

SOUTH OLIVE CHRISTIAN SCHOOL

2020-2021 RETURN TO SCHOOL PLAN

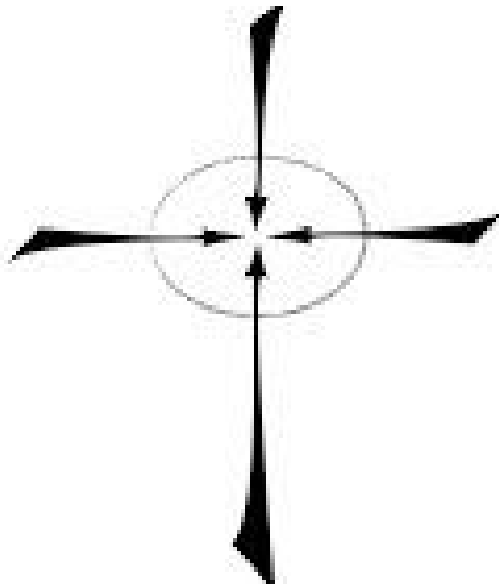


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I. Reopening South Olive Christian School

Our mission at South Olive Christian School is to provide a Christ-centered academic experience for Christian families in our region of West Michigan. We believe that this mission is best fulfilled when our teachers and students come together for face-to-face classroom learning. However, until the COVID-19 pandemic ends, an open school building requires special precautions and protocols in order to safeguard the health and well-being of our students, faculty, and staff.

We have developed these protocols in close coordination with local, regional, and state officials, so that on Tuesday, September 1st, 2020, South Olive Christian School (SOCS) may reopen its doors to begin the 2020-2021 school year as a Michigan Safe School in compliance with Governor Whitmer's [Executive Order No. 2020-142](#) and the [Return to School Roadmap](#), with ongoing health and safety consultation from the Ottawa County Health Department.

The reopening of on-campus schooling is dependent upon which phase of the safe start plan that Michigan is in. The following list is a summary of the 6-phase plan for all public and non-public schools in Michigan to reopen this fall:

Phases 1, 2, or 3

- All public and private schools switch to distance-learning instruction.
- Teachers may teach remotely from their classrooms for daily monitoring and assessment of students' engagement and completion of schoolwork.
- All athletics are suspended
- All busing operations are suspended

Phase 4

- Students, teachers, and staff may return to in-person learning at school.
- Adults wear facial coverings at all times.
- In the hallways, bathrooms, and common areas, K-8 students wear facial coverings.
- 6-8 students wear facial coverings in the classroom.
- K-5 students wear facial coverings during transitions from their classroom setting but are not required to wear masks in their classroom cohorts.
- Facial coverings are not required for our 4-year-olds or Young 5's students.
- Facial coverings will be required for all students when riding the bus.
- Parents are encouraged to check their child's temperature at home every morning and for COVID-19 symptoms. Students with temperatures of 100.4 or higher must stay home.

Phase 5: Phase 4 requirements change to "strongly recommended" in phase 5.

Phase 6: Schools return to normal pre-pandemic protocols because community spread is not expected to return in phase 6.

II. Our Commitment to Christian Faith & Learning

When South Olive Christian reopens our doors on September 1st, 2020, you can count on us to stand firm on our commitment to our Christian faith in education, which is our school's legacy since our founding in 1951. We appreciate you for partnering in this mission with us!

Our Mission Statement

*Equipping students with wisdom and knowledge
To become effective Christ followers
And bring peace and restoration to Earth*

Our Core Values

1. We are committed to education that emphasizes Bible-based, God-glorifying, Christ-centered values throughout the entire life of the school.
2. We are committed to being a close, supportive, culturally diverse and unified community that builds up God's kingdom within our school so that we can be effective disciples of Christ everywhere we go in the world.
3. We are committed to providing an excellent education that is available to all families, regardless of income, race, ethnicity, or cultural background, for the glory of our creator God.

Our 2020-2021 School Theme & Bible Verse

Superheroes of Faith!

"...so that your faith might not rest on human wisdom,
but on God's power."

– I Corinthians 2:5

III. Our Commitment to Maintaining Health and Safety Standards in Phases 4 and 5

FACIAL COVERINGS

Phase 4: Requirements for Facial Coverings

- The Ottawa Health Department and the Governor's office are in agreement with the CDC that the latest data supports wearing cloth masks to help control the risk of community spread and that all schools, public and non-public, must comply with the mask wearing requirements as laid out in the Safe Schools Roadmap.
- **Parents are expected to supply their children with acceptable face coverings:**
 - Cloth face coverings, such as a homemade mask, scarf, bandana, or handkerchiefs, are best.
 - Face shields:
 - The CDC does not recommend face shields for normal face-to-face activities as they do not cover the face adequately to catch droplets. They are not an adequate substitute for cloth masks; however, they are better at reducing risk of infection than not wearing any face covering.
 - In settings in which cloth face coverings are not required, plastic face shields may be worn alone, and may offer some degree of risk mitigation.
 - Per the CDC, if face shields are used without a cloth face covering, they should wrap around the sides of the wearer's face and extend to below the chin.
 - Disposable face shields should only be worn for a single use.
 - Reusable face shields should be cleaned and disinfected after each use.
 - Plastic face shields for newborns and infants are NOT recommended.
 - Surgical Masks:
 - N95 masks and surgical masks are not recommended at this time.
 - Currently, surgical masks are a critical supply that should continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.
 - The only exception is if providers are administering aerosolized procedures for students with special needs in which an N95 mask is required.
- **Medical Waivers:**
 - Physicians will be given guidance by the health department about how to give a [medical waiver](#) with a true medical condition (not preference based).
 - The only exceptions eligible for medical waivers that the State of Michigan lists are:

- (1) “Children younger than 2 years old”
 - (2) “Anyone who has trouble breathing”
 - (3) “Anyone who is unconscious, incapacitated, or unable to remove the cloth face covering without assistance”
- Since a physician (MD or DO) is required to sign the waiver form it would be up to him/her to decide if the individual meets the criteria.
- o Any staff member or student who cannot medically tolerate a facial covering must provide the SOCS principal with a note from a doctor or psychologist explaining this and must not wear one.
- **Busing:** Facial coverings must be worn by all SOCS students and staff/faculty while on a school bus.
- **Disposable coverings** must be disposed of at the end of each day.
- **Reusable facial coverings** including masks and face shields must be washed daily.
- **PK-5 elementary students** are not required to wear facial coverings while in the classroom, but are required to wear facial coverings in the hallways, in the bathrooms, and in transition to other school locations.
- **Middle school students** are required to wear facial coverings in the classroom.
- **Special Note:** When meeting with an interventionist, a counselor, or specials teacher, all students will wear a mask while also practicing social distancing.
- **Outdoor Classes:** Facial coverings are not required to be worn outdoors by PK-5 students when their cohort is holding class outside and will not be mixing with other cohorts; however, 6-8 students are required to wear their facial coverings during outdoor classes.
- **Staff/Faculty:**
 - o Facial coverings must be worn by staff/faculty all day except for at meal times.
 - o Preschool-5 faculty should wear clear masks or face shields for phonics instruction and facial-expression to benefit our students’ learning.
- **Exceptions**
 - o **Age:** Cloth face coverings should never be placed on young children under 2 years of age.
 - o **Medical condition:** Anyone who cannot medically tolerate a cloth face covering, has trouble breathing, or is unable to remove the face covering without assistance should not wear a face covering.
 - o **Eating and drinking:** Cloth face coverings may be removed while eating and drinking.
 - o **Sleeping:** Children should never wear face coverings while sleeping or resting.
 - o **Activity:** Cloth face coverings are not appropriate during some activities:

- o **High intensity:** People who are engaged in high intensity activities, like running, may not be able to wear a cloth face covering if it causes difficulty breathing. If unable to wear a cloth face covering, consider conducting the activity in a location with greater ventilation and air exchange (for instance, outdoors versus indoors) and where it is possible to maintain physical distance from others.
- o **Swimming:** People should not wear cloth face coverings while engaged in activities that may cause the cloth face covering to become wet, like when swimming at the beach or pool. A wet cloth face covering may make it difficult to breathe. For activities like swimming, it is particularly important to maintain physical distance from others when in the water.

Phase 5 Recommendations for Facial Covering

- **Staff/Faculty:** Facial coverings may be worn by staff at any time.
- **Preschool-5 Faculty:** Consider wearing clear masks for phonics instruction and facial-expression to benefit our students' learning.
- **Hallways:** Facial coverings may be worn in the hallways and all common areas by K-8th grade students.
- **Middle School Students:** Facial coverings may be worn in the classrooms, but is no longer required in phase 5.

HAND-WASHING & HAND-SANITIZING REQUIREMENTS

Phase 4 Sanitation Practices

- **SOCS will educate** students on how to cough and sneeze into their elbows or to cover with a tissue.
 - o Used tissues must be thrown into the trash.
 - o Hands must immediately be washed or sanitized.
- **SOCS will place signs** in all of our bathrooms that will help reinforce proper handwashing techniques.
- **SOCS will have hand-sanitizer pumps** in each classroom by the door and will systematically check and refill each pump so that it contains hand sanitizer with at least 60% alcohol for safe use.

- **Hand sanitizer pumps** will be located at key entrances of the school that will be systematically checked and refilled.
- **ALL students and staff** must use hand sanitizer to “*scrub-in*” when entering a new room/environment, and will “*scrub-out*” when leaving the room or environment (as is practiced in hospital rooms). Parents can help by discussing this with their children at home to help them prepare for this expectation.
- **SOCS 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.
- **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.

Additional Phase 4 & 5 Recommendations

- **SOCS will provide good faith efforts to meet the following recommended standards.**
 - To reduce the sharing of personal items and community bins with things such as writing utensils, glue sticks, and scissors.
 - To implement disinfecting protocols for items like electronic devices as needed.
 - To assign individual lockers to each PK-8 student for coats and supplies.
 - To assign students their own cubbies, folders, and containers in contexts where teachers deem appropriate in their own classrooms.

SPACING, MOVEMENT, & ACCESS

Phase 4 Recommendations that SOCS will provide good faith efforts to meet. (There are no requirements for this section of phase 4.)

- **In the SOCS Office:** plexiglass will be installed as an added barrier between the office members and anyone coming into the office.
- **In classrooms that have desks for student-seating:**
 - SOCS 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 should never be put together so students are directly facing each other for work sessions.
- **In classrooms that have tables for student-seating:**

- o SOCS will attempt to space students as far apart as feasible for the activities that they are participating in; this will vary depending on the context of the moment and discretion will be granted to the teacher.
- **Teachers and Distancing:**
 - o Whenever the context allows for teachers to maintain social distancing from students, they should model a distance of 6-feet or more.
 - o This will not be possible in all contexts due to the nature of observing students' work and providing active and formative feedback.
- **Visitors, Parents, Volunteers:**
 - o In an effort to minimize population density within our building during phase 4, SOCS prefers not to allow visitors during the school day, except under extenuating circumstances approved by the principal or an office staff member.
 - o SOCS Staff will be hosting scheduled appointment sessions for PK-8th grade students and their parents who wish to have a tour before our first day of school to help reduce potential anxiety of the unknown and to ease the transition into the new school year.
 - o The SOCS office staff will have a published list of approved volunteers who will be assigned 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."
 - o Licensing consultants are considered essential visitors.
- **Floor-markings** for social distancing will be spaced 6-feet apart on both sides of the hallway.
- **Chapel:**
 - o If meeting outside for chapel, students do not need to wear masks if they are separated by cohorts and spaced 6-feet apart and faced forward when singing.
 - o Per guidance by the health department, we are permitted to hold chapel in the gym if:
 - Cohorts enter the gym at staggered intervals with masks on
 - Students are seated 6-feet apart in their cohorts
 - There are under 50 people gathered
 - Students are facing forward wearing masks while singing
- **Recess:**
 - o We will have separate entries/exits assigned to each teacher's cohort.
 - o We may stagger morning and afternoon recess times so PK-5 students do not have to wear masks in mixed classes when playing outdoors.
 - o We may have a lunch recess with masks worn so that students can play together outdoors as mixed classes.
 - o Masks are not recommended to be worn outdoors while running, climbing, or doing other strenuous physical exercises while respecting others' personal space.
- **Specials**
 - o **Art Class**
 - To maximize social distancing, art class will be held in the gym.

- Student cohorts will sit in their assigned bleacher sections (with tables set up as work stations when needed).
 - Students will take turns cleaning up as needed in the nearby bathroom and kitchen sinks with teacher supervision.
 - **Computer Class** will meet in the gym to maximize social-distancing within that space.
 - **Music Class:**
 - If meeting outside for music, students do not need to wear masks if they are spaced 6-feet apart while singing.
 - If meeting in the gym, cohorts will enter the gym at staggered intervals with their masks on and while spaced 6-feet apart. Masks must be worn in the gym when in mixed cohorts.
 - **Physical Education (P.E.)**
 - If meeting outside for P.E., students do not need to wear masks if they are separated by cohorts and are social distancing with minimal physical contact as possible.
 - If meeting in the gym, cohorts will enter the gym at staggered intervals with their masks on and while spaced 6-feet apart. The P.E. teacher will use indoor classes for lectures and activities that do not require physical exertion. Masks must be worn in the gym when in mixed cohorts.
 - **Spanish Class** (if applicable) will meet in the gym to maximize social-distancing within that space.
- **SOCS Classrooms:**
 - We will open windows when weather permits to allow better air circulation.
 - Considerations and exceptions will be made at times for students with allergies or other health conditions.
 - **Preschool Classroom:**
 - Limited use of common spaces.
 - When possible, divide large group spaces to allow more children to safely use the space. For example, use child-sized furniture, such as rolling shelves and kitchenettes, to divide a room and prevent mixing between groups of children.
 - Rearranged seating to seat children six feet apart (when possible) and limit the number of children sitting together. This is especially true for meal times.
 - **Parking Lot Drop-off and Pick-up Protocol:**
 - **Please use the parking lot spaces** at BOTH times for the safety of students.
 - **Avoid congregating** in a single space or in large groups.
 - **Hand hygiene stations** will be set up at every entrance of the facility, so that children can clean their hands with hand sanitizer with at least 60% alcohol
 - **Preschool:** Sign-in stations will be outside of the door, when possible, and sanitary wipes will be available for cleaning pens between each use.

- **We may need** to stagger arrival and drop off times and plan to limit direct contact with parents as much as possible by having the teacher or volunteer parent
 - Greet children outside as they arrive.
 - Walk all children to their classroom, and at the end of the day, walk all children back to their pick-up zone.
- **The same parent or designated person**, ideally, should drop off and pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for [severe illness from COVID-19](#).
- **On the first day of school** to set the standard for lining up outside the rest of the school year, SOCS will have staff assist students when they arrive at school:
 - Lining up: Students will line up outside at their cohort's assigned building entrance.
 - Preschool/Young Fives: Mrs. Polly Storteboom's students will line up 6-feet apart outside of the west wing entrance of the school building. At 8:45 a.m., parents will sign-in their children at the door with Mrs Storteboom so that we can maintain social distancing standards to the best of our ability in the school hallway.
 - Kindergarten/1st Grade: Ms. Emily Wehrmeyer's students will line up 6-feet apart at the middle entrance of the elementary wing of the school building and enter at 8:30 a.m.
 - 2nd/3rd Grade: Mrs. Jamie Essenburg's students also will line up 6-feet apart at the middle entrance of the elementary wing of the school building and enter at 8:30 a.m.
 - 4th/5th Grade: Mrs. Ellen Jacobs' students will line up 6-feet apart at the main lobby entrance of the school and enter at 8:30 a.m.
 - 6th/7th/8th Grade: Mrs. Dawn Verbrugge's students will line up 6-feet apart at the single door entrance of the middle school wing of the school and enter at 8:30 a.m.
- **At the end of the school day**, faculty members will assist their student cohorts with departure activities so that families do not need to come into the school to find their children.

In Phase 5, SOCS will gradually adjust a few protocols as needed regarding spacing in classrooms to improve on quality instructional moments.

SCREENING STUDENTS & STAFF

Phase 4 Requirements for Screening

- SOCS principal, Mark Rozeboom, will continue to maintain close communication and cooperation with the Ottawa County Health Department in regards to implementing protocols for screening students and staff.
- If a person in our school shows symptoms of COVID-19, [the COVID-19 Return to School Toolkit](#) published by the Ottawa County Department of Public Health is our reference for the step-by-step action protocol required of SOCS (pp 7-9).
- Staff should report contact with anyone outside of work who has had a documented case of COVID-19.
- Staff should self-quarantine if they have been exposed to COVID-19.
- Preschool: Child care providers are required to check staff for COVID-19 symptoms when they arrive (per Executive Order 2020-161).

Phase 4 & 5 Recommendations that SOCS will provide good faith efforts to meet:

- **Sick/Quarantine Room on-site:**
 - SOCS will use the room adjacent to the main office entrance as the designated quarantine area where a staff person can monitor a student who shows signs of illness onsite at the school.
 - This room will be furnished with a brand new vinyl “recovery couch,” with hard flooring, a 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 facial covering (barring exemptions).
 - 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.
- **Symptomatic Students and Staff:** SOCS does not want any staff or students at school who have a **temperature of 100.4 degrees** or higher.
 - All families will be responsible for taking their children’s temperature each morning prior to allowing them to go to school.
 - All staff members must also take their own temperature each morning prior to coming to school.
 - A student or staff member who is **showing a fever of at least 100.4 degrees** must:
 - **Remain home *until they have tested negative for COVID-19* or**
 - **Have recovered completely according to the CDC guidelines and been given clearance to return to school from the Ottawa County Health Department directly.**
 - The office staff and preschool director have non-touch thermometers available to check students’ temperature if needed.

- Note: If a student or staff member demonstrates COVID-19 symptoms of a *persistent cough or shortness of breath* that is outside of the realm of normal, they must:
 - **Remain home from school until they have followed up with a primary care provider and**
 - **Have written permission to return from the medical provider.**

- **Preschool:**
 - A child needs to be fever free for 24 hours before returning to school.
 - It is highly recommended to check children for symptoms and that the checks are conducted before children and staff enter classrooms
 - A re-check is required if an individual appears sick or displays symptoms for COVID-19.
 - When children arrive:
 - Perform temperature checks with a non touch thermometer that have been cleaned and disinfected between uses, following the manufacturer’s instructions.
 - Ask parents (and children if they are old enough to respond):
 - Has your child been in close contact with a person who has COVID-19? (If yes, the family should self-quarantine for 14 days.)
 - Has your child felt unwell in the last 24 hours (fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, rash, nausea or vomiting, and/or diarrhea)
 - Visually check the child for signs of illness, including flushed cheeks, rapid or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
 - As young children are not reliable reporters of their symptoms, asking children about additional coronavirus symptoms is not useful (for example, shortness of breath, change in taste).
 - Continue to monitor symptoms throughout the day and monitor temperatures when children appear ill or “not themselves.”

- **Families**
 - Families should tell the school principal (or preschool director if their child is in preschool) about confirmed cases of COVID-19 in their household.
 - Families should report to their provider possible illness if their child or a family member in their household has tested positive for COVID-19.

- **Visitors:**
 - All adults entering the building must use the hand sanitizer provided at the entrance to “scrub-in” before proceeding to their rooms.

- o All visitors (including parents) must go immediately to the SOCS main office as the checkpoint to drop off any forgotten items such as a lunch or school project.

TESTING PROTOCOLS FOR STUDENTS & STAFF AND RESPONDING TO POSITIVE CASES

Phase 4 Requirements

- **SOCS will notify and cooperate** with [the Ottawa County Health Department](#) if a confirmed case of COVID-19 is identified.
- **SOCS will assist in the effort** of providing 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:
 - o SOCS will trust that the Ottawa County Health Department will initiate contact tracing, following regular public health practice.
 - o SOCS 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.
 - o Anyone who was within close contact of the affected person – **less than six feet apart (two arms lengths away) for more than 15 accumulative minutes (not necessarily consecutive minutes)**– may be asked to home-isolate for 10 days and possibly self quarantine for up to 14 days after the exposure.
 - o SOCS Employees with a confirmed case of COVID-19 must only return to school **after** they are no longer infectious as determined by the Ottawa County Health Department using the most current guidelines from the CDC for this determination.
- Please refer to [the COVID-19 Return to School Toolkit](#) published by the Ottawa County Department of Public Health for more detailed information regarding their procedure for contact tracing and quarantining (pp. 7-11).
- **Testing In Michigan:** Most people are now eligible to be tested for COVID-19, even if they don't have symptoms. Look for a testing site using the [Testing Site Look Up Tool](#) or call the COVID-19 hotline at 888-535-6136 for help finding a site near you.
- **Protections for Employees:** Staff who are not feeling well must remain home without penalty. Under Executive Order 2020-166 employees may not be discharged, disciplined, or otherwise retaliated against for staying home when he or she is at particular risk for infecting others with COVID-19. (See the Executive Order for complete details on whether employees must be paid and when they must return to work.)

Phase 4 & 5 Recommendations that SOCS will provide a good effort to meet

- **Notification of the presence of COVID-19:**

- o SOCS will follow guidance provided by the Ottawa County Health Dept. 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 (per the governor's MI Safe Schools Roadmap, pg 25).
 - o Any SOCS student who develops a fever or becomes ill with COVID-19 symptoms while at school will wear a mask and wait in the SOCS Sick/Quarantine Room with a staff member until their parent or guardian can come to transport them for off-site testing.
 - o Any SOCS 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.
 - o Symptomatic students or staff **should be kept home from school** until they have **tested negative** or have been released from isolation by the Ottawa County Health Dept using CDC guidelines.
 - If the student has symptoms, he will be excluded from school, and if not tested, will be isolated at home for 10 days since he COULD have COVID-19 and COULD be infectious.
 - However, since a diagnosis of COVID-19 has not been made there would be no impact on the other students. In other words, other students would not be quarantined.
 - o SOCS will close any classroom down that has had an individual with an identified positive laboratory result for COVID-19 for 24-hours as soon as possible prior to cleaning and sanitizing the room (to minimize the risk of contact with any airborne particles).
 - o Students and staff not identified as a close contact by the Health Dept. will be moved to a new classroom location until the classroom has been thoroughly cleaned.
 - o Cleaning staff should wear a surgical mask, gloves, and a face shield when cleaning these areas.
- Gloves:
 - o It is recommended that providers wear gloves in a manner consistent with existing licensing rules (for example, gloves should be worn when handling contaminates, changing diapers, cleaning or when serving food).
 - o Staff members should wash hands before putting gloves on and immediately after gloves are removed.
 - o Gloves are not recommended for broader use.

Phase 4 Requirements

- Large-scale assemblies indoors (50+ people) won't occur until deemed safe by the Ottawa County Health Dept. or other official government entity.
- In phase 4, SOCS will hold its chapels and assemblies either outside, in the gym in accordance with our local health department guidelines, or through a live-stream to each classroom.

Phase 4 & 5 Recommendations that SOCS will make good faith efforts to provide

- **Lunch and Snack Time**
 - Children and staff are required to wash hands before meals and snacks and should wash hands after meals and snacks.
 - We encourage cohorts to eat outdoors with social distancing, if the weather allows.
- **Lunch Service:** On days when pizza or other food orders are served, SOCS lunch staff will wash hands before service and wear gloves and surgical masks (a face shield is optional) when serving food.
 - SOCS will have a staff member come to each classroom to deliver food orders with a cart so we can avoid large gatherings or food lines.
 - As per usual, SOCS will use its classroom setting for eating snacks and lunch. Weather permitting, teachers may take their cohort students outdoors for lunch time; 6-8 students may remove their masks for eating during the lunch period.
- **Students will “scrub-in / scrub-out”** with hand sanitizer immediately before and after every recess and outdoor activity.
- **SOCS staff and students** should wash their hands **before and after** every extracurricular activity and **before and after** every meal.
- **Recess**
 - SOCS may designate zones for cohorting students during shared recess times. The staff member on recess duty will be vigilant to remind students about social distancing norms.
 - Whenever outdoor recess is not possible, each class of students will have indoor recess in their own classroom.
- **Extracurricular Activities:** SOCS will continue to use facial coverings with any extracurricular activities that take place in phase 4.
- **Field Trips:** SOCS will comply with the transportation guidelines of the MI Safe Schools Roadmap in regards to any field trips (including wearing masks for all students PK-8).

ATHLETICS

Phase 4 Requirements

- **SOCS will comply** with all guidance published by the Michigan High School Athletic Association (MHSAA).
- **SOCS students, teachers, and staff** will “scrub-in / scrub-out” before and after every practice or gathering (with soap and water or hand sanitizer for 20+ seconds).
- **All sports equipment** that is used will be disinfected before and after each use.
- **SOCS Inter-school competitions** will carpool whenever possible to avoid bus transportation requirements, costs, and staffing required for busing guidelines.
- **Spectators:**
 - Spectators are 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.
- **Unnecessary Physical Contact:** Handshakes, fist bumps, and other unnecessary physical contact must not occur during practice or games.
- **Large scale indoor spectator events** are suspended for phase 4 and limited to 50 spectators in phase 5.
- **Water Bottles:** Participants must use their own clearly marked water bottles for individual use. There should be no sharing of beverages or containers.
- **Soccer and Softball season** will be switched this school year with softball season held in the fall and soccer in the spring.

CLEANING

Phase 4 Requirements

- SOCS 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.
 - SOCS cleaning staff will use gloves and surgical masks (a face shield is optional) when using cleaning products.

- The SOCS 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.
- SOCS teachers will each use a clean microfiber cloth and spray bottle with diluted bleach solution provided and regularly filled by the custodian to wipe down all student desks, tables, and counters between every class.
- Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.
- The custodial closet will be equipped with a “dirty bin” and a “clean bin” full of microfiber cloths for staff to replenish their own supplies.
- Laundry will be done daily and enough microfiber cloths will be available for teachers to use a clean one with every class period cleaning.
- Athletic programming and the P.E. teacher will need to also follow this protocol, spraying and cleaning with microfiber cloths for disinfecting athletic equipment before AND after each use.
- SOCS Playground:
 - Students will be using hand-sanitizer “scrub-in / scrub-out” procedures each time they go to the playground.
 - Outdoor playground equipment does not require disinfecting.
- Preschool:
 - Toys
 - Remove toys and objects which cannot be easily cleaned or sanitized between use.
 - Toys should be limited to items made of materials that can be easily sanitized or disinfected.
 - Wooden toys are not ideal but can be used if appropriately cleaned on at least a daily basis.
 - Cloth toys are not recommended at this time.
 - Some have recommended that toys should be cleaned after each child uses them (especially if a child has mouthed the toy). Although this is ideal, it is not a recommendation most childcare settings can implement due to time and staff resource limitations.
 - Items from Home:
 - Limit the number of items brought into the facility because this may be a way to transmit the virus. For example, children should be brought into the center without car seats.
 - Consider leaving a pair of shoes or slippers at the facility for each child and staff member. If possible, they should be washed or sanitized weekly.

- Comfort items may be especially needed during this time of transition as they may reduce stress for children and staff members. To avoid these items coming into contact with many children, efforts should be made for these items to be placed in a cubby or bin and be used at naptime or as needed.
- If possible, a comfort item should remain at the childcare facility to avoid cross contamination from another site. Items should also be washed at least weekly.
- Soft materials (such as blankets, soft comfort items, or clothing) should be washed daily, either at the facility or the child's home (The CDC offers tips on [how to effectively clean soft objects](#)).

STUDENT TRANSPORTATION

Phase 4 Requirements

- SOCS will have a hand sanitizer pump in each carpool vehicle on every school-sponsored event and require that each person use it before entering the vehicle.
- Parent carpool drivers will use a clean microfiber cloth to **clean and disinfect** the car interior before every field trip. The parts of the car to be cleaned include:
 - Driver's cockpit / Steering wheel / Light and air controls
 - Car seats / Chair armrests / Seatbelts
 - Door handles
 - Note: 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.
- 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 masks are on.
- The school bus driver will notify the SOCS office or principal if students are not allowed to board a vehicle.
 - Those students will wait in the SOCS quarantine room if they are not feeling well until their parent or guardian can pick them up.
 - If it is a group of students that cannot board the vehicle, SOCS will have the students wait in the school lobby near the office or the gym 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 **they 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.

REMOTE LEARNING PLAN

Remote learning program during phase 3 and phase 4:

- If Michigan returns to phase 3, all schools, public and non-public will return to a remote learning plan that will be an improved version of what we had accomplished with short notice during the quarantine period of last school year.
- If the Ottawa Health Department requires that a cohort, section of cohorts, or the whole school closes campus during phase 4 because of students, faculty, or staff testing positive, we will return to a remote learning plan.
- **SOCS will make good faith efforts to apply the following Remote Learning Standards:**
 - We will deliver remote learning programs according to our standards-aligned curricula and instructional materials.
 - We will integrate synchronous and asynchronous learning and best practices that promote student engagement, consistency, and differentiation.
 - We will assess every student in grades PreK-8 during the first few weeks of school, using a screener, diagnostic, or formative assessments that can be given online or conducted virtually, to understand where students are academically and inform instructional decisions for teachers, students, and families.
 - We will conduct checkpoints with school leaders around curriculum and instruction and ongoing monitoring of student progress, specifically honing in on the progress of students in need of additional support.
 - We will remain connected with MDE about policies and guidance.
 - We will commence online intervention and support services to include all programs and learning environments, where possible.
 - We will review students' IEPs, IFSPs, and 504 plans in coordination with general and special education teachers to reflect the child's needs based on assessment data and parent feedback, and design accommodations and match services accordingly, where possible.
 - We will establish structures for general and special education teachers to collaborate on delivery methods for assessments and instruction as outlined in IEPs, and consider students' needs around accessibility and provide assistive technologies, where possible.
 - We will appreciate continued feedback from families during a period of remote-learning about how to improve the at-home learning experience (i.e., with technology usage, amount of work assigned, school packet pick-up and drop-off schedules, and access to teachers).
- **Technology:**
 - Survey families to collect information about the numbers, types, and condition of devices used in their homes to support remote learning.
 - Include training and support for educators to adapt remote learning for the classroom.

- Provide parents with an inventory of SOCS-owned devices as part of a return to school technology plan.
- Procedures for collecting devices at the end of the school year will include:
 - Safely bagging devices collected at schools:
 - Sanitizing the devices prior to a repair or replacement evaluation;
 - Ordering accessories that may be needed over the summer; and
 - Conducting prepared maintenance
- **Administration and Faculty Responsibilities:**
 - Identify students who did not engage in remote learning and develop a plan to provide additional supports, if needed.
 - Share data and concerns about each student's growth and needs with students' assigned teacher(s) for the 2020-2021 school year
 - Identify students who potentially need additional support; and
 - Share knowledge and ideas around the use and effectiveness of digital tools and resources that support remote learning.