Chapel is allowed provided that all chapel guidelines are followed.

### **Hygiene**

- Provide adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques.
- Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
- Educate staff and 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.
- Systematically and frequently check and refill soap and hand sanitizers.
- Provide opportunities for handwashing with soap and water by students and teachers.
- Limit sharing of personal items and supplies such as writing utensils.

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

- Space students as far apart as feasible in classrooms, whether desks or tables are utilized.
- As feasible, arrange all desks facing the same direction toward the front of the classroom.
- Post signage to indicate proper social distancing.
- Place markers at six-foot intervals where line formation is anticipated.
- Provide social distancing markers in waiting and reception areas.

- Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.
- Restrict entrance to the school to students and staff only during school hours (usually 7:45 a.m.-3:45 p.m.), with the following allowances: Family members or other non-staff adults are not allowed in the school building except under extenuating circumstances determined by school officials. 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, should be kept of all non-staff adults entering and exiting the building.

### **Screening Students and Staff**

- Cooperate with the local public health department regarding implementing protocols for screening students and staff.
- Identify and designate a quarantine area and a staff person to care for students and staff who develop signs or symptoms of COVID-19 at school.
- Students and staff 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.
- Symptomatic students and staff sent home from school will stay home until 72 hours after fever subsides without medication or they have tested negative for COVID-19 or have completely recovered according to CDC guidelines.
- Staff will conduct daily self-examination prior to coming to work and a temperature check before school. 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.

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

- Cooperate with the local public health department regarding implementing protocols for screening students and staff.
- Symptomatic students and staff will be kept home until 72 hours after fever subsides without medication or they have tested negative and have completely recovered or have been released from isolation according to CDC guidelines.
- 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.

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

- Cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, 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. The Local Health Department will initiate contact tracing, following regular public health practice.
- 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 applicable federal and state privacy laws.

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

- Prohibit indoor assemblies that bring together students from more than one classroom.
- School Chapel is allowed provided that all chapel guidelines are followed.
- If cafeterias are used, meal times should be staggered to create seating arrangements with distance between students.
- Classrooms or outdoor areas can be used for students to eat meals at school.

## **Athletics**

- 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.
- 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.

## **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 will undergo cleaning after every class period or when cohorts change classrooms, with either an **EPA-approved disinfectant** or diluted bleach solution.
- 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.
- Playground structures will continue to undergo normal routine cleaning, but using an **EPA-approved disinfectant** is unnecessary.
- 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.
- Staff must wear gloves, and surgical masks or face shields when performing all cleaning activities.

## **Mental & Social-Emotional Health**

- Schools are to identify a point person or establish an access navigator to facilitate mental health referrals, communications to families/ students, and public-facing wellness materials.
- Provide all staff with timely, responsive, and ongoing training/professional development.

# Phase 5 Plan

## **Personal Protective Equipment**

- Face coverings are optional for students and staff when in classrooms. If a staff member or student has been identified to be at increased risk of illness by their physician, face covering should be worn.
- All staff and all students in grades pre-kindergarten and up may wear facial coverings when in indoor hallways and common areas, except (1) during meals and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician, with parental consent for students.
- The school will not conduct indoor assemblies that bring together more students than the most recent Executive Order allows.
- School Chapels are allowed provided that all chapel guidelines are followed.

## **Hygiene**

- Provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).
- Systematically and frequently check and refill soap and hand sanitizers.
- Daily, provide opportunities for handwashing with soap and water by students and teachers.
- Limit sharing of personal items and supplies such as writing utensils.

## **Spacing, Movement and Access**

- Space students as far apart as feasible in classrooms, whether desks or tables are utilized.
- Post signage to indicate proper social distancing.
- Place markers at six-foot intervals where line formation is anticipated.
- Provide social distancing markers in waiting and reception areas.
- Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.
- Restrict entrance to the school to students and staff only during school hours (usually 7:45 a.m.-3:45 p.m.), with the following allowances: Family members or other non-staff adults are not allowed in the school building except under extenuating circumstances determined by school officials. 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, should be kept of all non-staff adults entering and exiting the building.

### **Screening Students and Staff**

- Cooperate with the local public health department regarding ongoing protocols for screening students and staff.
- Maintain a quarantine area and a staff person to care for students and staff who develop signs or symptoms of COVID-19 at school.
- Students and staff 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.
- Symptomatic students and staff sent home from school will stay home until they have tested negative or have completely recovered according to CDC guidelines. Fever must be gone without medication for 72 hours minimum before returning to school.
- Staff will conduct daily self-examinations prior to coming to work, and will receive temperature check at school. 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.

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

- Cooperate with the local public health department regarding ongoing protocols for screening students and staff.
- Symptomatic students and staff will be kept home until they have tested negative for COVID-19 or have been released from isolation according to CDC guidelines.
- 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.

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

- Cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, 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. The Local Health Department will initiate contact tracing, following regular public health practice.
- 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 applicable federal and state privacy laws.

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

- School will not conduct indoor assemblies that bring together more students than the latest Executive Order allows.
- School Chapel is allowed provided that Chapel guidelines are followed.
- If cafeterias are used and six feet of distance between students is not possible, mealtimes will be staggered.

### **Athletics**

- Schools 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.
- 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.

### **Cleaning**

- 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.

### **Mental & Social-Emotional Health**

- Schools are to maintain a point person or establish an access navigator to facilitate mental health referrals, communications to families/ students, and public-facing wellness materials.
- Provide all staff with timely, responsive, and ongoing training/professional development.

# Resources

## General

Executive Order - [EO 2020-142.pdf](#)

Roadmap - [MI Safe Schools Return to School Roadmap](#)

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) –

[www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)

State of Michigan: COVID-19 response – [https://www.michigan.gov/mde/0,4615,7-140-37818\\_53456---,00.html](https://www.michigan.gov/mde/0,4615,7-140-37818_53456---,00.html)

CDC: Resources for Childcare, Schools, and Youth Programs – <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

Federal OSHA – [www.osha.gov](http://www.osha.gov)

## Hygiene

Handwashing video translated into multiple languages – [www.youtube.com/watch?v=LdQuPGVcceg](http://www.youtube.com/watch?v=LdQuPGVcceg)

CDC Prevention: [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

CDC Hygiene Etiquette: [www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

## Housekeeping

CDC Disinfecting: [www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

CDC Cleaning: [www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

Environmental Protection Agency (EPA): [www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

## Employees exhibiting signs and symptoms of COVID-19

CDC Sickness Steps: [www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

## OSHA Training

Federal OSHA: [www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)

## Social Distancing

CDC: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

Social distancing calculator: <https://www.banquettablespro.com/social-distancing-room-space-calculator>

## Mental Health

Catholic Charities of SE Michigan: <https://ccsem.org/covid-19-outreach-and-resources/resources/>