

Legacy Christian School Safe Reopening Plan

July 30, 2020

Approved by the Legacy Christian School Board's Executive Committee on 07/30/2020.

LCS School Board President: Daniel Vander Molen Print

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Legacy Christian's Reopening Plan was developed in response to and with guidance from:

1. Input received from our July 1, 2020 parent survey. Results from this survey indicated that 92% of responding families wanted their children to return to in-person instruction at our earliest opportunity as long as important precautions are practiced to ensure the safest, healthiest possible school experience.
2. Requirements and recommendations from Michigan's 2020-2021 Return to School Roadmap
3. Requirements from the Michigan Executive Order 2020-142.
4. Input received from the South Suburban Christian School Reopening Committee.

Guiding Principles For Reopening (Developed by the South Suburban Christian School Reopening Committee). Our South Suburban Christian Schools will:

- Pursue our common mission of providing Christ-centered education that invites, nurtures, and empowers students to serve in God's Kingdom.
- Prioritize face to face instruction whenever possible, recognizing that our learning environments work most effectively in person.
- Care for the physical, relational, mental, and spiritual well-being of our students and staff members, understanding that this will take extra effort, resources, and investment during the pandemic.
- Support all students, regardless of developmental or learning needs.

- Provide guidance, training, and tools for our staff members to deliver quality instruction for any mode that is considered safest for the students and community.
- Continue the work of Teaching for Transformation (TfT) by inviting our students to be agents of change in a broken world.
- Cultivate a partnership with parents, marked by support, humility, and patience, for any mode of learning.
- Base our decisions about how to promote the health of our students, families, and the greater community on the foundation of loving our neighbor as ourselves and in consultation with county health departments.

State Guidelines:

In the spring of 2020, Governor Whitmer implemented a six-phase approach to reopening our state. All K-12 schools in Michigan have been charged with developing an educational plan for each of these phases.

Requirements for each of the phases follow these basic guidelines:

- Phases 1-3: Schools do not open for in-person instruction and instruction is provided remotely.
- Phase 4: Schools open for in-person instruction with more stringent required safety protocols.
- Phase 5: Schools open for in-person instruction with moderate required safety protocols.
- Phase 6: Schools open for in-person instruction with minimal required safety protocols.

Phase 1-3:

Personal Protective Equipment and Hygiene

- ✓ Schools are closed for in-person instruction

Spacing and Movement

- ✓ Schools are closed for in-person instruction.
- ✓ School buildings may continue to be used by licensed child care providers, if providers follow all emergency protocols identified by the state.
- ✓ School employees and contractors are permitted to be physically present in school buildings for the purposes of conducting basic school operations, including remote live instruction, as determined by school administrators.

Screening Students

- ✓ Schools are closed for in-person instruction.

Responding to Positive Tests Among Staff and Students

- ✓ Schools are closed for in-person instruction

Food Service, Gathering and Extracurricular Activities

- ✓ All inter-school activities are discontinued.
- ✓ After-school activities are suspended.

Athletics

- ✓ All athletics are suspended.

Cleaning

- ✓ Schools are closed for in-person instruction, and cleaning practices are adjusted to maintain school building functional order.

Busing and Student Transportation

- ✓ All busing operations are suspended.

Mental and Social-Emotional Health

- ✓ Establish a comprehensive crisis management plan that leverages available internal and external/community-based resources, which can be activated efficiently as needed (e.g., loss of student, loss of a school staff member).

Remote Instruction

- ✓ Ensure that remote learning plans, revised based on feedback and input from school leaders, educators, families, and students, are distributed to all involved stakeholders. Create opportunities for ongoing feedback.
- ✓ Activate remote learning programs at scale to deliver curricula and high-quality instructional materials. Integrate synchronous and asynchronous learning and best practices that promote students engagement, consistency, and differentiation.

- ✓ Conduct checkpoints with school leaders around curriculum and instruction and ongoing monitoring of student progress, specifically honing in on the progress of students in need of additional support.

Communication & Family Supports

- ✓ Implement any additional communication systems needed to reach every family and student in their home language through multiple modes (e.g., text, call, email, home visit) to share:
 - Expectations around the duration of the closure and reopening;
 - Decisions about grade-level proficiencies, modes of assessment and feedback, daily instructional time, and estimated workload.
 - Supports and resources for families to use at home, such as grade-specific activities and strategies for teaching and helping their child; and
 - Training on accessing and using the school's digital systems and tools, and workshops for families to build digital literacy.

Monitoring

- ✓ Activate plans to monitor and assess the following:
 - Attendance:
 - Develop systems to monitor and track student's online attendance on a daily basis.
 - Student Work:
 - Teachers will assess the quality of student work and provide feedback to students and families.
 - Students will self-assess the quality of work, reflect on teacher feedback, and learning progress.

Facilities

- ✓ Audit necessary materials and supply chain for cleaning and disinfection supplies.
- ✓ Continue to maintain schools in good working order to prepare for the subsequent return of students.
- ✓ Consider the creation of a contingency plan to coordinate the use of school buildings for child care, particularly for essential workers.

Technology

- ✓ Ensure that students can submit assignments and be evaluated accordingly.
- ✓ Review and update (as needed) relevant technology policies including data privacy policies, acceptable use policies, and policies related to accidental damage, theft, and loss of technology.
- ✓ Do our best to ensure that every student has access to the appropriate technology and connectivity needed to continue learning.

Phase 4:

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. A Dr.'s note stating his/her diagnosis of the medical condition will be required. Any staff member that is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering.
 - 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 PreK-8 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. A Dr. note – stating the diagnosis – will be required. 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. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.
- ✓ Facial coverings must always be worn in hallways and common areas by PreK-8 students in the building except during meals. Any student that is unable to medically tolerate a facial covering must not wear one. A Dr. note – stating the diagnosis – will be required. 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.
 - Homemade facial coverings must be washed daily.
 - Disposable facial 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 in grades 5-8.** Any student who cannot medically tolerate a facial covering must not wear one. A Dr. note – stating the diagnosis – will be required. Any student that is incapacitated or unable to remove the facial covering without assistance must not wear one.
- ✓ All students in grades K-4 must wear facial coverings unless students remain with their classes throughout the school day and do not come into close contact with students in another class.

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.
- ✓ Keep students' personal items separate and in individually labeled cubbies, containers, or lockers.
- ✓ Portable handwashing and/or hand sanitizing stations will be set up throughout school buildings.

Spacing, Movement and Access

- ✓ Space desks six feet apart in classrooms when possible.
- ✓ In classrooms where large tables are utilized, space students as far apart as feasible.
- ✓ As feasible, arrange all desks facing the same direction toward the front of the classroom.
- ✓ Family members or other guests are not allowed in the school building except under extenuating circumstances determined by district and school officials.
- ✓ As able, "specials" (like art, music, library) should be brought to the classroom instead of having students move to different locations.
- ✓ Where possible, physical education should be held outside and social distancing of six feet should be practiced.

Screening Students and Staff

- ✓ Schools must 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.
- ✓ 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.
- ✓ 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 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.
- ✓ Families are 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 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 provider.

Testing Protocols for Students and Staff and Responding to Positive Cases

- ✓ Schools must cooperate with the local health department regarding implementing protocols for screening students and staff.
- ✓ 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.
 - 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 of 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. Schools can help the local health department by collecting data and contact information of those exposed.
 - Note: Schools should provide staff with guidance on confidentiality laws and statutes that protects 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.

Food Service, Gathering, and Extracurricular Activities

- ✓ Prohibit indoor assemblies that bring together students from more than one classroom.
- ✓ Large scale assemblies of more than 50 students are suspended.
- ✓ Recess should be conducted outside whenever possible with appropriate social distancing and cohorting of students.
- ✓ Extracurricular activities may continue with the use of facial coverings.

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.
- ✓ 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 not sharing of this equipment.
- ✓ Handshakes, fist bumps, and other unnecessary contact must not occur.
- ✓ Large scaled 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

- ✓ Frequently touched surfaces including light switches, doors, benches, bathrooms, must 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.
- ✓ Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.
- ✓ Playground structures must 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, surgical masks, and face shields when performing all cleaning activities.

Busing and Student Transportation

- ✓ Require the use of hand sanitizer before entering the bus. Hand sanitizer must be supplied on the bus.
- ✓ The bus driver, staff, and all students in grades PreK-8, if medically feasible, must wear facial coverings while on the bus. 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.
- ✓ Clean and disinfect transportation vehicles before and after every transit route. Children must not be present when a vehicle is being cleaned.
- ✓ Clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes and prior to afternoon routes.
- ✓ Clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.
- ✓ Create a plan for getting students home safely if they are not allowed to board the vehicle.
- ✓ 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.
- ✓ Weather permitting, keep doors and windows open when cleaning the vehicle 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.

Mental and Social-Emotional Health

- ✓ Establish and communicate to all staff guidelines for identification and rapid referral of at-risk students to appropriate building-level support teams.
- ✓ Use our comprehensive crisis management plan that leverages available internal and external/community-based resources, which can be activated efficiently as needed (e.g., loss of student, loss of a school staff member).

Operation

- ✓ Audit necessary materials and supply chain for cleaning and disinfection supplies.
- ✓ Frequently touched surfaces should be cleaned several times a day.
- ✓ Alert school-based custodial and infection control staff of any changes in recommended cleaning guidelines issued 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.
- ✓ Convene custodial and facilities staff to review and make actionable district guidance regarding cleaning and disinfection.
- ✓ Custodial staff should continue deep cleaning over the summer.
 - Custodial staff should distribute wastebaskets, tissues, and CDC-approved soap to every office and classroom so that these materials can be used upon entry and exit into and discrete location and during travel between sites.
 - Signage about frequent handwashing, cough etiquette, and nose blowing should be widely posted, disseminated, and encouraged through various methods of communication.
- ✓ Procure level-1 facial coverings, including those with a transparent front, for PreK-5 teachers.

Budget, Food Service, Enrollment, and Staffing

- ✓ Support student arrival protocols. This should include how students arrive at and depart from school (e.g., school bus, dropped off via car, walk).
- ✓ Consider redeploying underutilized staff to serve core needs.
- ✓ Inventory how many substitute teachers are available.
- ✓ Build and send back to school communications to all relevant stakeholders (i.e., families, school staff) and include updates across all policies and procedures.
- ✓ Collaborate with food service staff to ensure any necessary food handling changes are implemented based on local public health guidance.

Transportation

- ✓ Finalize bus procedures for bus drivers and students that are informed by public health protocols.

Phase 5:

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.
- ✓ Keep students' personal items separate and in individually labeled cubbies, containers, or lockers.
- ✓ Procure portable handwashing and/or hand sanitizing stations to set up throughout school buildings.

Spacing, Movement and Access

- ✓ Spacing is six feet between desks to the extent that is feasible.
- ✓ In classrooms where large tables are utilized, space students as far apart as feasible.

Screening Students, Staff, and Guests

- ✓ Every school should identify and designate a quarantine area and a staff person to care for students who become ill at school.
- ✓ 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.
- ✓ Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to [CDC guidelines](#).
- ✓ Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.
- ✓ 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.
- ✓ Any parents or guardians entering the building should wash or sanitize hands prior to entry.
- ✓ Parents or guardians are 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 no other explanation is available.
- ✓ Families are encouraged to ask their children or monitor for symptoms of COVID-19, including cough, congestion, shortness of breath, or gastrointestinal symptoms every morning. Any positives should prompt the family to keep the student home from school.

Testing Protocols for Students and Staff and Responding to Positive Cases

- ✓ Students who develop fever or become ill with symptoms of COVID-19 at school should wear a mask and be transported by their parent/guardian, emergency contact, or ambulance, if clinically unstable, for off-site testing.

- ✓ Staff who develop a fever or become ill with symptoms of COVID-19 at school should wear a mask and should be transported for off-site testing.
- ✓ Parents and guardians should be notified of the presence of any laboratory positive or clinically diagnosed cases in the classroom and/or school to encourage closer observation for any symptoms at home.
- ✓ Symptomatic students and staff sent home from school should be kept home until they have tested negative or have been released from isolation according to CDC guidelines.
- ✓ In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts should be made to contact any close contacts (those who spent more than 15 minutes within six feet to the student or staff member) so that they can be quarantined at home. Classmates should be closely monitored for any symptoms. At this time, empiric testing of all students in the class is not recommended. Only those that develop symptoms require testing.
- ✓ Parents or guardians are 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 no other explanation is available.
- ✓ Parents or guardians are encouraged to monitor for symptoms of COVID-19, including cough, congestion, shortness of breath, or gastrointestinal symptoms every morning. Any positives should prompt the family to keep the student home from school and seek out testing.

Responding to Positive Tests Among Staff and Students

- ✓ 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.

Food Service, Gathering, and Extracurricular Activities

- ✓ Students, teachers, and food service staff should wash hands before and after every meal.
- ✓ All gatherings, including those that occur outdoors (e.g., graduations) should comply with current and future executive orders that set caps on congregations of people.

Athletics

- ✓ 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.
- ✓ Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.

Busing and Student Transportation

- ✓ Strongly encourage the use of hand sanitizer before entering the bus. Hand sanitizer should be supplied on the bus.
- ✓ Clean and disinfect transportation vehicles regularly. Children must not be present when a vehicle is being cleaned.
- ✓ If a driver becomes sick during the day, they must follow protocols for sick staff outlined about and must not return to drive students.

Mental and Social-Emotional Health

- ✓ Use our comprehensive crisis management plan that leverages available internal and external/community-based resources, which can be activated efficiently as needed following an acute incident (e.g., loss of student, loss of a school staff member).
- ✓ Compile and regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that references school and community wellness resources.

Facilities

- ✓ Custodial staff should continue deep cleaning over the summer.
- ✓ Audit all school buildings with a focus on:
 - How many classrooms are available;
 - The size of each classroom;
 - Additional spaces that are available (e.g., gym, lunchroom, auditorium); and
 - The ventilation in each classroom.
- ✓ Audit school security protocols to decide if any process changes need to be implemented.
 - School security staff should follow CDC protocols if interacting with the general public.

Budget, Food Service, Enrollment, and Staffing

- ✓ Support student arrival protocols. This should include how students arrive at and depart from school (e.g., school bus, dropped off via car, walk).
- ✓ Collaborate with food service staff to ensure any necessary food handling changes are implemented based on local public health guidance.

Transportation

- ✓ Finalize bus procedures for bus drivers and students that are informed by public health protocols.

Phase 6:

Personal Protective Equipment

- ✓ Safety protocols no longer required.

Hygiene

- ✓ Provide adequate supplies to support healthy hygiene behaviors (e.g., soap, hand sanitizer with at least 60% alcohol for safe use by staff and older students, paper towels, and tissues).
- ✓ 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.
- ✓ Systematically and frequently check and refill soap and hand sanitizers.
- ✓ 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.

Spacing and Movement

- ✓ Safety protocols no longer required.

Screening Students

- ✓ Safety protocols no longer required.

Responding to Positive Tests Among Staff and Students

- ✓ In the event of a lab or clinically diagnosed case of COVID-19 among staff or a student, the classroom or areas exposed must be immediately closed until cleaning and disinfection can be performed.
 - If the person was in the school building without a facial covering, or large areas of the school were exposed to the person, short term dismissals may be required to clean and disinfect the larger areas. This decision must be made in cooperation with the local public health department.
- ✓ Cleaning staff must wear a surgical mask when performing cleaning of these areas along with gloves and face shield.

Food Service, Gathering, and Extracurricular Activities

- ✓ Safety protocols no longer required.

Athletics

- ✓ Safety protocols no longer required.

Cleaning

- ✓ Safety protocols no longer required.

Busing and Student Transportation

- ✓ Safety protocols no longer required.

Medically Vulnerable Students and Staff

- ✓ Safety protocols no longer required.