

## **Christ The King Lutheran School**

### **COVID-19 Preparedness and Response Plan**

*This document outlines Christ The King Lutheran School's Preparedness and Response Plan for the 2020-2021 school year as ordered by the State of Michigan in Executive Order No. 2020-142. This plan is organized by MI Safe Start phases. The following was created according to the MI Safe Schools 2020-2021 Return to School Roadmap.*

**Medically Vulnerable Students and Staff:** Any member of the CTK community self-identified as high risk for severe illness due to COVID-19 will be allowed alternative work or learning arrangements during phases 4 or 5. If you meet this criteria, please contact the school office.

#### **Staff Training:**

- Prior to the beginning of the school year, staff will undergo professional development in the following areas:
  - Understanding and implementing the Fall Reopening Plan
  - Sanitation and disinfection of classrooms and work spaces
  - Quarantine procedures and caring for sick students
  - Teaching “Best Practices” in personal hygiene and social distancing to our students
  - Physical classroom layout for social distancing
  - Basic Trauma Training
  - Assessing their own health and recognizing symptoms of COVID -19 in others

#### **Student Training & Education:**

- At the beginning of the school year, students will be provided with training/education in the following areas:
  - Proper Hygiene
    - Proper coughing and sneezing into elbow or tissue
    - Proper handwashing with soap and water for at least 20 seconds
    - Proper use of hand sanitizer
    - What 6 feet looks like and the importance of social distancing

### **Phase 1-3**

In Phases 1 to 3 of the MI Safe Start Plan, school is closed for in-person instruction and moved to distance learning.

- School remains closed to students and staff in preschool through 8<sup>th</sup> grade.
- Distance learning is implemented for all students, preschool through 8<sup>th</sup> grade.
- All school work assigned during distance learning is graded.
- CTK property will be loaned to families to assist with distance learning (textbooks, electronic devices, etc.).
- Teachers will combine both lecture recordings and live lectures via Google Meet or Zoom with paper packets.
- Grade specific web-based instruction may be used to supplement teaching materials.
- All school activities are suspended.

### **Phase 4**

In phase 4 of the MI Safe Start Plan, in-person learning is permitted according to the following safety procedures:

#### **Screening, Testing, and Responding**

- All CTK School Staff will conduct daily self-examinations complying with the Wayne County Health Department recommendations. Staff will also answer screening questions upon arrival to work each day.
- Students and parents in Grades K-8 will conduct daily self-examinations at home prior to coming to school. Preschool students will answer screening questions and have temperature checks upon arrival. Students should remain at home if they answer yes to any of the questions listed below. Students should remain home until they are 24 hours fever free without medication.
  - If you can answer YES to any of the following screening questions, your child should NOT come to school. Please contact your doctor for medical advice regarding testing or patient care, and then contact the school office.
    - Screening questions include:
      - Do you or anyone in your household have a fever, cough, diarrhea, rash on hands or feet or shortness of breath?
      - Does anyone in your household have any symptoms of a communicable disease like the cold or flu?
      - Do you live with anyone who has had close contact with person diagnosed with COVID-19 in the last 14 days?

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- If a student or staff member becomes ill at school, the individual will be placed in the quarantine area and provided with PPE until the individual can be sent home. Any student placed in the quarantine area will be monitored by a designated staff member.
- Any student or staff member testing positive for COVID-19 will notify the school office. The school office must comply with the local health department. If a positive case is identified, the school office must provide contact tracing information to the CTK community.
- Any student or staff member testing positive for COVID-19 must remain at home they have tested negative for COVID-19.
- Absences will be excused for any student testing positive for COVID-19, or quarantined due to an ill family member.

#### Spacing, Movement, and Access

- Student desks will be distanced as much as possible in each classroom.
- During lunch, students will be spaced throughout the lunch room and West Gallery. Students will only be permitted to sit with their class. No more than 4 students will be permitted at each table.
- Volunteers will be extremely limited in phase 4. Any invited adult volunteers will report to the office upon entering the building and screened for symptoms. Any adult entering the school will wear a face covering and sanitize their hands. Strict records of adult volunteers will be kept in the school office.
- Specials (Spanish, art, computers) will be brought into the classroom when possible.
- Specials, including music and band, may be moved to a different location to accommodate safe distancing.
- Physical Education will be conducted either outside or in the gymnasium. P.E. will focus on individual activities instead of team sports during phase 4.
- Chapel Services will be held during this phase. Students will remain with their class and be spaced throughout the sanctuary. Classes will not lead chapel during phase 4. Chapel services are attended by staff and students only during phase 4.
- Outdoor recess will be permitted. Students will be kept with their class during recess. Facial coverings are not required outside.

#### Hygiene and Sanitation

- Hand sanitizing stations have been installed throughout the building.
- Any shared food items should be store bought and individually packaged.
- Students and staff are encouraged to wash/sanitize their hands throughout the day.
- Frequently touched surfaces will be sanitized at least every four hours.
- Classes using shared classroom space will be sanitized between each class.
- Student desks will be sanitized after every class period.
- Playground structures and equipment will follow normal routine cleaning.
- Cleaning products will be properly stored within the building by staff.

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- Staff must wear PPE (gloves and facial coverings) while performing cleaning activities.

### Drop-Off and Pick-Up Procedures

- During phase 4, we need to limit the number of visitors inside the building.
- We encourage K-8 parents to use the drop off lane in the morning. Parents may also walk their child to the door. The principal will be greeting at the door.
- If a parent (G1-8) must enter the building at any time during the school day, please stop in the office first to sign in. Parents and visitors must wear a face covering inside the building and are not permitted to enter classrooms during phase 4.
- Kindergarten parents may walk their student into the building using the church entrance. We ask only 1 family member accompany each student. Please meet your teacher's aide in the lobby in the morning. Please do not enter the classroom. Parents entering the building will need to wear a face covering. Please do not enter the building if you are feeling ill.
- Preschool parents will have designated drop off points at the ECC building. We ask only 1 family member accompany each child when possible. Please meet your child's teacher at the specified outside door at drop-off. Please do not enter the classroom. Please wear a face covering.
- Phase 4 dismissal procedures will be staggered to limit student contact.
- Kindergarten parents may enter through the church doors and remain in the church lobby. Kindergarten parents must wear a face covering inside the building. Please do not enter the building if you are ill. Please use the hand sanitizing station upon entering.
- Trenton Rd will have a cone area outside the school doors. Parents should park their cars and remain outside for grades 1-8. Students will be brought to the cone area by their teachers. Parents may approach the cone area to meet their child. Dismissal at Trenton Rd during phase 4 will be: GK-2, dismissed at 2:50pm, G3-5, dismissed at 2:55pm, G6-8, dismissed at 3pm.
- Preschool Dismissal: Half day preschool students will be brought to the ECC lobby. Parents of half day students should wait outside with a facial covering for their student. Full day preschool students will be dismissed from different locations. Parents are asked to wait outside at their teacher's location. Mrs. Zanley's class will use the main doors. Ms. Sylvia's class will use her outside classroom door. Mrs. McFadden's class will use her playground door. Preschool full-day dismissal will be at 2:40pm during phase 4.

### Personal Protective Equipment

- All CTK staff must wear facial coverings while inside the school building.
- Preschool students are not required to wear facial coverings.
- Students in Kindergarten through 5<sup>th</sup> grade will wear facial coverings while in the hallway and shared areas. Students do not need to wear facial coverings while in the classroom.

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- Students in 6<sup>th</sup> through 8<sup>th</sup> grade will wear facial coverings during the school day while inside the building except for during meals. Facial coverings do not need to be worn when individual classes are outdoors.
- Facial coverings must be cleaned daily.
- Any student or staff member who cannot medically tolerate a face covering must not wear one. Any student unable to remove facial covering without assistance must not wear one. Staff or students meeting these criteria should contact the school office.
- Any visitor entering the school building should wear a facial covering and check in at the school office.
- Any student, staff member, or visitor without a mask will be given one in the school office.

#### Dress Code Accommodations

- We have made dress code accommodations for sanitation purposes. K-8 students may elect to wear a fanny pack/belt bag around their waist with their uniform this year to store their facial covering and personal hand sanitizer. Students may also choose to attach their facial covering to a lanyard or glasses chain for safe keeping.

#### Extended Care

- Before and After school care is permitted during phase 4. Extended Care will follow the guidelines outlined in this phase regarding PPE, spacing, and sanitation.

#### Athletics

- Athletics will comply with all guidance published by MHSAA.
- Students, teachers, and staff must use proper hand sanitation techniques before and after each practice and event.
- All equipment must be sanitized before and after each use.
- Spectators are permitted at games provided facial coverings are worn and social distancing is practiced.
- Each participant must have a clearly-marked individual water bottle.
- Events are limited to 100 people.

#### Additional Precautions

- School assemblies combining more than 1 class are not permitted during phase 4.
- Field trips are not permitted during phase 4.
- Some community service projects may be temporarily suspended (nursing home singing, bell tour, etc.).

## **Phase 5**

In Phase 5 of the MI Safe Start Plan, in-person learning is permitted with the following safety procedures:

### **Screening, Testing, and Responding**

- All CTK School Staff will conduct daily self-examinations complying with the Wayne County Health Department recommendations. Staff will also answer screening questions upon arrival to work each day.
- Students and parents will conduct daily self-examinations at home prior to coming to school. Students should remain at home if they answer yes to any of the questions listed below. Students should remain home until they are 24 hours fever free without medication.
  - If you can answer YES to any of the following screening questions, your child should NOT come to school. Please contact your doctor for medical advice regarding testing or patient care, and then contact the school office.
    - Screening questions include:
      - Do you or anyone in your household have a fever, cough, diarrhea, rash on hands or feet or shortness of breath?
      - Does anyone in your household have any symptoms of a communicable disease like the cold or flu?
      - Do you live with anyone who has had close contact with person diagnosed with COVID-19 in the last 14 days?
- If a student or staff member becomes ill at school, the individual will be placed in the quarantine area and provided with PPE until the individual can be sent home. Any student placed in the quarantine area will be monitored by a designated staff member.
- Any student or staff member testing positive for COVID-19 will notify the school office. The school office must comply with the local health department. If a positive case is identified, the school office must provide contact tracing information to the CTK community.
- Any student or staff member testing positive for COVID-19 must remain at home they have tested negative for COVID-19.
- Absences will be excused for any student testing positive for COVID-19, or quarantined due to an ill family member.

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

- Student desks will be distanced as much as possible in each classroom.
- During lunch, students will be spaced throughout the lunch room and West Gallery. Students will only be permitted to sit with their class.
- Any invited adult volunteers will report to the office upon entering the building and screened for symptoms. Strict records of adult volunteers will be kept in the school office.

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- Specials (Spanish, art, computers) may be brought into the classroom when possible.
- Specials, including music and band, may be moved to a different location to accommodate safe distancing.
- Physical Education may be conducted outside, if weather permits, or in the gymnasium.
- Chapel Services will be held. Students will remain with their class and be spaced throughout the sanctuary. Classes may lead chapel during phase 5. We welcome parents and visitors to attend chapel services in phase 5.
- Outdoor and indoor recess is permitted.

### Hygiene and Sanitation

- Hand sanitizing stations have been installed throughout the building.
- Any shared food items should be store bought and individually packaged.
- Students and staff are encouraged to wash/sanitize their hands throughout the day.
- Frequently touched surfaces will be sanitized at least every four hours.
- Classes using shared classroom space will be sanitized between each class.
- Student desks will be sanitized after every class period.
- Playground structures and equipment will follow normal routine cleaning.
- Cleaning products will be properly stored within the building by staff.
- Staff may wear PPE while performing cleaning activities.

### Drop-Off and Pick-Up Procedures

- We encourage K-8 parents to use the drop off lane in the morning. Parents may also walk their child to the door. The principal will be greeting at the door.
- If a parent/guardian (G1-8) must enter the building during drop-off, please do not enter your student's classroom. Facial coverings are strongly recommended for visitors.
- Kindergarten parents may walk their student into the building using the church entrance. Please meet your teacher's aide in the lobby in the morning. Facial coverings are strongly recommended. Please do not enter the building if you are feeling ill.
- Preschool parents may walk their student into the ECC building. Please meet your child's teacher at the classroom door at drop-off. Please do not enter the classroom. Facial coverings are strongly recommended. Please do not enter the building if you are ill.
- Preschool Dismissal: Half day preschool students will be brought to the ECC lobby. Parents of half day students should wait in the lobby with a facial covering for their student. Full day preschool students will be dismissed from different locations. Parents are asked to wait outside at their teacher's location. Mrs. Zanley's class will use the main doors. Ms. Sylvia's class will use her outside classroom door. Mrs. McFadden's class will use her playground door. Preschool full-day dismissal will be at 2:40pm during phase 5.
- Kindergarten parents are able to enter the building through the church entrance at the end of the school day. Please only 1 parent/guardian per student. Please wait in the lobby with

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a facial covering. Your student will be dismissed to you in the church lobby.

Kindergarten dismissal in phase 5 will be at 2:55pm.

- We encourage G1-8 parents to wait outside at the end of our school day to continue to limit the number of visitors inside each building. Trenton Rd. Students in grades 1-8 will be brought to the cone area outside the school entrance as a class. Parents/Guardians may greet their student there. Students in grades 1-4 will be dismissed at 2:55pm. Students in grades 5-8 will be dismissed at 3pm.

### Personal Protective Equipment

- Facial coverings are strongly recommended for staff, students, and visitors.

### Dress Code Accommodations

- We have made dress code accommodations for sanitation purposes. K-8 students may elect to wear a fanny pack/belt bag around their waist with their uniform this year to store their facial covering and personal hand sanitizer. Students may also choose to attach their facial covering to a lanyard or glasses chain for safe keeping.

### Extended Care

- Before and After school care is permitted following the same guidelines outlined in phase 5 regarding sanitation, safety, and PPE.

### Athletics

- Students, teachers, and staff must use proper hand hygiene techniques before, during, and after practices.
- All equipment must be sanitized before and after practice.

## **Phase 6**

Phase 6 is post-pandemic. Schools are open for in-person learning following normal pre-Covid sanitation and safety procedures.

- Pre-Covid procedures will be followed for school arrival, dismissal, and volunteer access.
- Pre-Covid procedures will be followed for community service projects, field trips, and assemblies.
- Pre-Covid procedures will be followed for sanitation and social distancing.
- Students who do not feel well will be sent to the sick room in the school office. The office staff will screen the child to determine whether they may return to class, or need to be quarantined in the sick room until a parent or emergency contact can pick them up.
  - The sick room will be thoroughly disinfected after each student use.



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- Students and staff may still request to wear a facial covering. Permission will be granted by the principal.
- Any staff or student that tests positive for Covid-19 will have to self-quarantine for up to 14 days until they are no longer infectious.
  - The school will notify parents of any laboratory positive or clinically diagnosed cases of Covid-19. Student/staff identities are always kept confidential according to ADA.