

St. Michael Lutheran School

Portage, Michigan

Education With Christ at the Heart



Phases 4-5-6

COVID Preparedness Plan



Lutheran School Families, Educators, and Friends,

We hope you are enjoying your summer and staying safe during this challenging time. We know many of you have questions about what school will look like this fall, and we appreciate your patience and understanding as we look to make sound decisions on what is best for our Lutheran schools and all those we serve.



Your favorite administrators and school leaders have been wrestling with all the items pertaining to school opening this fall and what that means for students, teachers, and parents. The governor's office has shared the MI Safe Start Plan that has guided our discussions and has required several protocols our schools must follow. The following document is intended to outline the plan for your local Lutheran school for phase 4, 5 and 6.

I am grateful for the collaboration among our Lutheran school principals as well as our partnerships within the Michigan Association of Nonpublic Schools (MANS). It is reassuring to know we are supported by our brothers and sisters in our parochial schools throughout the state.

We will continue to boldly pray that the Good Lord works a miracle and eradicates this virus from our communities, country, and the world. And at the same time, we will rely on Him for guidance, wisdom, and peace as we move through these ever-changing times. God's richest blessings on the upcoming school year and may His love continue to flow to us and through us no matter the circumstances!

Serving Him,

A handwritten signature in black ink, appearing to read 'Travis Grulke'.

Travis Grulke
Superintendent of Schools
Michigan District, LCMS

St. Michael Lutheran School

COVID-19 Prepared and Response Plan

Planning a Safe Learning Environment for Face-to-Face Learning

Phase 4

St. Michael Lutheran School is planning to start the 2020-2021 school year on Monday, August 31, with a half day of school, and Preschool will start on Tuesday, September 8. The intent of this communication is to share what procedures we will be taking to make school attendance as safe as possible for our school families, students, and staff. These procedures will remain in place during Phases 4. There will be slight modifications in Phase 5 and significant modifications in Phase 6. If you have questions or concerns contact the school office at 269-327-0512. As a reminder, please make sure your child is current on all immunizations and that you have a plan in place in case you have missed immunizations during the COVID-19 outbreak.

Training

- Staff will undergo professional development in the following areas:
 - Understanding and implementation of Reopening Plan.
 - Sanitizing and cleaning procedures of classrooms and workspaces.
 - Quarantine procedures for sick students.
 - Social Distancing in the classroom.
 - Assessing their own health and recognizing symptoms of COVID-19.

- Students will be provided training in the following areas:
 - Social Distancing
 - Handwashing and use of sanitizers
 - Use of protective masks

Staff:

St. Michael Lutheran School staff are required to adhere to the following procedures each day:

- Complete daily symptom check/screening, temperature check, and questionnaire.
- Comply with and enforce social distancing and “best practices” in personal hygiene.
- Wear a mask or face shield all day except during meals.
- Sanitize classroom prior to school and on a regularly scheduled basis throughout the day.
- Avoid the sharing of items between students as much as possible.
- Use gloves, mask or face shield when performing cleaning activities.

Entry In and Exiting Out of the School Building

Those entering the school building are required to adhere to the following procedures each day:

- Everyone must enter the school building through the main school doors (Labeled *School Entrance*) and exit the building through the church narthex doors (Labeled *Main Entrance*). This will be the procedure for both drop off and pick up with the exception of Mrs. Julian's 3 year-old preschool classes which will enter and exit through the Christ for Kids main entrance.
- Only one parent at a time will drop off their child by the classroom door and should leave the building immediately upon the child entering their room. Social distancing will be in place.
- Everyone entering the building must wear a mask. Remember your mask protects others and their mask protects you.
- No parents or visitors in the school between 8:15-3:15 unless they are picking up a student, dropping off a late arrival, or have other school business to address, in which case they will go directly to the school office. Please refrain from going to your child's locker or classroom.
- No field trips (unless they are virtual) until further notice with the exception of 6th grade outdoor education day at the end of September.

Students

Students attending our school programs are required to adhere to the following procedures each day:

- Families are requested to take each student's temperature at home every morning. Temperatures of 100 degrees or higher will warrant the child to stay home. Please do not medicate the child to mask a temperature.
- Students in grades PreK – 5 are not required to wear facemasks in the classroom, but must wear them in the hallways and common areas.
- Students in grades 6-8 are required to wear face masks at all times except during meals.
- Masks should be cleaned or changed on a regular basis.

During the School Day:

Students who do not feel well or register a temperature during the school day will be subject to the following procedure:

- Students who do not feel well or who register a temperature of 100 degrees or higher during the school day, will be placed in a separate quarantine area until they are picked up from school. Emergency contacts will be notified for pick-up.
- Teachers who do not feel well or register a temperature during the school day will leave the building and go home.
- Families are encouraged to have an emergency contact available at a moment's notice to pick up a student who gets ill at school.
- The Kalamazoo County Health Department will be notified when any suspected case of COVID-19 has occurred in the school. All health related procedures such as the return of a student to school and quarantine practices will be based upon directives and guidance from the Kalamazoo County Health Department.

Classroom Environment:

- All seats will be placed at safe social distances and face one direction.
- All students will be encouraged and reminded to observe social distancing.
- Students with asthma or other medical conditions are not required to wear a mask.
- We will go outside for recess as usual, but numbers may be limited for various recess equipment. Lunch will be limited to the homeroom classroom.
- Each room will be sanitized as part of our off hours cleaning.
- Each classroom will have knobs, levers, and switches sanitized at a minimum of every 4 hours.
- No drinks from water faucets will be allowed. Water bottles from home will be necessary.
- Each classroom has a hand sanitizing station that will be used regularly.
- As part of classroom routines, students will be taught to sanitize their work area under the teacher's supervision.
- Students will remain in their classrooms and instructors will come to them rather than students moving to other classrooms for instruction.

Transportation

- St. Michael Lutheran School does not provide transportation for its students. Those students who elect to ride Portage Public School buses at the end of the school day must wear a mask on the bus and comply with any requirements of Portage Public Schools transportation.

Athletics

- St. Michael Lutheran School will suspend all Girls' Volleyball, Boys' basketball, and Girls' basketball seasons until transition to Phase 5. At that time, we will review current recommendation by the Michigan High School Athletic Association (MHSAA) regarding best practices for opening athletic programs.

Other General Health and Safety Precautions

- Snacks will not be shared among students.
- Student locker assignments will be spaced apart to ensure social distancing.
- Chapel worship will include social distancing and skip row seating. As much as we love to have parents join our chapel worship, we are temporarily asking that no visitors come to chapel until conditions allow.
- St. Michael Lutheran School will be prepared to quickly and seamlessly transition to Distance Learning should the State or Federal governments mandate moves back to Phase 3.
- Multiple hand sanitizing stations will be available throughout the school building and in every classroom.
- School hot lunches will be delivered to each classroom where lunch will be taking place.

St. Michael Lutheran School

COVID-19 Prepared and Response Plan

Phase 5

Training

- *All staff and student training will have been implemented in Phase 4.*

Staff:

Continuation of procedures outlined in Phase 4

St. Michael Lutheran School staff are required to adhere to the following procedures each day:

- Complete daily symptom check/screening, temperature check, and questionnaire.
- Comply with and enforce social distancing and “best practices” in personal hygiene.
- Wear a mask or face shield all day except during meals.
- Sanitize classroom prior to school and on a regularly scheduled basis throughout the day.
- Avoid the sharing of items between students as much as possible.
- Use gloves, mask or face shield when performing cleaning activities.

Entry In and Exiting Out of the School Building

Continuation of procedures outlined in Phase 4 (exceptions regarding field trips).

Those entering the school building are required to adhere to the following procedures each day:

- Everyone must enter the school building through the main school doors (Labeled *School Entrance*) and exit the building through the church narthex doors (Labeled *Main Entrance*). This will be the procedure for both drop off and pick up with the exception of Mrs. Julian’s 3 year-old preschool classes which will enter and exit through the Christ for Kids main entrance.
- Only one parent will drop off their child by the classroom door and should not linger, but leave the building once the child is in their room. Social distancing will be in place.
- Everyone entering the building must wear a mask. Remember your mask protects others and their mask protects you.
- No parents or visitors in the school between 8:15-3:15 unless they are picking up a student, dropping off a late student, or dropping off school materials, in which case they will go directly to the school office.
- Off campus field trips will be allowed under the following conditions:
 - All chaperones must be screened for temperature and answer health questionnaire.
 - Masks must be worn by all during transportation to destination.
 - Classes will abide by any restrictions required by field trip host, and must observe social distancing, wearing of masks, and sanitation procedures.

Students

Continuation of procedures outlined in Phase 4

Students attending our school programs are required to adhere to the following procedures each day:

- Families are requested to take each student's temperature at home every morning. Temperatures of 100 degrees or higher will warrant the child to stay home. Please do not medicate the child to mask a temperature.
- Students in grades PreK – 5 are not required to wear facemasks in the classroom, but must wear them in the hallways and common areas.
- Students in grades 6-8 are required to wear face masks at all times except during meals.
- Masks should be cleaned or changed on a regular basis.

During the School Day:

Continuation of procedures outlined in Phase 4

Students who do not feel well or who register a temperature during the school day will be subject to the following procedure:

- Students who do not feel well or who may register a temperature of 100 degrees or higher during the school day, will be placed in a separate quarantine area until they are picked up from school. Emergency contacts will be notified for pick-up.
- Teachers who do not feel well or register a temperature during the school day will leave the building and go home.
- Families are encouraged to have an emergency contact available at a moment's notice to pick up a student who gets ill at school.
- The Kalamazoo County Health Department will be notified when any suspected case of COVID-19 has occurred in the school. All health related procedures such as the return of a student to school and quarantine practices will be based upon directives and guidance from the Kalamazoo County Health Department.

Classroom Environment:

Continuation of procedures outlined in Phase 4

- All seats will be placed at safe social distances and face one direction.
- All students will be encouraged and reminded to observe social distancing.
- Students with asthma or other medical conditions are not required to wear a mask.
- We will go outside for recess as usual, but numbers may be limited for various recess equipment. Lunch will be limited to the homeroom classroom.
- Each room will be sanitized as part of our off hours cleaning.
- Each classroom will have knobs, levers, and switches sanitized on a regular basis.
- Water bottles from home will be necessary.
- Each classroom has a hand sanitizing station that will be used regularly.
- As part of classroom routines, students will be taught to sanitize their work area under the teacher's supervision.

- Students will remain in their classrooms and instructors will come to them rather than students moving to other classrooms for instruction.

Transportation

Continuation of procedures outlined in Phase 4

- St. Michael Lutheran School does not provide transportation for its students. Those students who elect to ride Portage Public School buses at the end of the school day must wear a mask on the bus and comply with any requirements of Portage Public Schools transportation.

Athletics

- St. Michael Lutheran School will review current recommendation by the Michigan High School Athletic Association (MHSAA) regarding best practices for opening athletic programs.

Other General Health and Safety Precautions

Continuation of procedures outlined in Phase 4

- Snacks will not be shared among students.
- Student locker assignments will be spaced apart to ensure social distancing.
- Chapel worship will include social distancing and skip row seating. As much as we love to have parents join our chapel worship, we are temporarily asking that no visitors come to chapel until conditions allow.
- St. Michael Lutheran School will be prepared to quickly and seamlessly transition to Distance Learning should the State or Federal governments mandate moves back to Phase 3.
- Multiple hand sanitizing stations will be available throughout the school building and in every classroom.
- School hot lunches will be delivered to each classroom where lunch will be taking place.

St. Michael Lutheran School
COVID-19 Prepared and Response Plan

Phase 6

Training

- All staff and student training will have been implemented in Phase 4.

Staff:

- Normal (pre-COVID) procedures for beginning of work day

Entry In and Exiting Out of the School Building

- Normal (pre-COVID) drop-off and pick-up procedures

Students

Continuation of SOME procedures outlined in Phase 4

Students attending our school programs are required to adhere to the following procedures each day:

- Families are requested to take each student's temperature at home every morning. Temperatures of 100 degrees or higher will warrant the child to stay home. Please do not medicate the child to mask a temperature.

During the School Day:

Continuation of SOME procedures outlined in Phase 4

Students who do not feel well or who register a temperature during the school day will be subject to the following procedure:

- Students who do not feel well or who may register a temperature of 100 degrees or higher during the school day, will be placed in a separate quarantine area until they are picked up from school. Emergency contacts will be notified for pick-up.
- Teachers who do not feel well or register a temperature during the school day will leave the building and go home.
- Families are encouraged to have an emergency contact who is available at a moment's notice to pick up a student who gets ill at school.

Classroom Environment:

Continuation of SOME procedures outlined in Phase 4

- Each room will be sanitized as part of our off hours cleaning.
- Each classroom will have knobs, levers, and switches sanitized on a regular basis.
- Each classroom has a hand sanitizing station that will be used regularly.
- As part of classroom routines, students will be taught to sanitize their area under the teacher's supervision.

Transportation

- St. Michael Lutheran School does not provide transportation for its students. Those students who elect to ride Portage Public School buses at the end of the school day must comply with any requirements of Portage Public Schools transportation.

Athletics

- All normal sports activities will resume with a continued emphasis on good hygiene practices.

Other General Health and Safety Precautions

Continuation of SOME procedures outlined in Phase 4

- Snacks will not be shared among students.
- Student locker assignments will be spaced apart to ensure social distancing.
- Chapel worship will resume as normal and visitors are welcome to attend.
- Multiple hand sanitizing stations will be available throughout the school building and in every classroom.