

COVID-19 Preparedness & Response Plan

2020-2021

Learning & Living for the Glory of God

7555 Byron Center Ave

Byron Center, MI 49315

Phone: (616) 878-9472

Fax: (616) 878-9473

Website: www.zionchristian.net

Email: office@zionchristian.net



Background Information

Zion Christian School values the health and wellbeing of all our school community members. As we look toward the 2020-21 school year, we have been and will continue to work hard at preventing the spread of COVID-19 while also seeking to meet the spiritual, social/emotional, mental, and physical health and growth of each of our students. Zion's goal throughout this process has always been to return to full, five-day-per-week, in-person learning and this plan allows for that.

This plan addresses our school's policies and procedures for Phase 4 and 5. Please note that if a recommended item does not appear within this plan document, it has been reviewed and considered by Zion and deemed either not possible in our context or may reduce the quality of our instructional or mission purpose. This plan may be amended at the discretion of the Zion school board or Administration. Any changes will be communicated to the school community as a whole.

This plan has been created by a seven member task force made up of faculty, staff, parents, and Board members and has been reviewed by the Zion school board. Also, Zion's Administrator has been in regular communication with the Kent County Health Department as well as medical experts.

Understanding Zion's Preparedness Plan

The plan is detailed and complex at first look. This should come as no surprise based on the ongoing learning and research, changing laws, and the nature of a community connection point that a school setting offers.

Table of Contents:

- **Personal Protective Equipment (PPE) (page 3)**
- **Hygiene (page 4)**
- **Spacing & Movement (pages 5-6)**
- **Screening Students & Staff (pages 6-8)**
- **Responding to Positive Tests Among Staff & Students (pages 8-9)**
- **Food Service, Gatherings, & Extracurricular Activities (pages 9-10)**
- **Athletics (pages 10)**
- **Cleaning (page 11)**
- **Busing & Student Transportation (page 11-12)**
- **Face Covering exemption form (Must be returned to Zion's Office to apply) (page 13)**

IMPORTANT CONFIDENTIALITY NOTICE:

Due to privacy protection and various confidentiality laws in place, a Zion staff member will maintain student and staff privacy except as required by law. Even if a family/student acknowledges and publicly discloses a positive test, school officials and staff **will not** participate in discussions except as required by law.

Personal Protective Equipment (PPE)

FACIAL COVERINGS / MASKS

- Acceptable facial coverings include a homemade mask OR a disposable surgical mask.
 - Homemade coverings must be washed daily.
 - Disposable coverings must be disposed of at the end of each day.
- **Note: Any staff member or student who cannot medically tolerate a facial covering (for physical or mental health reasons) must provide the Zion Administrator with a completed form that is found at the end of this plan and must not wear one.**

Phase 4

- **Staff**
 - Must wear facial coverings at all times except during meals or when outdoors
- **Preschool – 5th Grade Students**
 - Are not required to wear a facial covering while in classrooms but are welcome to wear them at any time
 - Must wear a facial covering while on a school bus
 - Must wear a facial covering in the hallways when cohorting is not possible
- **6th-12th Grade Students**
 - Must wear facial coverings at all times except during meals or when outdoors
 - Must wear a facial covering while on a school bus
 - Must wear a facial covering in the hallways and all common areas

Phase 5

- **Staff**
 - Facial coverings **MAY** be worn by staff at any time.
- **Preschool – 5th Grade Students**
 - Are not required to wear a facial covering while in their own classroom but may wear them at any time
 - Are not required to wear a facial covering in the hallways and all common areas but may wear them at any time
 - Must wear a facial covering while on a school bus
- **6th-12th Grade Students**
 - Are not required to wear a facial covering while in their own classroom but may wear them at any time

- Are not required to wear a facial covering in the hallways and common areas but may wear them at any time
- Must wear a facial covering while on a school bus

Hygiene

Phase 4

- **Hand-Washing & Hand- Sanitizing**
 - Zion has installed hand-sanitizer pumps in every room by the door and will systematically check and refill each pump.
 - **ALL students and staff** must use hand sanitizer **“scrub-in”** when entering a new room/environment **and “scrub-out”** when leaving the room or environment (similar to a hospital room best practice strategy). **Parents can help by discussing this with their children at home to help them prepare for this expectation.**
 - Zion will teach and regularly re-enforce with reminders and supervision of our students throughout each day to support healthy hygiene behaviors, especially regular use of hand sanitizer and handwashing with soap for at least 20 seconds.
 - Zion will place signs up in all bathrooms that will help reinforce proper handwashing techniques.
 - Zion will educate students on how to cough and sneeze into their elbows or to cover with a tissue.
 - Used tissues should be thrown into a trash.
 - Hands should immediately be washed or sanitized.
 - **Attempted Goal:** ALL students AND staff should schedule a handwashing (with soap and water) time for their class between 9:45AM-10:30AM and again between 11:30-1:30PM so that everyone’s hands are minimally washed every 2-3 hours with soap and water.
 - Zion will provide good faith efforts to reduce the sharing of personal items and ‘community bins’ with things such as writing utensils, glue-sticks, scissors and implement disinfecting protocols for items like electronic devices that often need to be shared by a few students due to device availability.
 - Zion has individual lockers in the hallway for students in grades 2-6 and individual cubbies in the classrooms in grades PS-1. Students will have their own cubbies, folders, and containers in contexts we deem appropriate.
 - Zion has individual lockers for students in grades 7-12 for coats and supplies. Students have their own folders and containers in contexts we deem appropriate.

Phase 5

Zion will provide good faith efforts for all items listed in phase 4

Spacing, Movement, & Access

Phase 4

Zion will provide good faith efforts to follow the procedures listed below.

- **In the Zion Office**
 - Plexiglass is installed to protect the office members and anyone coming into the office.
- **Floor-Markings**
 - Arrows will be placed in the hallways for students in grades 7-12 to promote smooth traffic flow and ease congestion.
 - Markings have been placed in the front office area to space those waiting for front desk office staff six feet or more apart
- **In classrooms**
 - **Classrooms with desks for student-seating:**
 - Zion will attempt to space desks apart without inhibiting the overall learning environment and opportunities of the room. Discretion will be granted to the teacher to ensure quality learning is taking place.
 - Desks will not be 'clustered' into groups and will never be put together so students are directly facing each other for work sessions; at times, a barrier may be provided to allow students a collaborative learning situation.
 - **Classrooms with tables for student-seating:**
 - Zion will attempt to space students as far apart as feasible for the activities they are participating in. This will vary depending on the context of the moment and discretion will be granted to the teacher. At times, a barrier may be provided to allow for a collaborative learning situation.
 - Zion will do our best to open windows when weather permits to allow better circulation. Considerations and exceptions will be made at times for students with asthma or other health conditions.
- **Teachers & Distancing :**
 - In an effort to help with teaching and awareness for students of the phrase 'social distancing' and what it means, whenever the context allows, teachers should model and maintain 6-feet social distance from students. This will not be possible in all contexts due to the nature of observing students' work and providing active and formative feedback. At times teachers may use a barrier to allow for closer proximity work.
- **Specials Classes**
 - **Physical Education**
 - Zion will seek to provide Physical Education outdoors when the weather permits and, in the gymnasium, when it does not.
 - **Band & Choir**
 - Zion will hold band class in the gymnasium to maximize social distancing within that space as available.
 - Zion will hold choir classes in the regular music rooms but will maximize social distancing within those spaces as available.
 - Elementary choir classes will only meet one class at a time.

- **Art**
 - **Elementary**
 - Art class for Pre-K – 6th grade will be held in each classroom.
 - Classes will be moved to the art room as needed for quality instructional purposes.
 - **Jr High/High School**
 - Art class for 7th – 12th grade will continue to be held in the art room.
- **Visitors, Parents, Volunteers –**
 - In an effort to minimize population density within our building during Phase-4, **no outside visitors or guests will be allowed**, except under extenuating circumstances approved by the Administrator or an office staff member.
 - Zion does have a few key core volunteers who bless us with regular help in various day-to-day operational details. The Zion Administrator will be providing a published list of those approved volunteers to the office staff members who will provide them with a visitor-pass to be on-site during the school day. They will be required to follow all aspects of this plan under the context of ‘staff’.

Before & After school procedures

- Zion will have staff before and after school to help assist students in the parking lot to help with reminders of social distancing in the start of the school year.
- Staff members will also assist with departure activities so that families do not need to come into the school to find their children at the end of the day.

Phase 5

- Zion will gradually adjust a few protocols to improve on quality instructional moments and/or provide monitoring/coaching of distancing-practices without as many provided reminders. For example, we will provide more opportunities for small group instruction and desks or tables may at times be closer together to focus on the value of collaboration and teamwork.
- Zion will make good faith efforts to have all students use the hand sanitizer stations before and after such activities.

Screening Students & Staff

Phase 4

- Zion Administrator, Todd Hoekstra, will continue to maintain close communication and cooperation with the Kent County Health Department regarding implementing protocols for screening students and staff.
- All adults entering the building must use the hand sanitizer provided at the entrance to “scrub-in” before proceeding to their rooms. All visitors (including parents) must go immediately to the

Zion office as the only checkpoint to drop off any forgotten items such as a lunch or school project.

- **Teachers**

- All staff members must also take their own temperature each morning prior to coming to school.
- Zion will expect any staff member at school to have a temperature of less than 100 degrees in order to be present.
- A staff member should consult with their health provider before returning to work if he/she is **displaying any ONE of the following symptoms (new/different/worse than baseline for any chronic illness):**

- Feverish
- Cough
- Shortness of breath

OR 2 of the following symptoms:

- Muscle aches without explanation
- Chills
- Sore throat
- Headache
- Vomiting / Diarrhea
- Loss of taste or smell
- A Zion staff member matching these symptoms above should not return to school until:
 - At least 10 days have passed since symptoms first appeared **AND**
 - At least 24 hours with no fever without fever-reducing medication **AND**
 - Symptoms have improved.

- All families will be responsible for taking their children's temperature each morning prior to allowing them to go to school.

- Zion does not want any student at school who has a temperature of 100 degrees or higher
- **Please contact your health provider for advice prior to returning to school IF a student is displaying at least one of the following:**
 - a fever of at least 100 degree or has fever/chills,
 - shortness of breath,
 - sore throat,
 - new uncontrolled cough that causes difficulty breathing,
 - diarrhea/abdominal pain/vomiting, or
 - new onset of severe headache

AND has had at least one of the following situations:

- recent travel history
- had close contact with a person with confirmed COVID-19,
- or has been in close contact with a person who is in quarantine for possible exposure to COVID-19

Note: If these situations are not applicable to a student, the student may return to Zion based on the guidance for their symptoms:

- Fever, diarrhea, vomiting: May return to school 24 hours after becoming symptom-free without medication.
 - Sore throat, cough, shortness of breath, abdominal pain: May return when symptoms are improving.
- **Sick/Quarantine Room on-site**
 - Zion has identified a small room near the office entrance, which will serve as a designated quarantine area and have a staff person present when a student shows signs of illness on-site.
 - This room has been furnished with vinyl cot, wastebasket, hand sanitizer, and a chair for the support staff member to sit in while offering care.
 - When a student is brought to the quarantine area, both the support care staff member and the student will be required to wear a paper mask
 - The office team members will do their best to contact the parents/caregivers listed on the student's emergency form in the office to seek support from the child's home as soon as possible.

Phase 5

- Zion will provide good faith efforts for all items listed in phase 4

Responding to Positive Cases

Phase 4

- **Response at school**
 - **Any Zion student** who develops a fever or becomes ill with COVID-19 symptoms WHILE AT SCHOOL will wear a mask and wait in the Sick/Quarantine Room with a staff member until his or her parent or guardian can come to transport him or her off-campus. Parents should then follow the return to school guidelines outlined in the screening section of this plan.
 - **Any Zion Staff member** who develops a fever or becomes ill with COVID-19 symptoms WHILE AT SCHOOL should wear a mask and head directly home. Staff members should then follow the return to work guidelines outlined in the screening section of this plan.
 - **Classrooms**
 - Zion will close any classroom that had an individual with an identified positive laboratory result for COVID-19 for 24 hours whenever possible prior to cleaning and sanitizing the room to minimize the risk of any airborne particles.

- The remaining students and staff of the closed classroom not identified as a close contact by the Health Department may be moved to a new location if available until the classroom has been thoroughly cleaned.
 - Cleaning staff should wear a surgical mask, gloves, and a face shield when cleaning these areas.
- **Notification of the presence of COVID-19**
 - Zion will notify and cooperate with the Kent County Health Department if a confirmed case of COVID-19 is identified.
 - Zion will follow guidance provided by the Kent County Health Department in regard to notifying families when there is a laboratory positive case of COVID-19 in the classroom and encourage families to have closer observation for any symptoms they may notice at home.
 - **NOTE:** At this time, empiric testing of all students or staff members in the class is NOT recommended. Only those that develop symptoms require testing for COVID-19.
- **Response to positive cases**
 - Zion will assist in the effort to provide 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.
 - Zion will provide **staff** with guidance on confidentiality laws and statutes that protect student and staff health information, seeking to provide as much privacy of and respect for the affected individual as possible.
 - Anyone who was within close contact of the case - less than six feet apart for 15+ minutes - may be asked to self-quarantine for up to 14 days after the exposure.

Phase 5

- Zion will provide good faith efforts for all items listed in phase 4

Food Service, Gatherings, & Extracurricular Activities

Phase 4

- **Food Service**
 - Zion will not serve hot lunch during 1st semester but will re-evaluate for 2nd semester. This includes the 10th grade Tuesday fundraising lunch. The school is investigating options to continue pizza lunch on Fridays.
 - As always, Zion will use its classroom setting for eating snacks and lunch in the elementary.
 - Students in grades 7-12 will eat lunch with their 4th hour class in the classroom.
 - Zion staff and students should wash their hands before AND after every meal.

- **Gatherings**
 - In Phase-4, Zion will hold its chapels and assemblies outside or through a live-stream to each classroom.
 - Large-scale assemblies indoors (50+ people) will not occur until deemed safe by the Kent County Health Department or other official government entity.
- **Extracurricular activities**
 - Zion staff and students should wash their hands before AND after every extracurricular activity. Students will use our “Scrub-in” and “Scrub-out” system with hand sanitizer immediately before and after every recess and outdoor activity.
 - Zion will dismiss elementary students to the playground on a staggered schedule to allow cohorting in the hallways going to and from recess.
 - Whenever outdoor recess is not possible, each class of students will have indoor recess in their own classroom.
 - Zion will continue to use facial coverings with any extracurricular activities that take place in phase 4.
 - Zion will comply with the transportation guidelines of the MI Safe Schools Roadmap regarding any field trips (including wearing of masks for all students Pk-12).

Phase 5

- Zion will provide good faith efforts for all items listed in phase 4

Athletics

Phase 4

- Zion will comply with all guidance published by the Michigan High School Athletic Association (MHSAA).
- Zion students, teachers, and staff will use the Zion “Scrub-in” and “Scrub-out” protocol before and after every practice or gathering (with soap and water or hand sanitizer).
- All equipment that is used will be disinfected before and after each use.
- Zion Inter-school competitions will carpool whenever possible to avoid transportation requirements, costs, and staffing required for busing guidelines. When a bus is needed, all passengers and the driver will follow the transportation guidelines outlined in the “Busing and Student Transportation” section of this plan.
- Spectators will be allowed at the competitions in accordance with the MHSAA guidelines and other applicable laws.
- Participants should use their own clearly marked water bottles for individual use. There should be no sharing of beverages or containers (phase 4 & 5).

Phase 5

- Zion will provide good faith efforts for all items listed in phase 4

Cleaning

Phase 4

- **Cleaning Products**
 - Zion will secure its cleaning and disinfection products when not in use, keeping them away from children.
 - Adequate ventilation will be considered when staff is using products.
 - Zion will use EPA-approved disinfectants and diluted bleach solutions throughout the building.
- **Zion Custodian and cleaning crew**
 - Zion Custodian & cleaning crew will clean all frequently touched surfaces including light switches, doors, benches, and bathrooms every four hours with an EPA-Approved disinfectant or diluted bleach solution.
- **Classroom Cleaning (Specials included)**
 - Zion staff will each use an EPA-approved disinfectant provided and regularly replenished by the custodian to spray or wipe down all student desks, tables, and counters between every class.
 - In elementary and preschool this should be done at least once before lunch and again immediately after lunch recess.
 - In grade 7-12, students may assist in wiping down desks and surfaces between every class period.

Note: Athletic programming and PE teacher will also need to follow this protocol with the spray and microfiber cloth for disinfecting athletic equipment before AND after each use.
- **Zion Playground** will undergo power-washing with cleaner at least once before school and again at the end of September. Students will use hand-sanitizer “Scrub-in” & “Scrub-out” procedures each time they go to the playground.

Phase 5

- Zion will provide good faith efforts for all items listed in phase 4

Busing & Student Transportation

Phase 4

- **Cleaning**
 - Zion will have a hand sanitizer pump on every bus and require each person to use it before entering the bus.
 - Zion bus drivers will let the Zion custodian know when their bus needs a refill.
 - The bus driver will use an EPA-approved disinfect with spray bottles to disinfect the bus seats before and after every transit route.
 - **Notes:**
 - **Children MUST NOT be present** when a vehicle is being cleaned.

- **Weather permitting, windows and doors should be kept open when cleaning** and between trips to let the vehicles thoroughly air out.
 - The bus driver will clean and disinfect frequently touched surfaces prior to morning and afternoon routes:
 - Driver's cockpit
 - Chair armrests
 - Seatbelt
 - Door handles
 - Light and air controls
- **Face Coverings**
 - **The bus driver, staff, and ALL students Ps-12**, if medically feasible, must always wear facial coverings while on the bus .
 - **Weather permitting, keep windows open while the vehicle is in motion** (when appropriate and safe) to help reduce the spread of the virus by increasing air circulation and help keep passengers cooler while their mask is on.
- **Student passengers & drivers**
 - The bus driver will notify the Zion office or Administrator IF students are not allowed to board a vehicle. Those students will wait in the Zion sick room if they are not feeling well until their parent or guardian can pick them up.
 - If a group of students cannot board the vehicle, Zion will have the students wait in the office with supervision until someone listed on each child's emergency form in the office has been contacted and arrives to take them home.
 - **If a child becomes sick during the school day**, he or she **MUST NOT** use group transportation to return home and **MUST** follow protocols outlined above in the screening and testing section of this plan.
 - **If a driver becomes sick during the day**, he or she must follow protocols for sick staff outlined in the screening and testing section of this plan.

Phase 5

- Zion will provide good faith efforts for all items listed in phase 4



Face Covering Exemption Form

- Facial coverings must be worn by PK-12 students, staff, and bus drivers during school transportation. Any staff or student who has been certified by a physician as unable to medically tolerate a facial covering need not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, need not wear one.
- Subject to the exceptions noted above, facial coverings must be worn in classrooms, hallways and common areas by all students grades 6-12.

In order to be exempt from the requirement to wear a facial covering, the following information must be ascertained and received by the school.

PARENT to Complete this Section

Child's Name: _____ Date of Birth: _____

Grade: _____ Printed Parent Name: _____

I, the parent of the above named student certify that after consulting with our family physician, the student named above has a legitimate medical or psychological condition that prevents him/her from wearing a face covering while at school. I understand that this form may be made available to the local health department upon request.

Parent Signature _____ Date: _____