

MI Safe Schools Roadmap

Hope Protestant Reformed Christian School

2020-21

August 15, 2020



Name of District: Hope Protestant Reformed Christian School

Address of District: 1545 Wilson Avenue SW, Grand Rapids, MI 49534

District Code Number: 41130 Building 01754

Web Address of the District: www.hopeprcschool.org

Name of Intermediate School District: Kent

Name of Authorizing Body: Board of Trustees of Hope Protestant Reformed Christian School

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Introduction

This *Michigan Return to School Roadmap for Hope Protestant Reformed Christian School* provides a comprehensive plan for implementing the requirements and strong recommendations in major sections of *Michigan's 2020-21 Return to School Roadmap*. This document will help guide Hope PRCS students and staff to a safe return to school leveraging the recommendations for mental and social-emotional well-being, instruction, and school operations in *Michigan's 2020-21 Return to School Roadmap*.

This plan was formulated using the “MI Safe Schools: Michigan’s 2020-21 Return to School Roadmap” as well as a template, supported by research, that was provided by the Michigan Association of Intermediate School Administrators. The intent of this plan is to meet the requirements of Michigan Governor’s Executive Order 2020-142.

This plan focuses on Phase **4** of *Michigan's 2020-21 Return to School Roadmap*. Hope Protestant Reformed Christian School has already created a comprehensive plan for Phases **1** to **3** in the spring of 2020. Since the requirements and recommendations of Phase **5** are all in Phase **4**, the two plans are essentially the same. For example, some of the Phase **4** requirements become strong recommendations in Phase **5**, and some of the strong recommendations in Phase **4** are reduced to recommendations. We will only have to decide if we will eliminate any of the Phase **4** requirements or recommendations in Phase **5** to construct a Phase **5** plan.

Hope Protestant Reformed Christian School assures that when it provides in-person instruction to its students without disabilities, it will also provide in-person instruction to its students with disabilities, consistent with their individualized education plans.

This plan has some elements that will remain fluid as we follow the guidelines given by the Kent County Health Department.

MI Safe Start Phase 4 - In-Person Instruction

- The number of new cases and deaths has fallen for a period of time, but overall case levels are still high.
- Most new outbreaks are quickly identified, traced, and contained due to robust testing infrastructure and rapid contact tracing.
- Health system capacity can typically handle these new outbreaks, and therefore case fatality rate does not rise above typical levels.
- The overall number of infected individuals still indicate the need for distancing to stop transmission and move to the next phase.

Phase 4 - Safety Protocols

Personal Protective Equipment

Hope PRCS Implementation Plan:

- Cloth 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. Any staff member that is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering.
 - K-5 and special education teachers 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.
- Cloth facial coverings must be worn by K-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. Any staff or 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.
- Facial coverings must always be worn in hallways and common areas by K-8 students in the building except for 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.
 - Homemade facial coverings must be washed daily.
 - Disposable facing coverings must be disposed of at the end of each day.
- Facial coverings must be worn in classrooms by all students grades 6-8. Any student who cannot medically tolerate a facial covering must not wear one. Any student who is incapacitated, or unable to remove the facial covering without assistance, must not wear one.
- All students in grades K-5 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.
- Written notice from a parent with documentation of medical condition is necessary for a

- student not to wear facial covering in Phase 4.
- Building, grounds, and transportation signage will be prominent throughout all school facilities and clearly identify who is required to wear face coverings in each designated area of the building, grounds, or bus.
- Guests to the school building (presenters, substitute teachers, etc) will be issued a disposable face covering upon signing in at the main office and will be instructed to wear the face covering at all times.
- In instances of uncertainty about individuals not wearing face coverings, these matters will be relayed to the building administration for review and decisive action.

Hygiene

Hope PRCS Implementation Plan:

- Every classroom will be supplied hand sanitizer.
- Supplies (paper towels, soap, hand sanitizer, tissues, trash receptacles) will be checked daily and restocked in the classroom.
- Teachers will contact the office immediately if supplies run low during the school day.
- Instruction will be posted in the bathrooms and throughout the building.
- Custodial staff will
 - Procure adequate soap, hand sanitizer, paper towels, tissues
 - Post signage related to cleaning and hygiene strategies in each room, restroom, throughout the hallways
 - Monitor hygiene supplies and refill as needed
 - Procure hand sanitizing stations as deemed necessary during walk-through with building administrator
- Sharing school supplies will be limited, and each student will have their own supply box for materials.
- A list of these supplies will be generated as appropriate for each grade level and/or specific course.
- Materials or supplies that are used by students will be returned for sanitization before being given to another student. Chromebooks used by students will be wiped down before they are returned to the charging station.

Spacing, Movement and Access

Hope PRCS Implementation Plan:

- Building/facility leaders and custodial staff will assess the number of desks, tables, the capacity to physically distance with existing student enrollment and furniture.
- Building/facility leaders will determine what furniture or supplies can be removed from the building or what alternate furniture can be used to create greater physical distance. The current physical distance between students and staff in district buildings ranges from 3 to 5.5 feet after those accommodations.
- Teachers will be required to maintain dated seating charts to facilitate contact tracing if necessary.
- Signage will be posted throughout the building and on restroom doors reminding students, staff, and guests of the physical distance requirement.
- Visitors to the building will check in through the office. Visitors will be required to sign out

- through the office to document time, purpose, and locations visited in the building.
- All student desks will face the front of the classroom.
 - Students will always be seated to maximize physical distancing. Teachers will assess the situation in each class and set the seating chart accordingly.
 - Health screening questions and entry requirements will be posted at the entries for guests who may enter the building. Records will be kept of the date and time of all visitors.

Screening Students and Staff

Hope PRCS Implementation Plan:

- Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff.
- Hope PRCS will identify a remote and secluded room to serve as an isolation area.
- Students who become ill with symptoms of COVID-19 should be placed in an identified quarantine area with a mask in place until they can be picked up. Identified school staff caring for these children should wear a mask.
- Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.
- Records will be kept of all students who leave school due to illness.
- Staff should conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any new or not typical respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they should stay home.
- Staff who are unable to work due to displaying COVID-19 symptoms will be required to report this to the school.
- Symptomatic staff should stay home until they have tested negative or have completely recovered according to CDC guidelines.
- Families will be encouraged to monitor their children for symptoms of COVID-19. The presence of any new or not typical symptoms 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

Hope PRCS Implementation Plan:

- Note: These tasks depend heavily on recommendations from the Kent County Health Department.
- Students who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and their parent, guardian or emergency contact will be called to pick them up. If the child is unstable the school will immediately call 911 for the appropriate care.
- Staff who develop a fever or become ill with COVID-19 symptoms at school will wear a mask, leave school, and be encouraged to contact their PCP.
- Symptomatic students and staff sent home from school will be kept home until they have been released from isolation according to CDC guidelines.
- 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 less than six feet in

close proximity to the student or staff member) so that they can be quarantined at home per CDC/Health Department guidelines. 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.

Responding to Positive Tests Among Staff and Students

Hope PRCS Implementation Plan:

- Note: These tasks depend heavily on recommendations from the Kent County Health Department.
- All schools must cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, must collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present at the school.
- Staff will adhere to confidentiality laws and statutes that protect 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 outside of necessary school communications).
- 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.
- If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles.

Food Service

Hope PRCS Implementation Plan:

- Food service is not provided. Students bring their own lunches to school and will eat in their classrooms. Facial coverings will not be required during this time.

Gatherings and Extracurricular Activities

Hope PRCS Implementation Plan:

- At this time no indoor assemblies or school events of over 50 people will be held. All essential presentations will be done by remote monitors in the classrooms or by staff entering the room to share the needed information.
- Teachers will be asked to move around the playground separating students who are not physically distancing themselves appropriately. Students will use hand sanitizer upon entering the building.
- Extracurricular activities may continue with the use of facial coverings.

Athletics

Hope PRCS Implementation Plan:

- Hope PRCS will follow the most current guidelines provided by the Michigan High School Athletic Association and the AOK League.

Cleaning

Hope PRCS Implementation Plan:

- Administrators and Building Operations will meet to review all guidance related to cleaning and disinfecting of buildings and to review the Building Operations sections of the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap.
- An inventory related to all cleaning supplies that are in compliance with EPA-approved COVID-19 materials will be taken and orders made to address increased cleaning protocols.
- Cleaning stations will be identified around the building that hold materials for use in different wings.
- All classrooms will be provided spray bottles with EPA-approved disinfectant or diluted bleach solution, paper towels, face shield and gloves in order to address new cleaning protocols. Staff must wear gloves, a mask and face shield when cleaning.
- Custodial staff and administrator will tour the building and identify areas of frequent use throughout the building.
- Staff will walk the building wiping all high frequency usage areas during school hours and following any evening activities in the building.
- Classroom teachers will be responsible for having all students' desks wiped down with EPA-approved disinfectant or diluted bleach solution after students exit the room. Locked storage units with ventilation for cleaning materials will be available for all staff as needed. All classrooms will have the appropriate EPA-approved disinfectant or diluted bleach solution in their rooms.
- Students will wipe down Chromebooks after each use.

Busing and Student Transportation

Hope PRCS Implementation Plan:

- Buses will be fitted with hand sanitizer dispensers at the entrance to each bus.
- Transportation staff will ensure cleaning supplies in compliance with the CDC are utilized to clean buses between routes, including areas of frequent areas of contact.
- Buses will be sanitized after each route is completed.
- Training will be offered to all bus drivers that includes:
 - Appropriate use of face covering
 - Policies regarding face covering
 - Policies regarding hand sanitizing
 - Policies and methods for cleaning and disinfecting
- Bus drivers, weather permitting, will keep windows open on the bus both en route and when stopped.

Medically Vulnerable Students and Staff

Hope PRCS Implementation Plan:

- Identify all health care plans, IEPs, IFSPs, and 504 plans.
- Knowledgeable staff (e.g., nurse, special education teachers, 504 coordinator) will review plans to identify those that require additional accommodations related to COVID-19. Consult [CDC guidelines](#). For example, there are exemptions to wearing face coverings for students with certain conditions. Care plans will be updated as needed.
- Any staff member identifying as medically vulnerable will be required to schedule a meeting with the Administrator for reasonable accommodation and consideration of modifications to the classroom setting.

Phase 4 - Mental & Social-Emotional Health

Hope PRCS Implementation Plan:

- Hope PRCS believes mental, social-emotional, and spiritual health are critical and foundational pieces to the success of this coming year. As a parental Christian school, we expect that the parents will be at the front line of support in these areas. They will also depend greatly upon the local church with the pastors and elders. Although we understand the “requirements” stated in the roadmap are minimally stated, we wholeheartedly believe this work and intentional planning will make or break every other part of the living-work plan. Therefore, we will elaborate on our plan to support our school community which includes students, families and community, instructional staff, support staff, administration and other school leaders. The school will establish and communicate to all staff guidelines for identification and rapid referral of at risk students to appropriate school staff.
- The Administrator will serve as the point person to handle all mental health referrals.

Phase 4 - Instruction

Governance

Hope PRCS Implementation Plan:

Our school’s Teaching and Learning Team will be led by our Administrator. We will include:

- Principal/Administrator
- K-8 Teacher Representatives
- Board of Education Representatives

Our group will meet as needed to address specific areas of the plan and will meet as determined through our process. We will ask parents to provide feedback regarding their experience with online learning. This information will be used by our committee to help inform the development of the plan.

The final Preparedness Plan will be posted on the school’s website. In the Welcome Back Meeting for staff in August, our administration will cover the supplemental information in detail and answer

questions related to the plan to ensure clarity of expectations and execution. Building administration and teachers will engage students in a full review of the supplemental information related to the Preparedness Plan to ensure students are well versed in the event we return to remote learning in any form or fashion.

Instruction - In-Person or Hybrid (Before School Reopens)

Hope PRCS Implementation Plan:

Hope PRCS will rely on its Administrative team to provide and support all educational instruction and services for all students that are normally provided during any non-COVID period of schooling.

Instruction - In-Person or Hybrid (After School Opens)

Hope PRCS Implementation Plan:

All of the educational standards, monitoring, and evaluation that are the foundation of the work at Hope PRCS will remain in place no matter which method of delivery we are called upon to use.

Communications and Family Supports

Hope PRCS Implementation Plan:

Communication Systems:

We will continue to use email and our school website to provide communication to families. We will:

- Maintain timely, accurate, and clear two-way communication with families regarding student's academic and social-emotional functioning, and school and classroom information.
- Clearly communicate all plans and expectations for your child's return to school including modes of assessment, details about curriculum and expectations for grade-level proficiencies.
- Ensure our teachers know and understand the school communication plan
- Ensure our teachers use the district's remote learning platform(s) effectively and parents have access to the information.
- Communicate in a timely manner when it becomes necessary to modify our modes of instruction.

Family Partnerships:

We truly value our parents as essential partners in the educational process. Our parents are the owners of our school and the school exists to serve them as we educate their children. Our families and students have experienced many unforeseen challenges and new experiences during the past few months. We expect that we will all continue to face new experiences in the fall and are committed to supporting our students and families.

Professional Learning

Hope PRCS Implementation Plan:

Our Teaching and Learning plan depends on the professional competency of our teachers. It is critical that we continue to support them in their work and provide professional development opportunities to assist them in their growth as educators.

Phase 4 - Operations

Facilities

Hope PRCS Implementation Plan:

- Custodial staff will secure supply lines for all necessary cleaning and sanitizing materials.
- The School Board Building Committee will oversee all operations of the custodial staff and ensure that proper training is taking place and guidelines are being followed.
- The Building Committee, custodial staff, and Administrator will conduct a walk-through of the facility to ensure that classrooms, common spaces, and the exterior are ready for staff and students to report, and that all signage is in place.

Budget, Food Service, Enrollment, and Staffing

Hope PRCS Implementation Plan:

- Parents and students will be informed of the required protocol for arriving at school.
- The Administrator will conduct an assessment of the availability of substitute teachers in the event that a teacher or teachers will not be able to be at school.
- New school staff will have the normal orientation session with emphasis on the COVID-19 operation protocol.

Technology

Hope PRCS Implementation Plan:

- Hope PRCS has adequate devices to provide for the needs of its students if we must return to online learning.

Before Schools Reopen for In-Person Instruction

- Hope PRCS supports the use of technology for teaching and learning, particularly Remote Learning, as outlined in this Preparedness Plan.
- We have developed procedures for return and inventory of school-owned devices as part of a return to school technology plan. The procedures include:
 - Safely collecting devices at schools;
 - [Sanitizing the devices](#) prior to a repair or replacement evaluation;

- Ordering accessories that may be needed; and
- Conducting prepared maintenance routines to remove malware and fix standard issues including, screen, keyboard, or battery replacement.

If Schools are Instructed to Close for In-Person Instruction

- When school is instructed to close as we did in March of 2020, we will have Chromebooks available to students. The school will communicate a schedule for parents to pick up their device.

When Schools Reopen for In-Person Instruction

- All remote lessons will follow our established curriculum and be delivered through Google Classroom, packets, or email.
- To the extent possible, teachers are encouraged to continue using Google Classroom to deliver content and assignments during in-person instruction to familiarize students with the remote learning tools and to minimize disruptions caused by transitioning between in-person and remote learning and back again.

Transportation

Hope PRCS Implementation Plan:

- Assess student arrival protocols. This should include how students arrive at and depart from school (e.g., school bus, dropped off via car, walk, bicycle).
- Finalize bus procedures for bus drivers and students that are informed by public health protocols.

MI Safe Start Phase 5 - In-Person Instruction

- New cases and deaths continue to decrease for an additional period of time.
- At this point, the number of active cases has reached a point where infection from other members of the community is less common.
- With widespread testing, positivity rates often fall much lower than earlier phases.
- Rapid case investigation, contact tracing, and containment strategies cause new cases to continue to fall.

Phase 5 - How it differs from Phase 4

The requirements and recommendations of Phase 5 are all in Phase 4. For example, some of the Phase 4 requirements become strong recommendations in Phase 5, and some of the strong recommendations in Phase 4 are reduced to recommendations. A district can develop a Phase 5 plan by determining which recommendations from Phase 4 will not be required in Phase 5. The plans for the two phases can be essentially the same.

When our Region moves into Phase 5, all of the required items from the Phase 4 plan will be evaluated and decisions made by the School Board as to which items will remain in effect. Changes will be based upon the conditions within the school community and the Region as a whole.

MI Safe Start Phase 6 - Post Pandemic

- Post-Pandemic.
- Few, if any, active COVID-19 cases locally.
- Community spread not expected to return.
- Sufficient community immunity and availability of treatment.

Phase 6 - How it differs from Phase 5

Phase 6 of *Michigan's 2020-21 Return to School Roadmap* only has recommendations for safety protocols. These recommendations are dramatically reduced from what is in Phases 4 and 5. Most of them represent basic cleaning and hygiene routines that should be standard at all times.

Final Steps for Submission

Each district shall submit a single completed Assurance Document and Preparedness Plan to its Board of Education (in the case of a PSA, the Academy Board of Directors; in the case of a nonpublic school, the chief or designated school administrator) in time for approval by August 15 or seven days before the first day of school, whichever comes first.

Date of Approval by the Board of Education: August 14, 2020

Signature of Board President: Ken Engelsma, board president

Link to the approved Plan posted on the school website:

<https://hopeprcschool.org/wp-content/uploads/2020/08/Hope-PRCS-Roadmap.pdf>

The Preparedness Plan will be collected by the Intermediate School District for public school districts, the authorizing body for public school academies, or the chief/designated school administrator for nonpublic schools for transmission to the State Superintendent of Public Instruction and State Treasurer by August 17, 2020. Additionally, this Preparedness Plan must be posted on the district's/PSA's, or nonpublic school's public website home page no later than August 17, 2020.

Name of Nonpublic Leader Submitting Plan: Ronald Koole, administrator

Date Received by the School Administrator: August 17, 2020

Date Submitted to State Superintendent and State Treasurer: August 17, 2020