

Phase 4

If West Shore Lutheran School is in Phase 4 as described in the MI Safe Start Plan, the following will be adhered to:

Personal Protective Equipment

- All staff will wear facial coverings when in **classrooms**, except (1) during meals and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician.
- All staff and all students in grades Kindergarten - 8th Grade will wear facial coverings when in **indoor hallways and common areas where they will be mixing with students from other classrooms**, except (1) during meals and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician, with parental consent for students.
- Facial coverings are not required in preschool classrooms by children ages 3 and 4.
- All students in grades kindergarten through 4 will not be required to wear facial coverings in their **classrooms**, unless (1) students do not remain with their cohort class throughout the school day and (2) come into close contact with students in another class.
- All staff and students in grades 5-12 will wear facial coverings, except (1) during meals and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician, with parental consent.
- West Shore Lutheran School will not conduct indoor assemblies that bring together students from more than one classroom.
- *Facial coverings may be homemade or disposable level one/basic-grade surgical masks.*

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 on how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.
- Systematically and frequently check and refill soap and hand sanitizers.
- Daily, provide opportunities for handwashing with soap and water by students and teachers.
- Limit sharing of personal items and supplies such as writing utensils.

Spacing, Movement and Access

- Space students as far apart as feasible in classrooms, whether desks or tables are utilized.
- Post signage to indicate proper social distancing.
- Place markers at six-foot intervals where line formation is anticipated.
- Provide social distancing markers in waiting and reception areas.
- Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.
- Restrict entrance to the school to students and staff only, with the following allowances: Family members or other non-staff adults are not allowed in the school building except under extenuating circumstances determined by school officials. All non-staff adults entering the building must be screened for symptoms, wear a facial covering, and sanitize hands prior to entering. Strict records, including date and time, should be kept of all non-staff adults entering and exiting the building.

Screening Students and Staff

- Cooperate with the local public health department regarding implementing protocols for screening students and staff.
- Identify and designate a quarantine area and a staff person to care for students and staff who develop signs or symptoms of COVID-19 at school.
- Students and staff who become ill with signs or symptoms of COVID-19 will be placed in an identified quarantine area with a facial covering in place, if able, until they can be picked up. Identified person caring for these children/staff will wear a facial covering.
- Symptomatic students and staff sent home from school will stay home until they have tested negative or have completely recovered according to CDC guidelines.
- Staff will conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any new or unusual symptoms they will stay home. Staff member will contact the school administrator.

Testing Protocols for Students and Staff and Responding to Positive Cases

- Cooperate with the local public health department regarding implementing protocols for screening students and staff.
- Symptomatic students and staff will be kept home until they have tested negative for COVID-19 or have been released from isolation according to CDC guidelines.
- Families will 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.

Responding to Positive Tests Among Staff and Students

- Cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, 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. The Local Health Department will initiate contact tracing, following regular public health practice.

- 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), Family Educational Rights and Privacy Act (FERPA), and other applicable federal and state privacy laws.

Food Service, Gathering, and Extracurricular Activities

- Prohibit indoor assemblies that bring together students from more than one classroom.
- Classrooms or outdoor areas will be used for students to eat meals at school.

Athletics

- Under Phase 4 West Shore Lutheran School will not be offering organized athletics.

Cleaning

- Frequently touched surfaces including light switches, doors, benches, bathrooms, will undergo cleaning regularly 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 or when cohorts change classrooms, 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, or when cohorts change classrooms.
- Playground structures will continue to undergo normal routine cleaning, but using an EPA-approved disinfectant is unnecessary.
- Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use products.
- Staff must wear gloves, surgical masks, and face shields when performing all cleaning activities.

Busing and Student Transportation (including extra-curricular activities and athletics)

- West Shore Lutheran School does not provide transportation to and from school for students.

Mental & Social-Emotional Health

- Schools are to identify a point person or establish an access navigator to facilitate mental health referrals, communications to families/ students, and public-facing wellness materials.
- Provide all staff with timely, responsive, and ongoing training/professional development.

RESOURCES

General

Executive Order - [EO 2020-142.pdf](#)

Roadmap - [MI Safe Schools Return to School Roadmap](#)

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

State of Michigan: COVID-19 response –

https://www.michigan.gov/mde/0,4615,7-140-37818_53456---,00.html

CDC: Resources for Childcare, Schools, and Youth Programs –

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

Federal OSHA – www.osha.gov

Hygiene

Handwashing video translated into multiple languages –

www.youtube.com/watch?v=LdQuPGVcceg

CDC Prevention: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

CDC Hygiene Etiquette: www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Housekeeping

CDC Disinfecting:

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

CDC Cleaning:

www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Environmental Protection Agency (EPA):

www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Employees exhibiting signs and symptoms of COVID-19

CDC Sick Leave Steps: www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

OSHA Training

Federal OSHA: www.osha.gov/Publications/OSHA3990.pdf

Social Distancing

CDC: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

Social distancing calculator:

<https://www.banquettablespro.com/social-distancing-room-space-calculator>