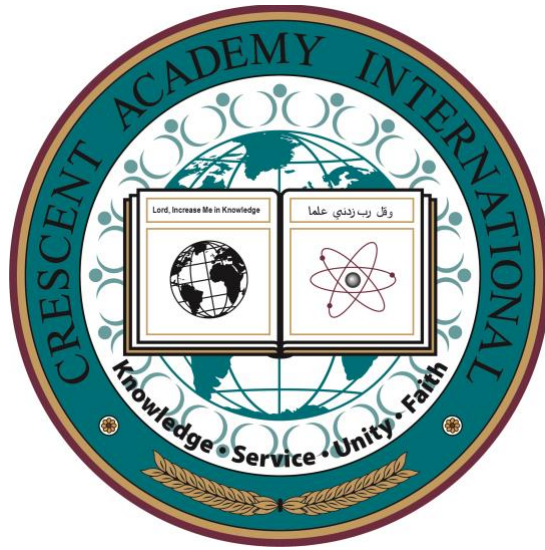


# COVID-19 PLAN 2021-2022



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## INTRODUCTION

Crescent Academy International is committed to protecting the health and safety of our students, families, staff, and school community. In accordance with best practices and with everyone's well-being in mind, the following policies were designed with guidance from...

- [Michigan Department of Education Michigan Departments of Licensing and Regulatory Affairs \(LARA\)](#)
- [Michigan Department of Health and Human Services](#)
- [Centers for Disease Control and Prevention \(CDC\)](#)
- [The American Academy of Pediatrics \(AAP\)](#)
- [John Hopkins Coronavirus Resource Center](#)
- [National Institutes of Health](#)
- [Public Health Division of Wayne County](#)
- [U.S. Department of Health and Human Services](#)

To limit the potential spread of COVID-19, we will be making some changes to our programming that include robust cleaning and disinfecting procedures and minimizing opportunities for person-to-person exposure (e.g., an infected person spreading respiratory droplets through actions such as coughing, sneezing, or talking).

## SCHOOL PLAN

### IN-PERSON LEARNING

The school is committed to providing a healthy and safe in-person experience. Due to the talent and skill-set of our staff, the varying sizes and functionality of our learning and teaching spaces, key resources and the limited number of students in our cohort groups, and the quality of our program framework, CAI is well positioned to provide learning for all its committed students.

The school will be open for in-person learning offering a regular schedule Monday to Friday, 7:50 am to 3:30 pm servicing Montessori pre-K through middle school grade 8. The childcare program will be open Monday to Friday, 7:30 am to 4:30 pm.

### STAY AT-HOME ORDER

All students enrolled will seamlessly transition to remote learning online and at-home in the event a governing agency and/or Crescent deems it necessary for the school to shut down for student learning on campus.

In the *unlikely* event the decision is made to transition to online learning at-home, students will not be allowed to attend classes on campus and will continue their learning experiences remotely. The daily schedules for the 2021-2022 school year are specifically created to

allow for seamless transitions in-and-out of remote learning. Additional information on remote learning online and at-home will be made available should it become necessary.

## ACADEMIC PROGRAMMING

### TUITION-BASED

Parents agree to provide students with the necessary supplies and resources to meet the demands of the program in school and at home.

### TARBIYAH PROJECT ©

All of Crescent Academy International's students benefit from the Tarbiyah Project ©, framework designed for meaningful transformative learning that inspires the mind, body and soul to rise to a higher calling of knowledge, faith, unity, and service. Beyond the limits of common core towards excellence in knowing, doing, and being servants of God committed to serving the betterment of creation with goodness and grace, in piety and honor. Crescent's legacy of educational leadership and excellence in teaching serve as the means for mentoring students by crafting and delivering excellence in transformative educational experiences.

### GOOGLE CLASSROOM: SHARED LEARNING MANAGEMENT PLATFORM

The school uses Google Classroom as a cloud-based learning management system that is part of Google Apps for Education. This learning management platform facilitates sharing of lessons, videos, assignments, resources, and much more. A common shared drive facilitates the management of a library of resources—class syllabus, project outlines, calendar of events, exchange of ideas, common platform for collaborative work, etc.

### ZOOM: VIRTUAL COMMUNICATION TOOL

ZOOM is utilized as the means for collaboration across cohort sections located in other classrooms as well being a virtual means of facilitating school-wide assemblies and events. This virtual communication tool allows the teachers and their students to connect one-on-one sessions, small group direct instruction, and whole class interaction. Zoom is a means for synchronous (live) virtual events as well as asynchronous recordings benefitting student learning.

### DAILY SCHEDULE

The schedule is a unifying structure. It gives students continuity of learning within the days, weeks, units, and trimesters that build a successful year of academic and spiritual growth as well as fostering social connectivity and building emotional stamina.

Schoolwide assemblies capture the beginning, middle, and end of the day for all students. Live streamed into every cohort's classroom as a blessed opening and closing of the day and week in prayer, reflection and celebration (halaqa). The schedule facilitates order and organization into the lives of students fostering motivational opportunities to draw connections to the schoolwide theme, the code of conduct, and the expectation for intentional living.

#### RETURN TO SCHOOL & ORIENTATION

Prior to the start of the school year, the school hosts a virtual orientation for families scheduled for August 27. Families will have the opportunity to meet and hear from grade specific teaching teams as they welcome the start of the new school year.

The first weeks of school includes orientation on procedures, protocols, and practices as well as instruction on health and hygiene protocols. Resources on mitigating the spread of COVID-19 will be posted on Google Classroom with schedules and routines for your student.

#### BEFORE & AFTERSCHOOL ENRICHMENT

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##### HIFZ PROGRAM

Details regarding the Hifz program will be made available during the first trimester of the school year.

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##### AFTER SCHOOL ENRICHMENT

After-School Enrichment is suspended for the 2021-2022 year.

#### HEALTH & SAFETY

##### FAMILY AGREEMENT

Families are required to sign, adhere to and uphold the social responsibility agreement and school's code of conduct found in the appendix of this document. Signing the agreement is a statement of support for the school's policies and expectations and an assurance that expectations will be adhered to and upheld. Failure to sign, submit, adhere, and uphold the agreement is cause for removal from the school.

Signed agreement must be signed and returned via email to [enrollment@crescentacademy.org](mailto:enrollment@crescentacademy.org) to permit attendance in school.

## MITIGATING RISK

COVID-19 policies are intended to mitigate, not eliminate, risk. No single action or set of actions will completely eliminate the risk of SARS-CoV-2 transmission, but implementation of several coordinated interventions can greatly reduce that risk.

Crescent families are asked to follow safe and healthy COVID-19 practices, especially masking in gatherings and outings, as well as practicing social distancing and hygiene practices. Additionally, families are expected to complete the health and wellness survey daily before commuting to Crescent.

## TESTING STUDENTS

As an added action to mitigate the spread of COVID-19, the school will require COVID-19 PCR testing for students in grades PreK-8 prior to the start of the 2021-2022 school year. The COVID-19 PCR test must have been conducted at an FDA-approved testing site. Students must be tested in time that allows for results to be submitted to the school by August 26. Students who have not submitted their COVID-19 PCR test results will not be permitted to admittance to school until a negative lab result is produced and submitted to the school office.

## MASK COVERINGS

Students, staff, and visitors are required to wear face masks. Face masks should be a minimum of 3-ply material covering the mouth and nose, tight against the side of face, and under the chin. Facial masks must be worn by all in areas, including but not limited to, classrooms, playground spaces, hallways, bathrooms, and drop-off and pick-up points.

Families need to provide two clean disposable face mask coverings for students daily, one to wear and one spare. Families are required to purchase disposable masks well suited for the student's use, protection, and comfort. Face mask coverings that are solid colored are preferred. Face mask coverings should not bear any slogans or characters. It is the expectation that parents will reinforce proper face masking, social distancing and hygiene practices.

## MASK EXCEPTIONS:

Under certain circumstances, such as lunchtime, students may remove facial masks. The school will provide safe, healthy opportunities for students to have "facial mask covering breaks" during the school day. These breaks occur when students can be socially distant and in a well-ventilated space where proper hygienic practices are maintained.

Any student that is unable to medically tolerate a facial mask covering must not wear one. These students must have medical documentation and will need to receive permission from the school. Social distancing must be maintained. Proper hygienic practices must be practiced.

Facial mask coverings are not required by students younger than three years of age.

A facial mask is not required if the individual is working alone in a segregated workspace such as an individual office or cubicle, or the individuals are in a large well-ventilated area where all present are at a reliable distance from one another and silent, and proper hygienic practices are maintained.

## USE OF GLOVES

Gloves are not recommended for broader use and do not replace hand washing. If gloves are to be used for a task then hands should be washed before putting gloves on and immediately after gloves are removed.

Gloves are worn by designated care takers when handling contaminants, changing diapers, cleaning surfaces, when serving food, etc. in compliance with licensing rules and hygiene protocols.

## DAILY HEALTH SCREENINGS

To help prevent an outbreak of COVID-19 in our community, it is extremely important that all individuals displaying signs of illness remain at home and not be permitted on campus. All members of the school community should take their own temperatures and screen themselves prior to arriving at school. All members of the school must complete the health and wellness screening survey sent via text message each morning.

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### PRIOR TO COMMUTING TO SCHOOL CAMPUS:

Student's temperature is to be checked at home and then the health and wellness screening survey must be completed. Students with a temperature of 100.4°F or greater must stay home, establish communication with school administration, and confer with a medical.

- If a fever-reducing medication has been administered, the student must stay home
- The student must be fever-free for 48 hours before returning to school if no other symptoms are present
- A persistent and uncontrolled cough requires staying home unless presence is approved by the Principal in advance

- In cases where an individual is exhibiting multiple symptoms, or in the event of exposure, or an individual test positive, the individual must stay home, seek medical care and be in communication with the Principal
- Symptomatic students and staff sent home from school should be kept home until they have tested negative for COVID-19

Parents and guardians must monitor their students for symptoms of COVID-19. The presence of any symptoms, including cough, nasal congestion or runny nose, sore throat, body aches, headache, nausea, vomiting, diarrhea, new loss of taste or smell, or shortness of breath, should prompt the parent or guardian to keep the student home, communicate with the Principal and follow up with appropriate medical care.

By sending student to campus each day, parents are knowingly indicating that they have performed the required health screenings and attest fully that their student is symptom-free.

#### Temperature Screening:

- Touch-free, infrared, forehead thermometers will be used. School representatives will take temperature with reasonable discretion.
- Individuals may be asked to confirm that no fever-reducing medication has been taken.
- Fever will be determined based on our Communicable Disease Policy (a measured temperature of 100.4°F or greater using the auxiliary method).
- If a higher than normal temperature is measured, individuals will need to leave campus.
- If the presence of symptoms of illness are detected, individuals will need to leave campus.

#### Screening questions may include but are not limited to:

- Temperature of 100.4 degrees Fahrenheit or higher
- Sore throat
- Cough (for children with chronic cough due to allergies or asthma, a change in their cough from baseline)
- Difficulty breathing (for children with asthma, a change from their baseline breathing)
- Diarrhea, nausea or vomiting
- New onset of severe headache, especially with a fever
- Loss of taste or smell
- Congestion or runny nose
- Travel

#### Children should also stay home if they:

- Are in quarantine due to exposure to an individual with a confirmed case of COVID-19
- Have other signs of illness



## COVID-19 ISOLATION FACILITIES

The school has designated a specific space to serve as a health isolation room/space. Located near the entrance/exit and on the perimeter of school building, these spaces provide safety and security the individual of concern and others within the school community. Individuals in need of further medical attention and care should be escorted to the main office or the designated space by a responsible adult.

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## COVID-19 SYMPTOMATIC INDIVIDUALS

Parents and guardians are encouraged to monitor for symptoms of COVID-19. The presence of any unexplained symptoms, including cough, nasal congestion or runny nose, sore throat, body aches, headache, nausea, vomiting, diarrhea, new loss of taste or smell, or shortness of breath, should prompt the parent or guardian to keep the student home from school and follow up with their primary care provider.

Individuals who present symptoms of COVID-19 at school must immediately depart campus. Students who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site evaluation and testing. Staff who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported for off-site evaluation and testing.

Symptomatic students sent home from school should be kept home until they have tested negative for COVID-19. If the student tests positive for COVID-19, the student must remain in isolation according to CDC guidelines. The Principal will guide families.

## POSITIVE COVID-19 CASES

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### REPORTING EXPOSURE

Any knowledge of exposure, possible exposure, or known positive case of COVID-19 must be immediately reported to the school office and the Principal and the student must remain home or be removed from the campus promptly.

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### CONTACT TRACING

Contact tracing is a key strategy to prevent the further spread of COVID-19. Local health officials, depending on the situation, may identify contacts who require quarantine. The school may be asked to confidentially help the health department by collecting data and contact information of those exposed.

The school will cooperate with the local public health department if a case of COVID-19 is identified within the school community to determine who is close contact. The school will make every effort to directly notify **only** the parents of the target student who is determined to be in close contact with the known positive case of COVID-19. All effort will be made to maintain the confidentiality of the individual positive for COVID-19 consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.

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## SOCIAL-EMOTIONAL SUPPORT

The school social worker is available to provide social-emotional support and care for students. Students and families can make appointments by directly contacting the school social worker via email ([socialworker@crescentacademy.org](mailto:socialworker@crescentacademy.org)). The school will introduce the social worker to all students during the first week of school.

The following are a sample of resources available for families to support students:

- [Crisis Parent and Caregiver Guide](#), from the Michigan Children’s Trust Fund
- [Talking with Students about COVID-19](#), from the CDC
- [Helping Young Students Through COVID-19](#), from Zero to Thrive
- [Georgie and the Giant Germ](#), from Zero to Thrive and Tender Press Books

## SOCIAL DISTANCING & CAMPUS DENSITY

### SOCIAL DISTANCING AT SCHOOL

CAI has taken major precautionary steps in school buildings to separate and distance individuals. Due to its large-sized and flexible spaces, the school is able to return students to campus while satisfying social distance guidelines.

### SCHOOL LUNCH SERVICES

The school has suspended all hot lunch serves and will not serve hot lunch. Microwaves will not be available for use. Classroom will be utilized as a space to eat lunch. All individuals in the designated space will remain silent during the entire lunch/snack period.

### BATHROOMS

Individuals will be expected to practice social distancing in bathroom spaces. The number of people allowed at a time in bathrooms will be limited. Some bathroom fixtures, i.e. sinks, will have plexiglass partitions installed to provide social distancing in those areas. Hand dryer units will be disabled and paper hand towel dispensers will be installed.

### PERSONAL BELONGINGS & CLASS MATERIALS

Students' personal belongings will need to be kept separate and in individually labeled cubbies, containers, or lockers. Teachers will limit use of select classroom materials to small groups within cohort and disinfect between use, or provide adequate supplies to assign for individual student use. Middle school lockers will be in use; open lockers will alternate with disabled lockers to allow for adequate social distancing. The lockers will only be accessed in staggered schedules for the purpose storing coats and lunches. Resources and books will remain with the students in the class.

## STUDENT COHORTS

Cohort grouping of students results in multiple sections of each grade level with fewer students in each section. These sections are intentional consistent groups (pods) of students.

## SCHOOL EVENTS & GATHERINGS

Indoor school events and gatherings will be modified to become virtual or controlled group events. This includes in-school student assemblies, parent programs, staff meetings, open houses, conferences, and others. Events will take place in a format to allow for appropriate social distancing. More information about specific school events will be communicated throughout the school year.

## ARRIVAL & DISMISSAL

### NO VISITOR WALK-IN

**The school office will not be open to walk-in service.** All individuals requesting a meeting will be directed to email communications, or to schedule a call, a conference call, or a video call, or ask for a ZOOM meeting with the intended/appropriate party. **In-person appointments are restricted.**

**All financial transactions and payments are to either be made remotely via electronic banking or check mailed.** Parents and guardians will not be permitted to enter the building without a documented administrator approved appointment. Before an appointment will be considered all other means of communication must be exhausted.

### morning arrival procedures

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### DROP OFF ONLY, NO WALK-INS

Students are to arrive between **7:50-8:10 AM** at their designated entry doors. Families are encouraged to drop-off their students in a safe and timely manner. The drop-off queue will be worked by campus safety personnel, administration, and support staff. Avoid tardiness; please drop-off your student by 8:10 am.

Families with more than one student should drop-off all of their students at the door designated for their youngest student.

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PRE-K, KG AND GRADE 1:

Parents will drive in from Palmer Road and drive through the fire lane (at the **front** of the building) towards the main doors of the Academic Building.

- Students in Pre-K, KG and grade 1 will enter from front doors A-1

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GRADE 2-8:

Parents will drive in from Palmer Road and drive through to the playground fire lane (**back** end of buildings).

- Students in grades 2-8 will enter from back doors A-4

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AFTERNOON DISMISSAL PROCEDURES

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PICK UP ONLY, NO WALK-INS

Students will be dismissed between **3:30-3:50 PM** at their designated exit doors. Families are encouraged to pick-up their students in a safe and timely manner. The pick-up queue will be worked by campus safety personnel, administration, and support staff. Avoid late pick-up fees; please pick-up your student by 3:50 pm.

Families with more than one student should drop-off all of their students at the door designated for their youngest student.

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PRE-K, KG & GRADE 1:

Parents will drive in from Palmer Road and drive through the fire lane (at the **front** of the building) towards the main doors of the Academic Building.

- Students in Pre-K, KG and grade 1 will dismiss from the front doors A-1

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GRADE 2-8:

Parents will drive in from Palmer Road and drive through to the playground fire lane (**back** end of buildings).

- Students in grades 2-8 will dismiss from the back doors A-4

## APPENIX B: COVID-19 SAFETY CONTRACT

As a member of Crescent, I promise to uphold the following practices and expectations in order to best mitigate the risk of COVID-19 exposure and/or spread in the school community.

### HEALTH SCREENING RESPONSIBILITIES:

- Monitor the health and well-being of the household and do temperature checks daily
- Keep student at home if not well, and promptly communicate symptoms to the school office and Principal
- Complete the health and wellness check each morning before commuting to school

### TRAVEL RESPONSIBILITIES:

- Inform the school office and Principal of any and all travel plans (in advance, if possible), AND
- Understand that student return to campus after travel is contingent on the household being free from any signs or symptoms of illness, AND
- Get a COVID-19 PCR test for the student 3-5 days after returning from travel, AND
- Submit results to the office and Principal promptly upon receiving results

### MASKING RESPONSIBILITIES:

- Provide student with a new disposable face mask daily, AND
- Ensure student has at least one spare mask sealed in a Ziploc bag labeled with their name at all times

### ARRIVAL & DISMISSAL RESPONSIBILITIES:

- Use caution and be courteous in driving through the arrival and dismissal queue
- Drop student off in the queue at the correct time 7:50 – 8:10 am when dropping off, avoid tardiness
- Pick student up in the queue at the correct time 3:30 – 3:50 pm when picking up, avoid late pick fee

My family and I agree to being responsive members of the Crescent community, I hereby initial each point below witnessing that...

- We have read the plan, and agree to uphold the safety plan and contract
- We understand these measures can only mitigate the risk of COVID-19 and does not fully eliminate the risk of COVID-19.

Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_