

JCS COVID-19 Preparedness & Response Plan

Background Information

Jenison 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. JCS believes in the value of community as one of our biggest strengths. Therefore, we will not be staggering any day-to-day attendance of student groups as this would put an unnecessary stress on our families and negatively impact the community-feel that our school provides and is known for.

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 JCS and deemed either not possible in our context or may reduce the quality of our instructional quality or mission purpose. This plan may be amended at the discretion of the JCS school board or principal. Any changes will be communicated to the school community as a whole.

This plan has been created by a 12 member task force made up of staff members in our preschool through 8th grade program and has been reviewed by our JCS School Board. The principal of JCS has been in regular communication with the Ottawa County Health Dept. Director as well as other local infectious disease experts.

Understanding Our JCS 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.

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IMPORTANT CONFIDENTIALITY NOTICE:

Due to privacy protection and various confidentiality laws in place, a JCS staff member will never discuss or acknowledge a student or staff member's health information with others. Even if a family/student acknowledges and publicly discloses a positive test, school officials and staff **must never** participate in discussions or acknowledge a positive test.

Personal Protective Equipment (PPE)

FACIAL COVERINGS / MASKS

- Acceptable facial coverings include a homemade mask OR disposable surgical masks.
 - Homemade coverings must be washed daily.
 - Disposable coverings must be disposed of at the end of each day.
- PRESCHOOL-aged students and younger SHOULD NEVER WEAR FACIAL COVERINGS (3's & 4's).
- **Note:** Any staff member or student who cannot medically tolerate a facial covering (for physical or mental health reasons) must provide the JCS principal with a completed form that is found at the end of this plan, it needs to be filled in from a doctor or psychologist explaining this and must not wear one. Any staff member or student, as determined by the JCS Principal or the Student Support Services Director that is unable to remove the facial covering without assistance, must not wear a facial covering.

Phase 4

- **Staff**
 - Must wear facial coverings at all times except for meals or when outdoors
- **Preschool Students (3's & 4's)**
 - Are not required to wear a facial covering at any time
- **PreK – 4th 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
- **Middle School Students - 5th-8th grade**
 - Must wear facial coverings at all times except for 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
 - Facial coverings inhibit band instruction so masks will not be required in that class, but a waiver to opt out of participation will be available for each student.

Phase 5

- **Staff**
 - Facial coverings **MAY** be worn by staff at any time.

- **Preschool Students (3's & 4's)**
 - Are not required to wear a facial covering at any time
- **PreK – 4th 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
- **Middle School Students - 5th-8th grade**
 - 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
 - Facial coverings inhibit band instruction so masks will not be required in that class, but a waiver to opt out of participation will be available for each student.

Hygiene

Phase 4

- **Hand-Washing & Hand- Sanitizing**
 - JCS has installed hand-sanitizer pumps throughout the hallways and 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.**
 - JCS 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.
 - JCS will place signs up in all of our bathrooms that will help reinforce proper handwashing techniques.
 - JCS 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.
 - JCS 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 cost reasons.

- **JCS** has labeled hooks in the hallway for students in elementary. Students will have their own cubbies, folders, and containers in contexts we deem appropriate.
- **JCS** has individual lockers in middle school for coats and supplies. Students will have their own folders and containers in contexts we deem appropriate.

Phase 5

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

Spacing, Movement, & Access

Phase 4

JCS will provide good faith efforts to meet the items listed below.

- **In the JCS Office**
 - Plexiglass is installed to protect the office members and anyone coming into the office.
- **Floor-Markings**
 - **JCS** has ordered blue vinyl dots that will be spaced out on the hallway floors 6 feet apart and on both sides of the hallway to allow flow of lines similar to car lanes going both ways. This will be part of our effort to help assist with educating students on understanding the phrase ‘social distancing’ as we walk between classes.
- **In classrooms**
 - **Classrooms with desks for student-seating:**
 - **JCS** will attempt to space desks apart without inhibiting the overall learning environment and opportunities of the room. Discretion will be granted to the teacher in order 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:**
 - **JCS** 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.
 - **JCS** 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**
 - JCS will be seeking to provide Physical Education outdoors when the weather permits and in the gymnasium when it does not.
 - **Music, Band & Choir**
 - JCS will hold these classes in the band room, but will maximize social distancing within that space as available.
 - A waiver to opt out of participation in band will be available for each student.
 - **Art**
 - **Elementary**
 - Art class for Pre-K and K will be the only elementary groups consistently held in the art room for their special allowing for supervision of hand-washing and hard floors for cleaning purposes.
 - Art class for 1st-4th grade will be held in the students' homerooms in Phase 4 when practically able to do so. Classes will be moved to the art room as needed for quality instructional purposes.
 - **Middle School**
 - Art class for 5th-8th grade will be held in the art room as needed for quality instructional purposes.
 - **Spanish**
 - **Elementary**
 - Classes will be held in students' homerooms in Phase 4.
 - **Middle School**
 - Spanish class will be held in the Spanish room as needed for quality instructional purposes.
- **Visitors, Parents, Volunteers –**
 - In an effort to minimize population density within our building during Phase-4, **JCS will be not be allowing visitors during the school day**, except under extenuating circumstances approved by the principal or an office staff member.
 - **JCS Staff will be hosting scheduled appointment sessions** before school begins for preschool through 5th grade students and their parents as well as for any new students to JCS so they can come inside to visit the classroom and meet with their teacher. This is meant to assist with reducing potential anxiety of the unknown and ease the transition back to the school year.
 - JCS does have a few key core volunteers who bless us with regular help in various day-to-day operational details. The JCS Principal 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'.
 - **JCS is also staffing at a higher level** for this coming year to assist with helping student needs.
- **Before & After school procedures**

- JCS will have **staff** before and after school to help assist students at the bus-loop and car-loop 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

- JCS will be 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 be looking to 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.
- JCS will make good faith efforts to have all students use the hand sanitizer stations before and after such activities.

Screening Students & Staff

Phase 4

- JCS principal, Tim Paauw, will continue to maintain close communication and cooperation with the Ottawa County Health Department in regards to 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 JCS main office as THE 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.
 - JCS will expect any staff member at school to have a temperatures 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 baeline 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 JCS 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 48 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.
 - **JCS** 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 JCS based on the guidance for their symptoms:

 - Fever, diarrhea, vomiting: May return to school 48 hours after symptom-free without medication.
 - Sore throat, cough, shortness of breath, abdominal pain: May return when symptoms are improving.
- **Sick/Quarantine Room on-site**
 - **JCS** 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 a brand new vinyl school “recovery couch”, hard flooring, waste-basket, 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

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

Responding to Positive Cases

Phase 4

- **Response at school**
 - **Any JCS student** who develops a fever or becomes ill with COVID-19 symptoms WHILE AT SCHOOL will wear a mask and wait in the JCS Sick/Quarantine Room with a staff member until their parent or guardian can come to transport them for off-site testing.
 - **Any JCS Staff member** who develops a fever or becomes ill with COVID-19 symptoms WHILE AT SCHOOL should wear a mask and head directly to be tested off-site.
 - **Classrooms**
 - **JCS** will close any classroom for 24 hours that had an individual with an identified positive laboratory result for COVID-19 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 will be moved to a new location 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**
 - **JCS** will notify and cooperate with the Ottawa County Health Department if a confirmed case of COVID-19 is identified.
 - **JCS** will follow guidance provided by the Ottawa County Health Department in regards 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.
 - **JCS** will trust that the Ottawa County Health Department will initiate contact tracing, following regular public health practice.
- **Response to positive cases**
 - **JCS** 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.
 - **JCS** 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 - will be asked to self-quarantine for up to 14 days after the exposure.

Phase 5

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

Food Service, Gatherings, & Extracurricular Activities

Phase 4

- **Food Service**
 - **JCS hot lunch staff** will wash hands before service and wear gloves, face shields, and surgical masks when serving food.
 - As always, JCS will use its classroom setting for eating snacks and lunch.
 - Sack lunches will be available and will be delivered at lunch to the classrooms of those who order it during attendance taking in the morning.
 - **JCS staff members** will come to one classroom at a time to get students and walk with them to the hot lunch window and back to the room so we can avoid large gatherings or lines waiting for food (Student Support Services Team Members).
 - **JCS staff and students** should wash their hands before AND after every meal.
- **Gatherings**
 - In Phase-4, **JCS** 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 Ottawa County Health Department or other official government entity.
- **Extracurricular activities**
 - **JCS 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.
 - **JCS** will have designated zones for cohorting students at recess/break times (Pk/K; 1st/2nd; 3rd/4th; 5th/6th; 7th/8th) to help spread out students while outside.
 - Whenever outdoor recess is not possible, each class of students will have indoor recess in their own classroom.
 - **JCS** will continue to use facial coverings with any extracurricular activities that take place in phase 4.
 - **JCS** will comply with the transportation guidelines of the MI Safe Schools Roadmap in regards to any field trips (including wearing of masks for all students Pk-8).

Phase 5

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

Athletics

Phase 4

- **JCS** will comply with all guidance published by the Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).

- **JCS students, teachers, and staff** will use the JCS “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.
- **JCS 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 ***IF*** facial coverings are used by observers and six-foot distancing can be maintained at all times between anyone not from the same household. Spectators must exercise caution to avoid crowding potential at entrance and exit points.
- **Teams** – Handshakes, fist bumps, and other unnecessary contact must not occur.
- **Large-Scale indoor spectator events are suspended for phase 4 and limited to 50 spectators in phase 5.**
- **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

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

Cleaning

Phase 4

- **Cleaning Products**
 - JCS will secure its cleaning and disinfection products when not in use, including keeping them away from children.
 - Adequate ventilation will be considered when staff is using products.
 - JCS cleaning staff will use gloves, surgical masks, and face shield when using cleaning products.
 - JCS will use a Victory brand electrostatic cordless backpack sprayers for our building and Victory brand electrostatic cordless handheld sprayers for our buses to apply cleaner with highest quality tools available.
- **JCS Custodian and cleaning crew**
 - **JCS 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.
- **JCS Teachers (Specials included) –**
 - Teachers will each use an **EPA-approved** disinfectant provided and regularly replenished by the custodian to spray 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 middle school, this should be done 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.

- **JCS Playground** – will undergo power-washing with cleaner at least once before school and again at the end of September. Students will be using hand-sanitizer “Scrub-in” & “Scrub-out” procedures each time they go to the playground.

Phase 5

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

Busing & Student Transportation

Phase 4

- **Cleaning**
 - JCS will have a hand sanitizer pump on every bus and require each person to use it before entering the bus.
 - **JCS bus drivers** will let the JCS custodian know when their bus needs a refill and allow the refill to happen before returning to the bus barn.
 - **The bus driver** will use a Victory electrostatic handheld sprayer (provided by JCS) and a clean microfiber cloth to clean and 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
- **Masks**
 - **The bus driver, staff, and ALL students Pk-8**, if medically feasible, must wear facial coverings while on the bus at all times.
 - **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 JCS office or principal IF students are not allowed to board a vehicle. Those students will wait in the JCS 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, JCS will have the students wait in the “Community Room” near 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**, they **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**, they must follow protocols for sick staff outlined in the screening and testing section of this plan.

Phase 5

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

JCS MEDICAL FORM – MASK EXEMPTION FOR MEDICAL REASONS

- Facial coverings must be worn by preK-8 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 always be worn in hallways and common areas by preK-12 students in the building except for during meals.
- Subject to the exceptions noted above, facial coverings must be worn in classrooms by all students grades 5-8.

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

PARENT or STAFF MEMBER to Complete this Section

Staff Member or Child’s Name: _____ **Date of Birth:** _____

Staff Member or Parent Signature _____

Grade: _____ **Printed Parent Name:** _____

PHYSICIAN or PSYCHOLOGIST to Complete this Section

I certify that the JCS staff member or JCS student named above:

___ cannot medically tolerate a facial covering.

___ is unable to remove the facial covering without assistance.

 Physician/Psychologist Signature

 Date

 Printed Physician/Psychologist Name