

# COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan)

Revised  
08/15/20

**Name of District:** Washtenaw Christian Academy

**Address of District:** 7200 Moon Road, Saline, MI 48176

**District Code Number:**

**Web Address of the District:** [www.washtenawchristian.org](http://www.washtenawchristian.org)

**Name of Intermediate School District:** WISD

**Name of Authorizing Body (if applicable):**

## Preparedness Plan Introduction

Governor Whitmer's [Executive Order 2020-142](#) "provides a structure to support all schools in Michigan as they plan for a return of pre-K-12 education in the fall. Under the order, school districts must adopt a COVID-19 Preparedness and Response Plan laying out how they will cope with the disease across the various phases of the [Michigan Safe Start Plan](#). In turn, the accompanying Michigan Return to School Roadmap offers a guide to the types of safety protocols appropriate during each phase. There's no one-size-fits-all solution: What works in Lansing may not work in Sault Sainte Marie. Districts will retain the flexibility to tailor their instruction to their particular needs and to the disease conditions present in their regions." (EO-2020-142)

Each district (public, public school academy (PSA), nonpublic, and intermediate school district (ISD) that educates pre-K-12 students) shall submit a single completed Assurance Document and Preparedness Plan to its Board in time for approval by August 15 or seven days before the first day of school, whichever comes first. This template, when completed, serves as a single Assurance Document and Preparedness Plan.

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. A single application should be filed by the district rather than multiple applications for individual schools within a district.

## Preparedness Plan Assurances

The District agrees to meet all of the following requirements of Executive Order 2020-142

- ✓ The District assures that when it provides in-person instruction to its students without disabilities, the district must also provide in-person instruction to its students with disabilities, consistent with their individualized education programs (IEPs).
- ✓ The District assures that when schools are closed to in-person instruction, districts must strive in good faith and to the extent practicable, based upon available resources, technology, training, and curriculum, as well as the circumstances presented by COVID-19, to provide equal access to any alternative modes of instruction to students with disabilities from birth through age 26. This assurance includes the provision of auxiliary services under section 1296 of the Revised School Code, MCL 380.1296.
- ✓ The District assures that while any state of emergency or disaster related to the COVID-19 pandemic continues, it shall comply with guidance from the United States Department of Education, including its Office of Civil Rights and Office of Special Education and Rehabilitative Services, and the Michigan Department of Education concerning the delivery of alternative modes of instruction to students with disabilities in light of the impact of COVID-19.
- ✓ The District assures that it shall, to the extent practicable and necessary, make individualized determinations whether and to what extent compensatory services may be needed for students with disabilities in light of the school closures during the 2019–2020 school year.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will close its buildings to anyone except: (a) District employees or contractors necessary to conduct minimum basic school operations consistent with a Preparedness Plan, including those employers or contractors necessary to facilitate alternative modes of instruction, such as distributing materials and equipment or performing other necessary in-person functions. (b) Food-service workers preparing food for distribution to students or their families. (c) Licensed child-care providers and the families that they serve, if providers follow all emergency protocols identified by the state.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will suspend athletics, after-school activities, inter-school activities, and busing.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continued pay of school employees while redeploying staff to provide meaningful work in the context of the Preparedness Plan, subject to any applicable requirements of a collective bargaining agreement.
- ✓ The District assures that in **Phases 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continuation of food distribution to eligible students.
- ✓ The District assures that during **Phase 4** of the *Michigan Safe Start Plan* it will prohibit indoor assemblies that bring together students from more than one classroom.
- ✓ The District assures cooperation with the local public health department if a confirmed case of COVID-19 is identified, and agrees to 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 in school.

## Preparedness Plan

Every district must develop and adopt a COVID-19 Preparedness and Response Plan (“Preparedness Plan”) that is informed by [Michigan’s 2020-21 Return to School Roadmap](#) (“Return to School Roadmap”) from the COVID-19 Task Force on Education and Return to School Advisory Council.

In accordance with Executive Order 2020-142 a plan must include all the following parts:

- A.** The policies and procedures that the District will follow when the region in which the district is located is in **Phase 1, 2, or 3** of the *Michigan Safe Start Plan*.
1. Describe how the district will offer alternative modes of instruction other than in-person instruction and a summary of materials each student and the student’s parents or guardians will need to meaningfully access the alternative modes of instruction included in the Preparedness Plan. If the Preparedness Plan relies on electronic instruction, the Preparedness Plan must consider how the district will aid students who lack access to computers or to the internet. This is also in the Continuity of Learning and COVID-19 Response Plan submitted in April. You may want to update and link to this plan in your response below.

Private schools are exempt from these reporting requirements. However, when the state of MI, or the region/county in which WCA is located, is moved to Phase 3 or below, the WCA program will be delivered remotely through our Google Classroom platform. WCA will make every effort to ensure that all students have access to the necessary technology to continue their education. Students will be required to attend classes daily. Additionally, elementary students will have scheduled one-on-one time with their teachers.

- B.** The policies and procedures that the District will follow when the region in which the District is located is in **Phase 4** of the Michigan Safe Start Plan. Those policies and procedures must, at a minimum, include:
1. **Face coverings** (p. 22)
    - a. Please describe how the district will implement **requirements** for facial coverings that at a minimum require the wearing of face coverings, except during meals and unless face coverings cannot be medically tolerated, for:
      - i) All staff and all students in grades preK-12 when on a school bus.
      - ii) All staff and all students in grades preK-12 when in indoor hallways and common areas.
      - iii) All staff when in classrooms.
      - iv) All students in grades 6 and up when in classrooms.
      - v) All students in grades kindergarten through grade 5 unless students remain with their classes throughout the school day and do not come into close contact with students in another class.

Facial coverings will always be worn by staff except for meals.

Facial coverings will always be worn in hallways and common areas by all preK-12 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 will be worn in classrooms by all students in grades 6-12.

Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Homemade facial coverings must be washed daily. (This will be communicated to enrolled families.) Disposable facing coverings must be disposed of at the end of each day.

Students in PreK-5th grade will be learning in a self contained classroom. As such, masks will be optional while learning in class. Teachers will support each family's decision in the classroom.

Note: Students with significant disabilities preventing the use of facial coverings will be addressed individually and according to guidance from the MDE.

## 2. Hygiene

Please describe how you will implement the **requirements** for hygiene protocols from the *Return to School Roadmap* (p. 22-23).

Washtenaw Christian Academy will stock adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).

Faculty and staff will teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.

We will educate staff and students on how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.

Our facilities manager will systematically and frequently check and refill soap and hand sanitizers.

Additionally, our school schedule allows for frequent use of sinks and sanitizer throughout school hours. Teachers will give reminders throughout the day.

## 3. Cleaning

Please describe how you will implement the cleaning **requirements** for cleaning protocols from the *Return to School Roadmap* (p. 27).

Frequently touched surfaces including light switches, doors, benches, bathrooms, will undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.

Libraries, computer labs, arts, and other hands- on classrooms will undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.

Student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.

Our Facilities Manager will ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use products. Our staff must wear gloves, surgical masks, and face shields when performing all

cleaning activities.

#### 4. Athletics

Please describe how you will implement the **requirements** for athletics protocols from the *Return to School Roadmap* (p. 27).

While WCA is not affiliated with or governed by MHSAA, WCA intends to implement MHSAA's recommendations for the safe resumption of Fall Athletics, including Boys Soccer, Volleyball, and Coed Cross Country.

Students, teachers, and staff will use proper hand hygiene techniques before and after every practice, event, or other gathering. Coaches will conduct and record results of participant wellness screenings. Spectators will be limited in accord with the Governor's latest executive orders, and all spectators in attendance will be required to wear a facial covering unless they have a valid medical exemption. The CDC guidelines for identifying COVID symptoms will be provided to all coaches in advance of practices and games.

As WCA does not rely on busing, there is no need for additional protocols for group transportation. Students are transported in private, individual vehicles.

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

Handshakes, fist bumps, and other unnecessary contact must not occur.

Indoor weight rooms and physically conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.

#### 5. Screening

Please describe how you will implement the **requirements** for screening protocols from the *Return to School Roadmap* (p. 24).

We note that per the Michigan 2020-21 Return to School Roadmap (page 9), the expectation is WCA will keep in weekly contact with the Washtenaw County Health Department both verbally and online.

We have identified a visible but segregated room and small number of trained and equipped staff who will oversee these situations to minimize exposures. There may also be a need for a second room in case of two ill students or staff at one time. Hand sanitizer and cleaning supplies will be available in each of these rooms. Several digital forehead thermometers will also be available for use.

Immediately isolating any ill student from contact with other students or staff will be a priority in avoiding additional possible exposures to COVID-19. Wearing any kind of mask will potentially reduce the risk of infecting others. Staff will also be offered the option of having a face shield or eye protection as well as non-latex gloves to wear while in any isolation room.

If there is any concern of a COVID-19 case students or staff should test negative before returning to school OR should have gone 10 days since symptom onset and documented no fever for 3 days and resolution of any cough, congestion, etc.

Staff will be provided a checklist of COVID-19 symptoms near their doors to review for several seconds before leaving their homes to come to WCA. This will be a minimal burden to review daily. All staff should purchase a standard home oral or temporal thermometer to use briefly before leaving as well (prior to drinking any hot beverages). We are requesting a temperature cutoff of greater than 99.5 F (37.5 C) rather than 100.4.

Families will be supplied access to a checklist and to screen each child daily before coming to school, including taking their child's temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.2 or greater should stay home and consider coronavirus testing if symptoms of COVID-19 are present.

## 6. Testing

Please describe how you will implement the **requirements** for testing protocols from the *Return to School Roadmap* (p. 25).

We note that per the Michigan 2020-21 Return to School Roadmap (page 9), the expectation is WCA will keep in weekly contact with the Washtenaw County Health Department both verbally and online. When a case or suspected exposure is identified WCA will contact the WCHD to perform contact tracing.

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

Furthermore, it will be our recommendation that students and staff contact their primary care providers for further guidance on testing and additional isolation measures. All staff will be expected to have a primary care provider or else have a plan to use local urgent care or emergency room facilities if they become ill with COVID-19 symptoms.

If there is any concern for COVID-19, students or staff should test negative before returning to school OR should have gone 10 days since symptom onset and documented no fever for 3 days and resolution of any cough, congestion, etc.

In accordance with HIPPA and FERPA laws and under the guidance of WCHD, WCA will inform parents and staff of cases and investigation of cases in their classroom or the school.

Parents and guardians are encouraged to check students' temperature at home every morning using oral, tympanic (ear), or temporal scanners; students with a temperature of 100.4 or greater must stay home and consider coronavirus testing.

As above, families should be referring to a list of possible COVID-19 symptoms before leaving for school and if thresholds are met for keeping home, they should do so while also contacting their child's pediatrician for further advice.

## 7. Busing and Student Transportation

Please describe how you will implement the **requirements** for busing and student transportation protocols from the *Return to School Roadmap* (p. 28).

This is not relevant to our school as Washtenaw Christian Academy does not offer busing and students are transported by their individual family vehicles.

**C. Describe the policies and procedures that the district will follow when the region in which the district is located is in Phase 5 of the Michigan Safe Start Plan.**

WCA will continue to utilize the Return to School Roadmap as a guide to developing an action plan. WCA will continue to coordinate with the local Health Department to add additional policies and procedures specific to the needs of WCA.

1. Indicate which highly recommended protocols from the *Return to School Roadmap* the district will include in its Preparedness Plan when the region in which the district is located is in **Phase 5** of the *Michigan Safe Start Plan*.

WCA will reevaluate the current state and local conditions when our region enters Phase 5. At this time our intentions are as follows. Plans could be altered based on determinations.

- Students & staff will **only** be required to wear facial coverings when in public areas or when less than six feet apart, unless a valid medical exemption exists.
- Provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).
- Handwashing & Hygiene Signs will be posted (see above). Handwashing, coughing, and sneezing techniques will be continually reinforced.
- Every school will identify and designate a quarantine area and a staff person to care for children who become ill at school.
- Students who become ill with symptoms of COVID-19 at school will be placed in an identified quarantine area with a surgical mask in place until they can be picked up. Identified school staff caring for these children will wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required.
- Symptomatic students sent home from school will be kept home until they have tested negative or have completely recovered according to CDC guidelines.
- Strict records, including date and time, will be kept of non-school employees or other visitors entering and exiting the building.
- Students who develop fever or become ill with symptoms of COVID-19 at school will wear a mask and be transported by their parent/guardian, emergency contact, or ambulance, if clinically unstable, for off-site testing.
- Staff who develop fever or become ill with symptoms of COVID-19 at school will wear a mask and will be transported for off-site testing.
- Parents and guardians will be notified of the presence of any laboratory positive or clinically diagnosed cases in the classroom and/or school to encourage closer observation for any symptoms at home.
- Symptomatic students and staff sent home from school will be kept home until they have tested negative or have been released from isolation according to CDC guidelines.



- Notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
- The Local Health Department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self quarantine for up to 14 days after exposure. Local health officials, depending on the situation, may identify other contacts who require quarantine. Schools can help the local health department by collecting data and contact information of those exposed.
- Note: schools should provide staff with guidance on confidentiality laws and statutes that 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).
- Employees with a confirmed case of COVID-19 will 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.
- Serving and cafeteria staff will use barrier protection including gloves and a facial covering.
- Students, teachers, and cafeteria staff will be encouraged to wash hands before and after every meal.
- All gatherings, including those that occur outdoors (e.g., graduations) will comply with current and future executive orders that set caps on congregations of people.
- If field trips occur, they will comply with transportation guidelines within this document, including mandatory facial covering.
- Frequently touched surfaces including lights, doors, benches, and bathrooms will undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.
- Libraries, computer labs, arts, and other hands-on classrooms will undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution. Efforts will be made to minimize sharing of materials between students, as able.
- Student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.
- Playground structures will continue to undergo normal routine cleaning, but using an EPA-approved disinfectant is unnecessary.
- Athletic equipment will be cleaned with either an EPA-approved disinfectant or diluted bleach solution before and after each use.
- Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use such products.
- Systematically review all current plans (e.g., Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and updating their care plans as needed to decrease their risk for exposure to COVID-19.

- Create a process for students/families and staff to self-identify as high risk for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements or work reassignments.

2. Indicate which highly recommended protocols from the *Return to School Roadmap* the district will not include in its Preparedness Plan when the region in which the district is located is in **Phase 5** of the *Michigan Safe Start Plan*.

- Students will be encouraged to wash/sanitize their hands after changing classrooms, but WCA will maintain a pod system throughout 2020 - 2021 school year which minimizes movement between locations. In rooms that do not offer sink access, students will have access to hand sanitizer.

D. After considering all the protocols that are highly recommended in the *Return to School Roadmap*, please indicate if a school plans to exclude protocols that are highly recommended for any of the categories above in **Phase 4**.

- Students in K-5 will not have to wear face coverings in the classroom since they will remain with their class throughout the day.
- Our schedule allows for frequent use of sinks and sanitizer throughout the day, so scheduling handwashing with soap every 2-3 hours is not necessary. Teachers will give reminders to students throughout the day.
- WCA has capped class sizes, removed excess furniture, and will put as much space between students and staff as possible.
- Due to the layout of the building, entrances and exits cannot be kept separate. However, we will have staggered dismissal times to minimize people in the hallways.

## 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 District Board of Education, PSA Board of Directors, or nonpublic school chief/designated school administrator:**

**Link to the Board Meeting Minutes or Signature of Board President, or signature of nonpublic school chief/designated school administrator:**

**Link to the approved Plan posted on the District/PSA/nonpublic school website:**

*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 District/PSA/Nonpublic Leader Submitting Plan:**

**Date Received by the ISD/Authorizing Body/Chief or designated School Administrator:**

**Date Submitted to State Superintendent and State Treasurer:**