



# GRAND RAPIDS CHRISTIAN SCHOOLS

PREPAREDNESS + RESPONSE PLAN

[www.grcs.org/reopening](http://www.grcs.org/reopening)

# Table of **C O N T E N T S**

<b>Executive Summary</b> .....	<b>3</b>
<b>Phase 4</b> .....	<b>5</b>
Phase 4: Safety .....	6
Phase 4: Mental and Social-Emotional Health .....	13
Phase 4: Instruction .....	14
Phase 4: Operations .....	18
Phase 4: If School is Required to Close for In-Person Instruction .....	22
<b>Phase 5</b> .....	<b>23</b>
Phase 5: Safety .....	24
Phase 5: Mental and Social-Emotional Health .....	31
Phase 5: Instruction .....	32
Phase 5: Operations .....	35
<b>Phase 6</b> .....	<b>38</b>
Phase 6: Safety .....	39
<b>Special Education Assurances</b> .....	<b>41</b>



# Superintendent **EXECUTIVE SUMMARY**

According to Governor Whitmer’s Executive Order 2020-142, every public and nonpublic school in the State, including Grand Rapids Christian Schools, must develop and adopt a COVID-19 Preparedness and Response Plan (“Preparedness Plan”) in order to open for school this fall. That Preparedness Plan must be informed by Michigan’s 2020-21 Return to School Roadmap (“Return to School Roadmap”), which was developed by the COVID-19 Task Force on Education and Return to School Advisory Council.

This Summer, four task forces composed of district and building administrators, teachers, and facility managers worked together to design a Preparedness Plan. The intention of the plan is to protect our students and staff, both physically and emotionally, while at the same time providing all students with a quality education.

As you’ll see, as required by the Return to School Roadmap for nonpublic schools, the actions we plan to take will vary based on whether our region is in Phase 4, 5, or 6 of the Michigan Safe Start Plan. Grand Rapids Christian Schools’ Preparedness Plan is below.



Thomas DeJonge  
Superintendent, Grand Rapids Christian Schools

# Reopening Plan

# TASK FORCES

## CHARGE:

To identify the challenges, possibilities, uncertainties, professional development needs, potential costs, and recommendations pertaining to each of three scenarios for Grand Rapids Christian Schools.

## CENTRAL OFFICE:

Tom DeJonge, *Superintendent*

Jim Primus, *Chief Financial Officer*

Amy Orr, *Director of Admissions & Marketing*

Jana Hoglund, *Director of Community Engagement*

## GRAND RAPIDS CHRISTIAN HIGH SCHOOL:

**Principal:** Brad Mockabee, *Chair*

**Admin:** Nick DeKoster, Elizabeth Hoving

**Facilities:** Jeremy Pyper, Kevin Klaasen

**Technology:** Sheila VanderWoude,  
Nate VanderZee, Dan Hoekstra

**Student Support:** Amy Crow, Trisha Wallace

**Teaching Staff:** Rebecca Polet, Lisa Rozema

## GRAND RAPIDS CHRISTIAN MIDDLE SCHOOL:

**Principal:** Sara Seth, *Chair*

**Facilities:** Dave Zondag

**Technology:** Sheila VanderWoude

**Student Support:** Meghan Eames

**Counselor/Social Worker:** Casey McMahon

**Curriculum:** Lynnette Kooienga

**Spiritual Life:** Jim Vos

**Spanish Immersion:** Sara Seth

**Teaching Staff:** Chad Drenth

**Secretary:** Kristi Elzinga

## ROCKFORD CHRISTIAN SCHOOL:

**Principal:** Ben Buursma, *Chair*

**Facilities:** Rich Bakker

**Technology:** Sheila VanderWoude

**Student Support:** Anna Zokoe

**Teaching Staff:** Julie Barrett, Kate Faber

## GRAND RAPIDS CHRISTIAN ELEMENTARY SCHOOL:

**Evergreen Principal:** Ann Bakker, *Co-Chair*

**Iroquois Principal:** John Barkel, *Co-Chair*

**Technology:** Sheila VanderWoude

**Student Support:** Kim Primus

**Counselor/Social Worker:** Grace Boyle

**Teaching Staff/SI:** Vanessa Abreu, Corey Visker

**Secretary:** Carrie Doezema



# Michigan Safe Start Plan

## PHASE 4

### *In-Person Instruction with Required Safety Protocols*

When our region is in Phase 4 of the Safe Start Plan, that means that the Governor's office has determined that: (1) number of new cases and deaths has fallen for a period of time, but overall case levels are still high; (2) most new outbreaks are quickly identified, traced, and contained due to robust testing infrastructure and rapid contact tracing; (3) health system capacity can typically handle these new outbreaks, and therefore the case fatality rate does not rise above typical levels; and (4) the overall number of infected individuals still indicate the need for distancing to stop transmission and move to the next phase. It also means that *in-person instruction is permitted as long as Grand Rapids Christian Schools follows certain required actions and safety protocols.*

The Preparedness Plan is established and submitted as a single plan on behalf of each of Grand Rapids Christian Schools' five campuses, including:

- Grand Rapids Christian High School,
- Grand Rapids Christian Middle School,
- Grand Rapids Christian Elementary School's Iroquois Campus,
- Grand Rapids Christian Elementary School's Evergreen Campus, and
- Rockford Christian School.

As described below, Grand Rapids Christian Schools will implement a number of plans and protocols related to safety, mental/social-emotional health, instruction, and operations. Some of those plans and protocols are required by the Governor's Executive Order in order for the Schools to provide in-person instruction, some were recommended (or strongly recommended) by the team that put together the "Return to School Roadmap", and some were developed by our own Grand Rapids Christian Schools team because we believe that they are consistent with our most important responsibility – protecting the health and safety of our students, staff and school community.



# Michigan Safe Start Plan

## PHASE 4

### *In-Person Instruction with Required Safety Protocols*

## **SAFETY**

Prior and subsequent to students' return to school, Grand Rapids Christian Schools plans to implement the following safety protocols:

### **1. PERSONAL PROTECTIVE EQUIPMENT**

- Facial coverings shall always be worn by staff except for meals. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Any staff member who cannot medically tolerate a facial covering must not wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance must not wear a facial covering.
  - PreK-5 and special education teachers shall consider wearing clear masks or surgical masks as necessary and appropriate.
  - Homemade facial coverings shall be washed daily.
  - Disposable facial coverings shall be disposed of at the end of each day.
- Facial coverings shall be worn by PreK-12 students, staff, and bus drivers during school transportation. Any staff or student that is unable to medically tolerate a facial covering must not wear one. Any staff or student that is incapacitated or unable to remove the facial covering without assistance must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.
- Facial coverings shall always be worn in hallways and common areas by 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 may be homemade or disposable level-one (basic) grade surgical masks.
  - Homemade facial coverings shall be washed daily.
  - Disposable facing coverings shall be disposed of at the end of each day.
  - Students with significant disabilities preventing the use of facial coverings are referred to forthcoming guidance from MDE.
- Facial coverings shall be worn in classrooms by all students grades 6-12. Any student who cannot medically tolerate a facial covering shall not wear one. Any student who is incapacitated, or unable to remove the facial covering without assistance, shall not wear one.
- All students in grades K-5 shall wear facial coverings unless students remain with their classes throughout the school day and do not come into close contact with students in another class.
- Students or staff members who cannot medically tolerate a face covering, or who are incapacitated and unable to remove a face covering without assistance, shall be required to provide a note from their health care provider to the building Principal.
- Facial coverings may be worn by PreK-5 students and students with special needs in classrooms at a parent's request.



# Michigan Safe Start Plan

## PHASE 4

## SAFETY

### *In-Person Instruction with Required Safety Protocols*

- Facial coverings are not recommended for use in classrooms by children ages 3 and 4.

#### 2. HYGIENE

- Grand Rapids Christian Schools shall 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).
- Faculty and staff shall teach and reinforce proper handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
- Staff and students shall be educated on how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues shall be thrown in the trash and hands washed immediately using proper hand hygiene techniques.
- Soap and hand sanitizers shall be systematically and frequently checked and refilled.
- Students and teachers shall have scheduled handwashing with soap and water every 2-3 hours.
- Sharing of personal items and supplies such as writing utensils shall be limited.
- Students' personal items shall be kept separately and in individually labeled cubbies, containers, or lockers.
- Procedures for limited use of classroom materials to small groups and disinfecting between use shall be instituted.
- Portable handwashing and/or hand sanitizing stations shall be procured and located at designated common areas throughout school buildings.

#### 3. SPACING, MOVEMENT, AND ACCESS

- Desks shall be placed six feet apart whenever possible in classrooms. Class sizes shall be kept to the level afforded by appropriate spacing requirements.
- In classrooms where large tables are utilized, students shall be seated facing the same direction and as far apart as feasible.
- As feasible, all desks shall be facing the same direction toward the front of the classroom.
- Teachers shall maintain six feet of spacing between themselves and students as much as possible.
- Family members or other guests shall not be allowed in the school building except under extenuating circumstances determined by district and school officials.
- Signage shall be posted throughout the buildings to indicate proper social distancing.
- Floor tape or other markers shall be used at six-foot intervals where line formation is anticipated.
- Social distancing floor/seating markings in waiting and reception areas shall be indicated.
- Signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques



# Michigan Safe Start Plan

## PHASE 4

## SAFETY

### *In-Person Instruction with Required Safety Protocols*

shall be posted.

- Adult guests entering the building shall be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, shall be kept of non-school employees or other visitors entering and exiting the building.
- Windows and classroom doors shall be open as much as possible, weather permitting.
- As able and appropriate, schools shall cohort groups of students to isolated hallways or areas that can be monitored.
- As able, “specials” (like art, music, and library) shall be brought to the classrooms instead of having students move to different locations.
- Efforts shall be made to keep six feet of distance between people in the hallways. Staggered movements at incremental intervals shall be used if feasible to minimize the number of persons in the hallways as able.
- Staff shall monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their classrooms and vice-versa.
- Where possible, physical education shall be held outside, and social distancing of six feet should be practiced.
- Flow of foot traffic shall be directed in only one direction, if possible. If one-way flow is not possible, hallways shall be divided with either side following the same direction.
- Entrances and exits shall be kept separate to keep traffic moving in a single direction.

#### 4. SCREENING STUDENTS AND STAFF

- Grand Rapids Christian Schools will cooperate with the local public health department regarding implementing protocols for screening students and staff.
- Every school shall identify and designate a quarantine area and a staff person to care for students who become ill at school.
- Students who become ill with symptoms of COVID-19 shall 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 should 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 shall be kept home until they have tested negative or have completely recovered according to CDC guidelines.
- Staff shall conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms or have a temperature of 100.4 or greater, they shall stay home.
- A monitoring form (paper or electronic) for screening employees shall be developed.
- Families shall check their child’s temperature at home every morning using oral, tympanic, or



# Michigan Safe Start Plan

## PHASE 4

## SAFETY

### *In-Person Instruction with Required Safety Protocols*

temporal scanners; students with a temperature of 100.4 or greater shall be required to stay home and consider coronavirus testing if symptoms of COVID-19 are present.

- Families are required to monitor their children for symptoms of COVID-19. The presence of any symptoms, including cough or shortness of breath, shall prompt the family to keep the student home from school and to follow up with a primary care provider.

#### **5. TESTING PROTOCOLS FOR STUDENTS/STAFF AND RESPONDING TO POSITIVE CASES**

- Grand Rapids Christian Schools will cooperate with the local public health department regarding implementing protocols for testing students and staff and responding to positive cases.
- Students who develop a fever or become ill with COVID-19 symptoms at school shall 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 shall wear a mask and be transported for off-site testing.
- Symptomatic students and staff sent home from school shall be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.
- Families shall be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.
- In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts shall be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. Students and staff shall be closely monitored for any symptoms of COVID-19. 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.

#### **6. RESPONDING TO POSITIVE TESTS AMONG STAFF AND STUDENTS**

- Grand Rapids Christian Schools will cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, will 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 at the school.
- Local health officials, staff, and students shall be immediately notified 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 shall 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. Grand Rapids Christian Schools



# Michigan Safe Start Plan

## PHASE 4

## SAFETY

### *In-Person Instruction with Required Safety Protocols*

staff shall assist the local health department by collecting data and contact information of those exposed.

- Guidance on confidentiality laws and statutes that protect student and staff health information shall be provided by designated Grand Rapids Christian Schools staff. Student communicable disease-related information is protected health information. School staff and officials shall not participate in discussions or acknowledge a positive test even if a family/student acknowledges and publicly discloses a positive test.
- Employees with a confirmed case of COVID-19 shall 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.
- As possible, smaller areas such as individual classrooms shall be closed for 24 hours before cleaning to minimize the risk of any airborne particles.

## 7. FOOD SERVICE, GATHERING AND EXTRACURRICULAR ACTIVITIES

- Indoor assemblies that bring together students from more than one classroom are prohibited.
- Classrooms or outdoor areas shall be used for students to eat meals at school if distancing guidelines cannot be met.
- If cafeterias must be used, meal times shall be staggered to create seating arrangements with six feet of distance between students.
- Serving and cafeteria staff shall use barrier protection, including gloves, face shields, and surgical masks.
- Students, teachers, and food service staff shall wash hands before and after every meal.
- Large scale assemblies of more than 50 students shall be suspended.
- Off-site field trips that require bus transportation to an indoor location shall be suspended.
- Recess shall be conducted outside whenever possible with appropriate social distancing and cohorting of students.
- If possible, school-supplied meals shall be delivered to classrooms with disposable utensils.
- If possible, schools shall offer telecasting of assemblies, chapels, and other school-sanctioned events.
- Extracurricular activities shall continue with the use of facial coverings.

## 8. ATHLETICS

- Grand Rapids Christian Schools will comply with all guidelines published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).



# Michigan Safe Start Plan

## PHASE 4

## SAFETY

### *In-Person Instruction with Required Safety Protocols*

- Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gatherings. Every participant shall confirm that they are healthy and without any symptoms prior to any event.
- All equipment shall be disinfected before and after use.
- Inter-school competitions may be held provided that facial coverings are worn if school transportation is provided. Buses must be cleaned and disinfected before and after every use, as detailed in the subsequent “Busing and Student Transportation” section.
- Spectators are allowed provided that facial coverings are used by observers, and six feet of social distancing can be maintained at all times. Attention shall be given to entry and exit points to prevent crowding.
- Each participant shall use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
- Handshakes, fist bumps, and other unnecessary contacts shall not occur.
- Indoor weight rooms and physical conditioning activities that require shared equipment shall be suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.
- Large scale indoor spectator events shall be suspended. Large scale outdoor spectator or stadium events are limited to the number of people as required and people not part of the same household shall maintain six feet of distance from one another.

## 9. CLEANING

- Frequently touched surfaces, including light switches, doors, benches, and bathrooms, will be cleaned 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.
- Playground structures will continue to undergo normal routine cleaning, but using an EPA-approved disinfectant is unnecessary.
- We will safely and correctly use and store cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use products.
- Staff shall wear gloves, surgical masks, and face shields when performing all cleaning activities.

## 10. BUSING AND STUDENT TRANSPORTATION

- Before entering the bus, hand sanitizer shall be used. Hand sanitizer shall be supplied on the bus. Student temperatures may be taken prior to being seated.



# Michigan Safe Start Plan

## PHASE 4

## SAFETY

### *In-Person Instruction with Required Safety Protocols*

- The bus driver, staff, and all students in grades PreK-12, if medically feasible, must wear facial coverings while on the bus. Note: there may be situations where it is not safe for the bus driver to wear a facial covering. Decisions about these situations shall be made on a case-by-case basis with local public health officials.
- Transportation vehicles will be cleaned and disinfected before and after every transit route, while children are not present.
- Frequently touched surfaces in the vehicle (e.g., surfaces in the driver's cockpit, hard seats, armrests, door handles, seat belt buckles, light and air controls, doors, and windows, and grab handles) shall be cleaned and disinfected prior to morning routes and prior to afternoon routes.
- Equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools will be cleaned, sanitized, and disinfected daily.
- We have created a plan for getting students home safely if they are not allowed to board the vehicle, which will be shared with staff and families outside of this Preparedness Plan.
- If a student becomes sick during the day, they shall not be allowed to use group transportation to return home and must follow protocols outlined above. If a driver becomes sick during the day, they must follow protocols for sick staff outlined above and cannot return to drive students.
- Weather permitting, doors and windows will be kept open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
- Weather permitting, windows will be kept open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe.

### **11. MEDICALLY VULNERABLE STUDENT AND STAFF**

- We will 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 update their care plans as needed to decrease their risk for exposure to COVID-19.
- Pertaining to medically vulnerable students, the school's remote learning plan will be monitored and incorporate feedback and input from teachers, families, students, and school leaders, in order to improve its effectiveness.
- Staff caring for children and providing any medical care that include aerosol-generating procedures (e.g., nebulizers) shall wear N95 masks.
- Consideration of work modifications and/or accommodations (e.g., maintain a distance of six feet from others, modified job responsibilities that limit exposure risk, or telework if possible), will be given to staff who are high-risk for severe illness.



# Michigan Safe Start Plan

## PHASE 4

*In-Person Instruction with Required Safety Protocols*

### **MENTAL AND SOCIAL-EMOTIONAL HEALTH**

Prior and subsequent to students' return to school, Grand Rapids Christian Schools plans to offer students the following mental and social-emotional supports:

- A point person shall be identified at each campus to centralize mental health referrals, communications to families/ students, and public-facing wellness materials.



# Michigan Safe Start Plan

## PHASE 4

### *In-Person Instruction with Required Safety Protocols*

## INSTRUCTION

Prior and subsequent to students' return to school, Grand Rapids Christian Schools plans to institute the following instructional supports:

### 1. GOVERNANCE

- Gather feedback from families, teachers, students, and school leaders about their experiences with remote learning through online surveys and/or virtual focus groups or conversations.
- Revise the district's remote learning plan to incorporate feedback and input from stakeholders to improve its effectiveness.
- Share the district's remote learning plan with all involved stakeholders.

### 2. INSTRUCTION

- Activate hybrid learning programs at scale to deliver standards-aligned curricula and high-quality instructional materials. Integrate synchronous and asynchronous learning and best practices that promote student engagement, consistency, and differentiation.
- Make expectations clear to school leaders and teachers around hybrid or remote instruction that include:
  - Best practices for blended or remote learning;
  - Grade-level proficiencies;
  - Modes of student assessment and feedback;
  - Differentiated support for students;
  - The inclusion of social-emotional learning; and
  - Guidance around daily instructional time and workload per different grade bands to ensure consistency for students.
- Set an instructional vision that ensures that:
  - Every student will start the year with access to grade-level instruction and high quality, standards-aligned instructional materials in every subject.
  - Every student will be assessed on their understanding of prerequisite skills and grade-level proficiencies using formative assessments, screeners, or diagnostics.
  - Every students' academic and social-emotional needs will be addressed with the integration of Social and Emotional Learning (SEL) and strengthening connections with students.
- Secure supports for students who are transitioning to postsecondary.
- Support schools to implement a grade-level curriculum that is aligned to Michigan PreK-12 standards.



# Michigan Safe Start Plan

## PHASE 4

## INSTRUCTION

### *In-Person Instruction with Required Safety Protocols*

- Support teachers to utilize essential standards that identify the major work of the grade in order to focus, prioritize, and accelerate instruction.
- Review students' IEPs, 504 plans, Nonpublic Service Plans (NPSPs), Inclusive Education Goals and Objectives (IEGOs), and Student Safety Plans (SSPs) in coordination with general and special education teachers to reflect the child's evolving needs based on assessment data and parent feedback, and design accommodations and match services accordingly. We will then plan to:
  - Establish structures for general and special education teachers to collaborate on delivery methods for assessments and instruction, as outlined in IEPs, NPSPs, IEGOs, and SSPs. Consider students' needs around accessibility and provide assistive technologies, where possible.
- Monitor all intervention programs and services available to students on the district and school level and identify any gaps.
- Develop a continuation of services plan for students needing either occupational, physical, and/or speech and language therapy, including evaluations by school psychologists and social workers.
- Ensure that every student:
  - Has access to standards-aligned, grade-level instruction, including strategies to accelerate student learning;
  - Is assessed to determine student readiness to engage in grade-level content; and
  - Is offered scaffolds and supports to meet their diverse academic and social-emotional needs.
- Conduct checkpoints with school leaders around curriculum pacing and ongoing monitoring of student progress, specifically honing in on the growth of students who need acceleration.
- Review student data to identify overall trends and gaps in student learning to design systemic supports and interventions.
- Conduct a review of each students' IEPs, NPSPs, IEGOs, and SSPs in partnership with teachers and parents to reflect each student's evolving needs based on time away from associated services, including OT, PT, and Speech, while school buildings were closed.
- Procure any additional standards-aligned tools or materials to support differentiation, intervention, and remote learning, based on students' needs.
- Set expectations for schools and teachers to integrate high-quality digital tools and resources that are appropriate and sustainable at each grade level, to increase teachers' and students' familiarity with online learning in case of a return to remote instruction.
- Determine and activate structures outside of the regular school day, such as summer learning options, extended day, and after-school programming, to potentially be leveraged to support students in need of additional support.
- Support schools to communicate regularly with families in their home language about their child's progress and the targeted plans for students in need of additional support.



# Michigan Safe Start Plan

## PHASE 4

## INSTRUCTION

### *In-Person Instruction with Required Safety Protocols*

- If hybrid, activate plans to monitor and assess the following:
  - *Connectivity and Access*: Ensure that all students and families have adequate connectivity and the devices necessary to successfully engage in and complete schoolwork.
  - *Attendance*: Develop systems to monitor and track students' online attendance on a daily basis.
  - *Student Work*: Teachers will assess the quality of student work and provide feedback to students and families.
  - Students will self-assess the quality of work, reflect on teacher feedback, and learning progress.

### 3. COMMUNICATIONS AND FAMILY SUPPORTS

- Implement any additional communication systems needed to reach every family and student through multiple modes (e.g., text, all call, email, home visit) to share:
  - Expectations around their child's return to school;
  - Clear information about schedules and configurations, if hybrid;
  - Information about modes of assessment, details on curricula used in each of the core subjects, and grade-level proficiencies; and
  - Plans for each of the different school opening scenarios.
- Provide resources that demonstrate schools value parents as partners in their child's education. Offer family supports that provide families with:
  - Training about how to access and use the school's chosen digital systems and tools;
  - Supports and resources for families to use at home, such as grade-specific activities and strategies for teaching and helping their child;
  - Opportunities to build their digital literacy; and
  - Strategies to support their child's learning at home.

### 4. PROFESSIONAL LEARNING

- Provide adequate time for schools and educators to engage in:
  - Intentional curriculum planning and documentation to ensure stability of instruction, whether school buildings are open or closed;
  - Identify students who did not engage in remote learning in the spring and are not engaged during the current year 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;



# Michigan Safe Start Plan

## PHASE 4

## INSTRUCTION

### *In-Person Instruction with Required Safety Protocols*

- 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.
- Establish and Implement a plan for professional learning and training, with goals to:
  - Offer restorative supports for teachers and learning around equity and implicit bias, social-emotional learning, and culturally responsive education;
  - Train school leaders and teachers thoroughly in the chosen digital systems and tools and their use; and
  - Build school leaders' and teachers' capacity to design and develop blended and remote learning experiences that are equitable and engaging.



# Michigan Safe Start Plan

## PHASE 4

### *In-Person Instruction with Required Safety Protocols*

## OPERATIONS

Prior and/or subsequent to students return to school, Grand Rapids Christian Schools plans to:

### 1. FACILITIES

- Audit necessary materials and supply chain for cleaning and disinfection supplies.
- Audit any additional facilities that the district may have access to that could be used for learning.
- Provide school-level guidance for cleaning and disinfecting all core assets including buildings and playgrounds. Frequently touched surfaces shall be cleaned several times a day.
- Alert school-based custodial and infection control staff of any changes in recommended cleaning guidelines issued by OSHA and/or CDC. It is expected that this guidance will be updated in real-time based on the status of community spread across local geographies.
- Convene custodial and facilities staff to review and make actionable district guidance regarding cleaning and disinfection.
- Execute school cleaning and disinfection protocols according to the CDC School Decision Tree.
- Create a contingency plan to coordinate the use of school buildings for essential actions including childcare for essential workers.
- Audit all school buildings with a focus on:
  - How many classrooms are available;
  - The size of each classroom;
  - Additional spaces that are available (e.g., gym, lunchroom, auditorium); and
  - The ventilation in each classroom.
- Maintain facilities for in-person school operations, including:
  - Check HVAC systems at each building to ensure that they are running efficiently.
  - Change air filters regularly.
  - Distribute wastebaskets, tissues, and CDC-approved soap to every office and classroom so that these materials can be used upon entry and exit into any discrete location and during travel between sites.
  - Widely post, disseminate, and encourage through various methods of communication information about frequent handwashing, cough etiquette, and nose blowing.
  - Custodial staff shall follow guidance from the CDC about the use of facial coverings and special respirators at use when performing cleaning duties.
- School leaders shall conduct and document a facility walk-through with the custodial services team to ensure that the classrooms, common spaces, and the exterior are ready for staff and



# Michigan Safe Start Plan

## PHASE 4

## OPERATIONS

### *In-Person Instruction with Required Safety Protocols*

students.

- Procure level-1 facial coverings, including those with a transparent front, for PreK-5 teachers, low-income students, and students with special needs.
- Procure level-1 surgical masks for designated staff.

## 2. BUDGET, FOOD SERVICE AND STAFFING

- Provide for continued pay of school employees, while redeploying staff to provide meaningful work in the context of the Plan.
- Support schools in assessing student arrival protocols. This should include how students arrive at and depart from school (e.g., school bus, dropped off via car, drive themselves, walk, public transportation).
- Support schools in conducting staff and student outreach to understand who is coming back.
- Assess the need for new or additional positions with a specific focus on student and staff wellness, technology support, and other COVID-19 related needs.
- Recruit, interview and hire new staff.
- Consider redeploying underutilized staff to serve core needs.
- Where possible, identify and modify staff positions that would enable high-risk staff to provide remote services.
- Communicate any student enrollment or attendance policy changes with school staff and families.
- Seek and provide guidance on the use of CARES Act funding for key purchases (e.g., cleaning supplies).
- Inventory how many substitute teachers are available.
- Build and send back to school communications to all relevant stakeholders (i.e., families, school staff) and include updates across all policies and procedures.
- Verify that student and staff handbooks and planners are printed and ready for distribution and/or are available digitally. Create a master list of any changes to distribute at the first staff meeting.
- Consult legal counsel to preemptively address liability questions, related concerns, or vendor issues relative to COVID-19 and share with school leaders.
- Engage school leaders in a budgeting exercise to help plan for changing enrollment patterns, new staffing needs, and resource constraints or additional dollars.
- Work with school leaders to orient new school staff to any operational changes.
- Create master teaching schedules, student and faculty arrival/dismissal schedules, bus schedules, lunch schedules for staff and students, and bell schedules with safety protocols in mind.



# Michigan Safe Start Plan

## PHASE 4

## OPERATIONS

### *In-Person Instruction with Required Safety Protocols*

- Collaborate with food service staff to ensure any necessary food handling changes are implemented based on local public health guidance.
- Ensure a plan for nutrition services and student meals is in place, and provide a list of alternative meal options to families.
- Solidify food service processes, device distribution, delivery sites, and communication plans as necessary.
- Define logistical expectations, including attendance expectations and time on schooling by grade level for students and teachers.

### 3. TECHNOLOGY

- Survey families to collect information about the numbers, types, and condition of devices used in their homes.
- Designate a single point of contact in each school to plan and communicate with district technology teams.
- Develop a district technology plan that includes guidance for schools. If possible, include training and support for educators to adapt remote learning for the classroom.
- Identify a device and/or general technology support lead for each school.
- Assign technology process leaders to key efforts and publish their contact information on the district intranet and/or internet.
- Develop district-wide procedures for return and inventory of district-owned devices as part of a return to school technology plan. The procedures shall include:
  - Safely bagging devices collected at schools;
  - Sanitizing the devices prior to a repair or replacement evaluation;
  - Ordering accessories; and
  - Conducting prepared maintenance routines to remove malware and fix standard issues including screen, keyboard, or battery replacement.
- Develop on-site triage of staff and student devices to minimize the time that staff may be without a device.
- Continue to monitor device usage and compliance with online learning programs.
- Provide support programs to ensure that students and families can access online teaching and troubleshoot problems with access.
- Ensure that students can submit assignments and be evaluated accordingly.
- Schedule ongoing staff training on platforms and tools.



# Michigan Safe Start Plan

## PHASE 4

## OPERATIONS

### *In-Person Instruction with Required Safety Protocols*

- Review and update (as needed) relevant technology policies including data privacy policies, acceptable use policies, and policies related to accidental damage, theft, and loss of technology.
- Work to ensure that every student has access to the appropriate technology and connectivity needed to continue learning.
- Organize and centralize online resources that were created, published, or distributed by teachers and others during the closure period.
- Compile technology-facing lessons learned for inclusion in the district's updated remote learning plan.
- Review issue tracking and inventory results frequently as a way of understanding the quality and progress of technology processes.
- Continue infrastructure evaluations until all issues are resolved.
- Identify chronic technology issues that arose during the school closure period and use them to begin the development of a long-term technology maintenance plan.

#### 4. TRANSPORTATION

- Inventory buses, contractors, including any vehicles used for transporting students to/from school or to other school events, and students riding buses.
- Assess whether any bus contractors have been impacted by COVID-19 (i.e., closed or opt-out from current routes).
- Inventory bus drivers to understand the extent of high-risk populations.
- Finalize bus procedures for bus drivers and students that are informed by public health protocols.
- Encourage close collaboration between transportation and Student Support Services teams to monitor changes to students' IEPs, NPSPs, IEGOs, and SSPs and implement accordingly.



# Michigan Safe Start Plan

## PHASE 4

### *In-Person Instruction with Required Safety Protocols*

## IF SCHOOL IS REQUIRED TO CLOSE FOR IN-PERSON INSTRUCTION

### 1. FACILITIES

- If we are instructed to close for in-person instruction, Grand Rapids Christian Schools plans to:
  - Activate school cleaning and disinfection protocols according to the CDC School Decision Tree. Custodial staff should wear surgical masks when performing cleaning duties.
  - Maintain facilities for resumption of school operations.

### 2. TRANSPORTATION

- If we are instructed to close for in-person instruction, Grand Rapids Christian Schools plans to:
  - Utilize buses to provide delivery of instructional materials as determined necessary.

### 3. TECHNOLOGY

- If we are instructed to close for in-person instruction, Grand Rapids Christian Schools plans to:
  - Deploy digital learning devices and implement virtual learning for all students.
  - Communicate consistent procedures for return and inventory of school-owned devices as part of a return to school technology plan.



# Michigan Safe Start Plan

## PHASE 5

### *In-Person Instruction with Loosened Safety Protocols*

When our region is in Phase 5 of the Safe Start Plan, that means that the Governor's office has determined that: (1) new cases and deaths continue to decrease for an additional period of time; (2) the number of active cases has reached a point where infection from other members of the community is less common; (3) with widespread testing, positivity rates often fall much lower than earlier phases; and (4) rapid case investigation, contact tracing, and containment strategies cause new cases to continue to fall. It also means that in-person instruction may occur with minimum required safety protocols.

As described below, even though the threat is diminished, Grand Rapids Christian Schools will continue to implement plans and protocols related to safety, mental/social-emotional health, instruction, and operations.



# Michigan Safe Start Plan

## PHASE 5

### *In-Person Instruction with Loosened Safety Protocols*

## **SAFETY**

Prior and subsequent to students' return to school, Grand Rapids Christian Schools plans to implement the following safety protocols:

### **1. PERSONAL PROTECTIVE EQUIPMENT**

In Phase 5, students are strongly recommended rather than required to wear masks. In the event our Region is moved to Phase 5, a decision on whether to require students and staff to wear masks or make wearing masks optional will be made in consultation with health officials and following the administration's review of the health conditions and infection rate within our Region at that time. The information below is written in the event facial coverings are optional. If the decision is made to require masks, as indicated above, the information will be changes from "may" to "shall."

- Facial coverings may be worn by staff except for meals. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Any staff member who cannot medically tolerate a facial covering should not wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance should not wear a facial covering.
  - PreK-5 and special education teachers shall consider wearing clear masks.
  - Homemade facial coverings shall be washed daily.
  - Disposable facial coverings shall be disposed of at the end of each day.
- Facial coverings may be worn in hallways and common areas by PreK-12 students in the building except for during meals. Any student that is unable to medically tolerate a facial covering should not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance should not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. If social distancing and cohorting is practiced and enforced, facial coverings for students in grades PreK-5 are encouraged but not required.
  - Homemade facial coverings shall be washed daily.
  - Disposable facing coverings shall be disposed of at the end of each day.
- Facial coverings may be considered for PreK students and students with special needs in hallways and common areas.
  - Facial coverings are not recommended for use in classrooms by children ages 3 and 4.
- Facial coverings may be considered for K-5 students and students with special needs in classrooms, especially if students and teachers are not placed in cohorts.
- Facial coverings may be worn in classrooms by grades 6-12 students. Any student who cannot 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.
- Gloves are not required except for custodial staff or teachers cleaning their classrooms.



# Michigan Safe Start Plan

## PHASE 5

## SAFETY

### *In-Person Instruction with Loosened Safety Protocols*

#### 2. HYGIENE

- 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).
- 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.
- Educate staff and students 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.
- Students shall wash their hands or use hand sanitizer after changing any classroom; teachers in the classroom should wash their hands or use sanitizer every time a new group of students enters their room.
- Systematically and frequently check and refill soap and hand sanitizers.
- Students and teachers may have scheduled handwashing with soap and water every 2-3 hours.
- Portable handwashing and/or hand sanitizing stations shall be set up throughout school buildings.

#### 3. SPACING, MOVEMENT, AND ACCESS

- Class sizes shall be kept to the level afforded by necessary spacing decisions.
- In classrooms where tables are utilized, students may be spaced as far apart as feasible.
- Desks shall face the same direction toward the front of the classroom.
- Teachers shall try to maintain six feet of spacing between themselves and students as much as possible.
- Signage to indicate proper social distancing shall be in place:
  - Floor tape or other markers may be used at six-foot intervals where line formation is anticipated.
  - Social distancing floor/seating markings in waiting and reception areas may be utilized..
  - Signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques shall be posted.
  - Signs on the doors of restrooms to indicate proper social distancing shall be posted.
- If a classroom has windows that can open, they shall be open as much as possible, weather permitting. Considerations should be made for students with allergy-induced asthma.
- As able, schools may try to cohort groups of students to isolated hallways or areas that can be monitored for positive cases if there is a COVID-19 exposure.



# Michigan Safe Start Plan

## PHASE 5

## SAFETY

### *In-Person Instruction with Loosened Safety Protocols*

- As able and appropriate, “specials” (like art, music, and library) may be brought to the classrooms instead of having students move to different locations.
- Flow of foot traffic shall be directed in only one direction, if possible. If one-way flow is not possible, hallways can be divided with either side following the same direction.
- Efforts shall be made to keep six feet of distance between people in the hallways. Staggered movements at incremental intervals should be used if feasible to minimize the number of persons in the hallways as able.
- Staff shall monitor students congregating during arrival and dismissal times.

#### 4. SCREENING STUDENTS, STAFF, AND GUESTS

- Every school shall 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 shall 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 shall 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 shall be kept home until they have tested negative or have completely recovered according to CDC guidelines.
- Strict records, including date and time, shall be kept of non-school employees or other visitors entering and exiting the building.
- Staff shall conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms or have a temperature of 100.4 or greater, they should stay home.
- Any parents or guardians entering the building shall wash or sanitize hands prior to entry.
- Parents or guardians may be limited in the school building as determined by school officials. Only one parent or guardian per child maybe allowed to enter except under extenuating circumstances, as determined by school officials.
- Parents or guardians shall be encouraged to check their children’s temperature at home every morning using oral, tympanic (ear), or temporal scanners. Students with a temperature of 100.4 or greater shall stay home and consider coronavirus testing if no other explanation is available.
- Parents or guardians shall be encouraged to ask their children or monitor for symptoms of COVID-19, including cough, congestion, shortness of breath, or gastrointestinal symptoms every morning. Any positives shall prompt parents or guardians to keep the student home from school.
- Entrances and exits may be kept separate to keep traffic moving in a single direction.



# Michigan Safe Start Plan

## PHASE 5

## SAFETY

### *In-Person Instruction with Loosened Safety Protocols*

#### 5. TESTING PROTOCOLS FOR STUDENTS/STAFF AND RESPONDING TO POSITIVE CASES

- Students who develop fever or become ill with symptoms of COVID-19 at school shall 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 shall wear a mask and be transported for off-site testing.
- Parents and guardians shall 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 shall be kept home until they have tested negative or have been released from isolation according to CDC guidelines.
- In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts shall be made to contact any close contacts (those who spent more than 15 minutes within six feet to the student or staff member) so that they can be quarantined at home. Classmates shall be closely monitored for any symptoms. At this time, empiric testing of all students in the class is not recommended. Only those that develop symptoms require testing.
- Parents or guardians are encouraged to check student's temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 greater must stay home and consider COVID-19 testing if no other explanation is available.
- Parents or guardians are encouraged to monitor for symptoms of COVID-19, including any cough, congestion, shortness of breath, or gastrointestinal symptoms every morning. Any positives should prompt the parent or guardian to keep the student home from school and seek out testing.

#### 6. RESPONDING TO POSITIVE TESTS AMONG STAFF AND STUDENTS

- 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.
  - Staff shall be provided 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).



# Michigan Safe Start Plan

## PHASE 5

## SAFETY

### *In-Person Instruction with Loosened Safety Protocols*

- Employees with a confirmed case of COVID-19 shall 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.
- If possible, smaller areas such as individual classrooms may be closed for 24 hours before cleaning to minimize the risk of any airborne particles.
- Cleaning staff may wear a surgical mask when performing cleaning of these areas along with gloves and face shield.

### **7. FOOD SERVICE, GATHERING AND EXTRACURRICULAR ACTIVITIES**

- Serving and cafeteria staff shall use barrier protection including gloves, face shields, and surgical masks.
- Students, teachers, and cafeteria staff shall wash hands before and after every meal.
- All gatherings, including those that occur outdoors (e.g., graduations), shall comply with current and future executive orders that set caps on congregations of people.
- If field trips occur, they shall comply with transportation guidelines within this document, including mandatory facial covering.
- If possible, classrooms may be used for eating in place, taking into consideration food allergies.
- If cafeterias need to be used, mealtimes shall be staggered to create seating arrangements with six feet of distance between students.
- If possible, school-supplied meals may be delivered to classrooms with disposable utensils.
- Schools may offer telecasting of assemblies and other school-sanctioned events if able.
- Students and teachers shall wash hands before and after every event.
- After-school programs may continue with the use of facial coverings.

### **8. ATHLETICS**

- Indoor spectator events shall be limited to 50 people. Large scale outdoor spectator or stadium events shall be limited to 250 people. Spectators not part of the same household must always maintain six feet of distance from one another.
- Students, teachers, and staff shall use proper hand hygiene techniques before and after every practice, event, or other gatherings. Every participant should confirm that they are healthy and without any symptoms prior to any event.
- All equipment shall be disinfected before and after use.
- Buses shall be cleaned and disinfected before and after every use, as detailed in the subsequent “Busing and Student Transportation” section.



# Michigan Safe Start Plan

## PHASE 5

## SAFETY

### *In-Person Instruction with Loosened Safety Protocols*

- Each participant shall use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
- Indoor weight rooms and physical conditioning activities are allowed. Social distancing of six feet between participants shall be maintained while indoors and sharing equipment shall be avoided.
- Handshakes, fist bumps, and other unnecessary contact shall not occur.

#### 9. CLEANING

- Frequently touched surfaces, including lights, doors, benches, and bathrooms shall 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 shall undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution. Efforts shall be made to minimize sharing of materials between students, as able.
- Student desks shall be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.
- Playground structures shall continue to undergo normal routine cleaning, but using an EPA-approved disinfectant is unnecessary.
- Athletic equipment shall be cleaned with either an EPA-approved disinfectant or diluted bleach solution before and after each use.
- 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 shall be instituted.
- Staff shall wear gloves, surgical masks, and face shields when performing all cleaning activities.

#### 10. BUSING AND STUDENT TRANSPORTATION

- The use of hand sanitizer before entering the bus shall be enforced. Hand sanitizer shall be supplied on the bus.
- The bus driver, staff, and all students in grades PreK-12, if medically feasible, may wear facial coverings while on the bus.
- Transportation vehicles shall be cleaned and disinfected regularly. Children shall not be present when a vehicle is being cleaned.
- Frequently touched surfaces in the vehicle (e.g., surfaces in the driver's cockpit, hard seats, armrests, door handles, seat belt buckles, light and air controls, doors, and windows, and grab handles) shall be instituted prior to morning routes and prior to afternoon routes.
- Cleaning, sanitizing, and disinfecting equipment, including items such as car seats and seat belts, wheelchairs, walkers, and adaptive equipment being transported to schools shall be instituted.



# Michigan Safe Start Plan

## PHASE 5

## SAFETY

### *In-Person Instruction with Loosened Safety Protocols*

- If a student becomes sick during the day, they shall not use group transportation to return home and should follow the protocols outlined above.
- If a driver becomes sick during the day, they shall follow protocols for sick staff outlined above and should not return to drive students.
- Weather permitting, doors and windows will be kept open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
- Weather permitting, windows shall be kept open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe.

#### **11. MEDICALLY VULNERABLE STUDENT AND STAFF**

- Systematically review all current plans (e.g., IEPs, NPSPs, IEGOs, SSPs, Individual Healthcare Plans, 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 will occur.
- A process for students/families and staff to self-identify as high risk for severe illness due to COVID-19 will be instituted and a plan to address requests for alternative learning arrangements or work reassignments will be in place.
- Staff caring for children and providing any medical care that includes aerosol-generating procedures (e.g., nebulizers) may wear an N95 mask at the time of delivery.
- A process for staff who self-identify as high risk for severe illness to minimize face-to-face contact and allow them to maintain a distance of six feet from others, modify job responsibilities that limit exposure risk, or to telework if possible will be instituted.



# Michigan Safe Start Plan

## PHASE 5

*In-Person Instruction with Loosened Safety Protocols*

### **MENTAL AND SOCIAL-EMOTIONAL HEALTH**

Prior and subsequent to students' return to school, Grand Rapids Christian Schools plans to offer students the following mental and social-emotional supports:

- A point person shall be identified at each campus to centralize mental health referrals, communications to families/ students, and public-facing wellness materials.



# Michigan Safe Start Plan

## PHASE 5

### *In-Person Instruction with Loosened Safety Protocols*

## INSTRUCTION

Prior and subsequent to students' return to school, Grand Rapids Christian Schools plans to implement the following measures to ensure continuity of instruction for all students:

### 1. INSTRUCTION

- Set an instructional vision that ensures that:
  - Every student will start the year with access to grade-level instruction and high quality, standards-aligned instructional materials in every subject.
  - Every student will be assessed on their understanding of prerequisite skills and grade-level proficiencies using formative assessments, screeners, or diagnostics.
  - Every students' academic and social-emotional needs will be addressed with the integration of Social and Emotional Learning (SEL) and strengthening connections with students.
- Support schools to implement grade-level curricula that are aligned to Michigan PreK-12 standards.
  - Support teachers to utilize power standards that identify the major work of the grade in order to focus, prioritize, and accelerate instruction.
- Revise students' IEPs, NPSPs, IEGOs, SSPs, and 504 plans in coordination with general and special education teachers to reflect the child's evolving needs based on assessment data and parent feedback, and design accommodations and match services accordingly. We will:
  - Commence intervention and support services. Plans must include all programs and learning environments, especially special education, birth to five services, and CTE.
  - Establish structures for general and special education teachers to collaborate on delivery methods for assessments and instruction as outlined in IEPs, NPSPs, IEGOs, and SSPs. Consider students' needs around accessibility and provide assistive technologies, where possible.
- Inventory all intervention programs and services available to students on the district and school level and identify any gaps.
- Offers scaffolds and supports to meet their diverse academic and social-emotional needs.
- Conduct checkpoints with school leaders around curriculum pacing and ongoing monitoring of student progress, specifically honing in on the growth of students who need acceleration.
- Review student data to identify overall trends and gaps in student learning to design systemic supports and interventions.
- Procure any additional standards-aligned tools or materials to support differentiation, intervention, and remote learning, based on students' needs.
- Set expectations for schools and teachers to integrate high quality digital tools and resources that are appropriate and sustainable at each grade level, to increase teachers' and students' familiarity with online learning in case of a return to remote instruction.



# Michigan Safe Start Plan

## PHASE 5

## INSTRUCTION

### *In-Person Instruction with Loosened Safety Protocols*

- Determine and activate structures outside of the regular school day, such as summer learning options, extended day, and after-school programming, to potentially be leveraged to support students in need of additional support.
- Support schools to communicate regularly with families in their home language about their child's progress and the targeted plans for students in need of additional support.
- If hybrid, activate plans to monitor and assess the following:
  - *Connectivity and Access*: Ensure that all students and families have adequate connectivity and the devices necessary to successfully engage in and complete schoolwork.
  - *Attendance*: Develop systems to monitor and track students' online attendance on a daily basis.
  - *Student Work*: Teachers will assess the quality of student work and provide feedback to students and families.
  - Students will self-assess the quality of work, reflect on teacher feedback, and learning progress.
- Remain connected with MDE about policies and guidance.
- Develop a continuation of services plan for students needing either occupational, physical, and/or speech and language therapy, including evaluations by school psychologists and social workers.
- Secure supports for students who are transitioning to postsecondary.

## 2. COMMUNICATIONS AND FAMILY SUPPORT

- Implement any additional communication systems needed to reach every family and student through multiple modes (e.g., text, all call, email, home visit) to share:
  - Expectations around their child's return to school;
  - Clear information about schedules and configurations, if hybrid;
  - Information about modes of assessment, details on curricula used in each of the core subjects, and grade-level proficiencies; and
  - Plans for each of the different school opening scenarios.
- Provide resources that demonstrate schools value parents as partners in their child's education. Offer family supports that provide families with:
  - Training about how to access and use the school's chosen digital systems and tools;
  - Supports and resources for families to use at home, such as grade-specific activities and strategies for teaching and helping their child;
  - Opportunities to build their digital literacy; and
  - Strategies to support their child's learning at home.



# Michigan Safe Start Plan

## PHASE 5

## INSTRUCTION

### *In-Person Instruction with Loosened Safety Protocols*

#### 3. PROFESSIONAL LEARNING

- Provide adequate time for schools and educators to engage in:
  - Intentional curriculum planning and documentation to ensure stability of instruction, whether school buildings are open or closed;
  - 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.
- Create a plan for professional learning and training, with goals to:
  - Offer restorative supports for teachers and learning around equity and implicit bias, social-emotional learning, and culturally responsive education;
  - Train school leaders and teachers thoroughly in the chosen digital systems and tools and their use; and
  - Build school leaders' and teachers' capacity to design and develop blended and remote learning experiences that are equitable and engaging.



# Michigan Safe Start Plan

## PHASE 5

### *In-Person Instruction with Loosened Safety Protocols*

## OPERATIONS

Prior and subsequent to students' return to school, Grand Rapids Christian Schools plans to use these facilities, operations, transportation, and technology guidelines:

### 1. FACILITIES

- Audit necessary materials and supply chain for cleaning and disinfection supplies.
- Coordinate with Local Emergency Management Programs (LEMP) for support with procurement of cleaning and disinfection supplies.
- Audit any additional facilities that the district may have access to that could be used for learning.
- Provide school-level guidance for cleaning and disinfecting all core assets including buildings and playgrounds. Frequently touched surfaces should be cleaned several times a day.
- Alert school-based custodial and infection control staff of any changes in recommended cleaning guidelines issued by OSHA and/or CDC. It is expected that this guidance will be updated in real-time based on the status of community spread across local geographies.
- Encourage schools to convene custodial and facilities staff to review and make actionable district guidance regarding cleaning and disinfection.
- Encourage schools to provide advanced training for custodial staff.
- Custodial staff should continue deep cleaning over the summer.
- Audit all school buildings with a focus on:
  - How many classrooms are available;
  - The size of each classroom;
  - Additional spaces that are available (e.g., gym, lunchroom, auditorium); and
  - The ventilation in each classroom.
- Audit school security protocols to decide if any process changes need to be implemented.
- School security staff should follow CDC protocols if interacting with the general public.
- Maintain facilities for in-person school operations, including:
  - Check HVAC systems at each building to ensure that they are running efficiently.
  - Air filters shall be changed regularly.
  - Custodial staff shall distribute wastebaskets, tissues, and CDC-approved soap to every office and classroom so that these materials can be used upon entry and exit into any discrete location and during travel between sites.
  - Signage about frequent handwashing, cough etiquette, and nose blowing shall be widely



# Michigan Safe Start Plan

## PHASE 5

## OPERATIONS

### *In-Person Instruction with Loosened Safety Protocols*

posted, disseminated, and encouraged through various methods of communication.

- Custodial staff shall follow guidance from the CDC about the use of facial coverings and special respirators at use when performing cleaning duties.
- School leaders should conduct and document a facility walk-through with the custodial services team to ensure that the classrooms, common spaces, and the exterior are ready for staff and students.
- Procure level-1 facial coverings, including those with a transparent front, for PreK-5 teachers, low-income students, and students with special needs.
- Procure level-1 surgical masks for cleaning and janitorial staff.

## 2. BUDGET, FOOD SERVICE AND STAFFING

- For staff, this shall include a breakdown of the staff – administrators, educators, support staff with a teaching license, support staff without a teaching license, school counselors, etc.
- Assess need for new or additional positions with a specific focus on student and staff wellness, but also including technology support.
- Build and send back to school communications to all relevant stakeholders (i.e., parents or guardians, school staff) and include updates across all workflows.

## 3. TECHNOLOGY

- Develop district-wide procedures for return and inventory of district-owned devices as part of a return to school technology plan. The procedures shall include assessing technology needs from loaner devices during Spring 2020;
- Where possible, consider implementing live streaming of classrooms for students who are medically vulnerable
- Organize and centralize online resources that were created, published, or distributed by teachers and others during the closure period.
- Compile technology-facing lessons learned for inclusion in the district's updated remote learning plan.
- Review issue tracking and inventory results frequently as a way of understanding the quality and progress of technology processes in your district.
- Continue infrastructure evaluations until all issues are resolved.
- Identify chronic technology issues that arose during the school closure period and use them to begin the development of a long-term technology maintenance plan.



# Michigan Safe Start Plan

## PHASE 5

## OPERATIONS

### *In-Person Instruction with Loosened Safety Protocols*

#### 4. TRANSPORTATION

- Inventory buses, contractors, including any vehicles used for transporting students to/from school or to other school events, and students riding buses. Address questions, such as:
  - How many buses are or could be made available in the district?
  - How much variation is there in the size and maximum capacity of buses in the district?
  - How have the buses been currently or historically used (i.e., transportation to/ from school, transportation for multiple schools, athletic events, food service delivery)?
  - How many drivers will be returning? How many are in the training pipeline? What is the plan to address any shortage of drivers?
- Assess whether any bus contractors have been impacted by COVID-19 (i.e., closed or opt-out from current routes).
- Inventory bus drivers to understand the extent of high-risk populations.
- Finalize bus procedures for bus drivers and students that are informed by public health protocols.
- Encourage close collaboration between transportation and Student Support Services teams to monitor changes to students' IEPs, NPSPs, IEGOs, and SSPs and implement accordingly.



# Michigan Safe Start Plan

## PHASE 6

### *In-Person Instruction with Loosened Safety Protocols*

When our region is in Phase 6 of the Safe Start Plan, that means that the Governor's office has determined that: (1) we are post-pandemic; (2) there are few, if any, active COVID-19 cases locally; (3) community spread is not expected to return; and (4) there is sufficient community immunity and availability of treatment. In-person instruction is permitted with only one required COVID-19 safety protocol.

As described below, during this post-pandemic period, Grand Rapids Christian Schools will be implementing very few COVID-related protocols related to safety, mental/social-emotional health, instruction and operations.



# Michigan Safe Start Plan

## PHASE 6

### *In-Person Instruction with Loosened Safety Protocols*

## SAFETY

Prior and subsequent to students' return to school, Grand Rapids Christian Schools plans to implement the following safety protocols:

### 1. PERSONAL PROTECTIVE EQUIPMENT

- N/A

### 2. HYGIENE

- Provide adequate supplies to support healthy hygiene behaviors (e.g., soap, hand sanitizer with at least 60% alcohol for safe use by staff and older students, paper towels, and tissues).
- 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.
- Systematically and frequently check and refill soap and hand sanitizers.
- Encourage staff and students 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 with soap and water for at least 20 seconds.

### 3. SPACING, MOVEMENT, AND ACCESS

- N/A

### 4. SCREENING STUDENTS, STAFF, AND GUESTS

- N/A

### 5. RESPONDING TO POSITIVE TESTS AMONG STAFF AND STUDENTS

- In the event of a lab or clinically diagnosed case of COVID-19 among staff or a student, the classroom or areas exposed must be immediately closed until cleaning and disinfection can be performed.
  - If the person was in the school building without a facial covering, or large areas of the school were exposed to the person, short term dismissals may be required to clean and disinfect the larger areas. This decision shall be made in concert with the local public health department.
- Cleaning staff shall wear a surgical mask when performing cleaning of these areas along with gloves and face shield.

### 6. FOOD SERVICE, GATHERING AND EXTRACURRICULAR ACTIVITIES

- N/A



# Michigan Safe Start Plan

## PHASE 6

## SAFETY

### *In-Person Instruction with Loosened Safety Protocols*

#### 7. ATHLETICS

- N/A

#### 8. CLEANING

- N/A

#### 9. BUSING AND STUDENT TRANSPORTATION

- N/A

#### 10. MEDICALLY VULNERABLE STUDENT AND STAFF

- N/A



# Special Education **ASSURANCES**

Grand Rapids Christian Schools acknowledges that our special education students have a right to equally access their education, and will adhere to the requirements of Executive Order 2020-142, including:

- When we provide in-person instruction to students without disabilities, we will also provide in-person instruction to our students with disabilities, consistent with their IEPs, NPSPs, IEGOs, and SSPs.
- When schools are closed to in-person instruction, we will 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.. This assurance includes the provision of auxiliary services under section 1296 of the Revised School Code, MCL 380.1296.
- While any state of emergency or disaster-related to the COVID-19 pandemic continues, we will comply as possible 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.
- To the extent practicable and necessary, we will 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.





[www.grcs.org/reopening](http://www.grcs.org/reopening)

**Submitted By:** Thomas DeJonge, Superintendent of Schools

**Name of District:** Grand Rapids Christian Schools

**Address of District:** 2400 Plymouth SE, Grand Rapids MI 49506

**District Code Number:** NA

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

**Name of Intermediate School District:** Kent ISD

**Name of Authorizing Body (if applicable):** Grand Rapids Christian Schools

