**COVID-19 Preparedness and Response Plan**

(Executive Order 2020-142 District Preparedness Plan Template)

08/05/20

**Name of District: Faithway Christian Academy**

**Address of District:** 1225 S. Center Rd. Burton, MI

**District Code Number: 07535**

**Web Address of the District:** [**www.faithwaychristian.com**](http://www.faithwaychristian.com)

**Name of Intermediate School District: Genesee Intermediate School District**

**Name of Authorizing Body (if applicable):**

# **Preparedness Plan Introduction**

Governor Whitmer’s[Executive Order 2020-142](https://content.govdelivery.com/attachments/MIEOG/2020/06/30/file_attachments/1485859/EO%202020-142.pdf) “provides a structure to support all schools in Michigan as they plan for a return of pre-K-12 education in the fall. Under the order, school districts must adopt a COVID-19 Preparedness and Response Plan laying out how they will cope with the disease across the various phases of the [Michigan Safe Start Plan](https://www.michigan.gov/documents/whitmer/MI_SAFE_START_PLAN_689875_7.pdf). In turn, the accompanying Michigan Return to School Roadmap offers a guide to the types of safety protocols appropriate during each phase. There’s no one-size-fits-all solution: What works in Lansing may not work in Sault Sainte Marie. Districts will retain the flexibility to tailor their instruction to their particular needs and to the disease conditions present in their regions.” (EO-2020-142)

Each district (public, public school academy (PSA), nonpublic, and intermediate school district (ISD) that educates pre-K-12 students) shall submit a single completed Assurance Document and Preparedness Plan to its Board in time for approval by August 15 or seven days before the first day of school, whichever comes first. This template, when completed, serves as a single Assurance Document and Preparedness Plan.

The Preparedness Plan will be collected by the Intermediate School District for public school districts, the authorizing body for public school academies, or the chief/designated school administrator for nonpublic schools for transmission to the State Superintendent of Public Instruction and State Treasurer by August 17, 2020. Additionally, this Preparedness Plan must be posted on the district’s/PSA’s, or nonpublic school’s public website home page no later than August 17, 2020. A single application should be filed by the district rather than multiple applications for individual schools within a district.

# **Preparedness Plan Assurances**

The District agrees to meet all of the following requirements of Executive Order 2020-142

* The District assures that when it provides in-person instruction to its students without disabilities, the district must also provide in-person instruction to its students with disabilities, consistent with their individualized education programs (IEPs).
* The District assures that when schools are closed to in-person instruction, districts must 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 from birth through age 26. This assurance includes the provision of auxiliary services under section 1296 of the Revised School Code, MCL 380.1296.
* The District assures that while any state of emergency or disaster related to the COVID-19 pandemic continues, it shall comply 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.
* The District assures that it shall, to the extent practicable and necessary, 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.
* The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will close its buildings to anyone except: (a) District employees or contractors necessary to conduct minimum basic school operations consistent with a Preparedness Plan, including those employers or contractors necessary to facilitate alternative modes of instruction, such as distributing materials and equipment or performing other necessary in-person functions. (b) Food-service workers preparing food for distribution to students or their families. (c) Licensed child-care providers and the families that they serve, if providers follow all emergency protocols identified by the state.
* The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will suspend athletics, after-school activities, inter-school activities, and busing.
* The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continued pay of school employees while redeploying staff to provide meaningful work in the context of the Preparedness Plan, subject to any applicable requirements of a collective bargaining agreement.
* The District assures that during **Phase 4** of the *Michigan Safe Start Plan* it will prohibit indoor assemblies that bring together students from more than one classroom.
* The District assures cooperation with the local public health department if a confirmed case of COVID-19 is identified, and agrees to 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 in school.

# **Preparedness Plan**

Every district must develop and adopt a COVID-19 Preparedness and Response Plan (“Preparedness Plan”) that is informed by [Michigan’s 2020-21 Return to School Roadmap](https://www.michigan.gov/documents/whitmer/MI_Safe_Schools_Roadmap_FINAL_695392_7.pdf) (“Return to School Roadmap”) from the COVID-19 Task Force on Education and Return to School Advisory Council.

In accordance with Executive Order 2020-142 a plan must include all the following parts:

1. The policies and procedures that the District will follow when the region in which the district is located is in **Phase 1, 2, or 3** of the *Michigan Safe Start Plan.*
2. Describe how the district will offer alternative modes of instruction other than in-person instruction and a summary of materials each student and the student’s parents or guardians will need to meaningfully access the alternative modes of instruction included in the Preparedness Plan. If the Preparedness Plan relies on electronic instruction, the Preparedness Plan must consider how the district will aid students who lack access to computers or to the internet. This is also in the Continuity of Learning and COVID-19 Response Plan submitted in April. You may want to update and link to this plan in your response below.

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| District and Building Implementation Plan:  In Phases 1-3, Faithway Christian Academy will roll over to online learning using a combination of methods to accommodate distance/online learning. The curriculum will continue according to scope and sequence to meet or exceed Michigan standards/benchmarks. We will work with individual families on issues regarding technology in order for students to fully participate.  Staff will use ways such as Zoom, Microsoft Teams, email, text, packets sent via mail, and phone to connect with students in order to continue academic learning and for social-emotional check-ins. This will occur on a weekly basis. Teachers will use video conferencing to connect with students and build classroom relationships virtually. We will also encourage student-to-student connections through discussion boards and other forms of technology.  Teachers will be available for synchronous instruction at least once a week that will include items such as virtual meetings, office hours, etc. Teachers will use asynchronous instruction to provide lessons through pre-made videos, pre-made packets and other supplemental materials multiple times per week. Sycamore Education (our SIS system) will be used to allow teachers to monitor student progress and provide feedback on assignments. Teachers will also continue to differentiate assignments for students as needed.  The FCA plan will be communicated to parents via social media, email, and Sycamore Education. The plan in its entirety will be posted on FCA website for parents to view.  The district does not have any students using Dual Enrollment at this time. The students enrolled in a Career/Tech program are supported through the center program at Genesee Intermediate School District and will continue their programs through communication with teachers at the Genesee Career Institute. GCI has provided technology to students to continue their coursework and the FCA guidance counselor will contact these students each week to monitor their progress.  In order to keep building relationships with students, FCA staff will track student participation in their daily activities and monitor the contact they have with students via Sycamore Education. Staff will also email and/or call home on students that are not participating. Students who do not show to a class during the week will then have their names passed on to administration to be followed up on by teaching staff and social workers. Teaching staff will also use a communication log to document their outreach to parents. Administration and teaching staff will continue their outreach to families in need to see what other supports are needed throughout the phases.  Contact information to administration has been provided to families who may need additional support. |

1. The policies and procedures that the District will follow when the region in which the District is located is in **Phase 4** of the Michigan Safe Start Plan. Those policies and procedures must, at a minimum, include:
2. **Face coverings** (p. 22)
   1. Please describe how the district will implement **requirements** for facial coverings that at a minimum require the wearing of face coverings, except during meals and unless face coverings cannot be medically tolerated, for:
3. All staff and all students in grades preK-12 when on a school bus.
4. All staff and all students in grades preK-12 when in indoor hallways and common areas.
5. All staff when in classrooms.
6. All students in grades 6 and up when in classrooms.
7. All students in grades kindergarten through grade 5 unless students remain with their classes throughout the school day and do not come into close contact with students in another class.

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| * All staff will be provided face coverings to use throughout the school day. (Complete by August 24th) * Students and parents/guardians will be informed of the policies regarding face coverings. (Complete by August 24th) * All students in grades 6-12 will use face coverings at all times. * Students in K-5 will wear face coverings when in the hallways or other areas where students from other classrooms are present. Once they are situated in classrooms, they may remove their face covering. * Signage will be prominent throughout all school facilities and transportation regarding required face coverings. (Complete by August 24th) * Individuals (staff or students) who claim medical exemption will need to provide rationale and documentation to the building administrator. * Guests must have a scheduled appointment and will be issued a face covering at the door if not already wearing one. |

1. **Hygiene**

Please describe how you will implement the **requirements** for hygiene protocols

from the *Return to School Roadmap* (p. 22-23*).*

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| * Supplies to support healthy hygiene such as soap, hand sanitizer, tissues, paper towels, etc. will be provided in all buildings. Staff and students will be reminded of proper hand washing and signs will be posted in bathrooms to properly wash hands. * 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. * Soap and hand sanitizer dispensers will be systematically checked and refilled. * Students will not be sharing school supplies such as writing utensils. * Students’ personal items will be kept separate such as cubbies, containers, or lockers. * Classroom materials will be limited to small groups and disinfected between use, or provide adequate supplies to assign for individual student use. * Signage will be prominent throughout all school facilities on proper hand washing and healthy hygiene. (Completed August 24th) |

1. **Cleaning**

Please describe how you will implement the cleaning **requirements** for cleaning protocols from the *Return to School Roadmap* (p. 27)*.*

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| * Frequently touched surfaces including light switches, doors, benches, bathrooms, will 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 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 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, a surgical mask, and a face shield when performing all cleaning activities. |

1. **Athletics**

Please describe how you will implement the **requirements** for athletics protocols from the *Return to School Roadmap* (p. 27).

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| * Faithway Christian Academy will comply with all guidance published by Michigan High School Athletic Association (MHSAA). * Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant should confirm that they are healthy and without any symptoms prior to any event. * All equipment must be disinfected before and after use. * Inter-school competitions may be held provided that facial coverings are worn if school transportation is provided. Buses will 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 will be given to entry and exit points to prevent crowding. * Each participant will use a clearly marked water bottle for individual use. There will be no sharing of this equipment. * Handshakes, fist bumps, and other unnecessary contact must not occur. * Indoor physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing. * Large scale indoor spectator events are suspended. Large scale outdoor spectator or stadium events are limited to 100 people, and people not part of the same household must maintain six feet of distance from one another. |

1. **Screening**

Please describe how you will implement the **requirements** for screening protocols from the *Return to School Roadmap* (p. 24).

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| * Faithway Christian Academy will cooperate with the local public health department regarding implementing protocols for screening students and staff. * Every school will 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 will 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 will wear a mask. * Symptomatic students sent home from school will be kept 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 respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they should stay home. |

1. **Testing**

Please describe how you will implement the **requirements** for testing protocols from the *Return to School Roadmap* (p. 25).

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| Testing Protocols for Students and Staff   * Faithway Christian Academy will cooperate with the local public health department regarding implementing protocols for screening students and staff. * Students who develop a fever or become ill with COVID-19 symptoms at school will 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 will wear a mask and be transported for off-site testing. * Symptomatic students and staff sent home from school will stay 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. In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts will be made to contact any close contacts (those who spent more than 15 minutes and in 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 should be closely monitored for any symptoms of COVID-19.   Responding to Positive Tests Among Students and Staff   * Faithway Christian Academy 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. * Faithway Christian Academy will 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. * Employees with a confirmed case of COVID-19 can 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. * Cleaning staff will wear a mask and gloves when performing cleaning of these areas. * Smaller areas such as individual classrooms will be closed for 24 hours before cleaning to minimize the risk of any airborne particles. |

1. **Busing and Student Transportation**

Please describe how you will implement the **requirements** for busing and student transportation protocols from the *Return to School Roadmap* (p. 28).

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| * Hand sanitizer will be provided and used before entering the bus. * The bus driver, staff, and all students in grades preK-12, if medically feasible, must wear facial coverings while on the bus. * Clean and disinfect transportation vehicles before and after every transit route. Children must not be present when a vehicle is being cleaned. * Clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver’s cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes and prior to afternoon routes. * Clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily. * If a student becomes sick during the day, they must be transported by parent, guardian or emergency contact. If a driver becomes sick during the day, they must follow protocols for sick staff outlined above and must not return to drive students. * Weather permitting, keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out. * Weather permitting, consider keeping windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe. * 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. |

1. **Describe the policies and procedures that the district will follow when the region in which the district is located is in Phase 5 of the Michigan Safe Start Plan.**

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| The district will continue to follow as many of the strongly recommended guidelines in the areas of hygiene, screening and testing protocols, food service, athletics, cleaning, transportation, and mental and social-emotional health. |

**1.** Indicate which strongly recommended protocols from the *Return to School Roadmap* the district will include in its Preparedness Plan when the region in which the district is located is in **Phase 5** of the *Michigan Safe Start Plan.*

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| **Hygiene**   * Provide supplies to support healthy hygiene behaviors. * 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 should 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.   **Cleaning**   * Frequently touched surfaces including lights, doors, benches, and bathrooms should 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 should undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution. Efforts must be made to minimize sharing of materials between students, as able. * Student desks should be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period. * Playground structures should continue to undergo normal routine cleaning, but using an EPA approved disinfectant is unnecessary. * Athletic equipment can be cleaned with either an EPA-approved disinfectant or diluted bleach solution before and after each use. * 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 such products.   **Athletics**   * Indoor spectator events are limited to 50 people. Large scale outdoor spectator or stadium events are 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 must use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant should confirm that they are healthy and without any symptoms prior to any event. * All equipment must be disinfected before and after use. * Buses must be cleaned and disinfected before and after every use, as detailed in the subsequent “Busing and Student Transportation” section. * Each participant should use a clearly marked water bottle for individual use. There should be no sharing of this equipment.   **Screening**   * Each building will 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 will 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 will wear a mask. * Symptomatic students sent home from school will be kept home until they have tested negative or have completely recovered according to CDC guidelines. * Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.   **Testing**   * Students who develop fever or become ill with symptoms of COVID-19 at school will 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 will wear a mask and should be transported for off-site testing. * Parents and guardians should 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 will be kept home until they have tested negative or have been released from isolation according to CDC guidelines.   **Responding to Positive Tests**   * Faithway Christian Academy will 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. * Employees with a confirmed case of COVID-19 will 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.   **Transportation**   * Hand sanitizer will be provided and used before entering the bus. * The bus driver, staff, and all students in grades preK-12, if medically feasible, must wear facial coverings while on the bus. * Clean and disinfect transportation vehicles before and after every transit route. Children must not be present when a vehicle is being cleaned. * Clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver’s cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes and prior to afternoon routes. * Clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily. * If a student becomes sick during the day, they must be transported by parent, guardian or emergency contact. If a driver becomes sick during the day, they must follow protocols for sick staff outlined above and must not return to drive students. * Weather permitting, keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out. * Weather permitting, consider keeping windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe. * 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 IEP teams to monitor changes to students’ IEPs and implement accordingly.   **Food Service, Gathering and Extracurricular Activities**   * Serving and cafeteria staff should use barrier protection including gloves, face shields, and surgical masks. * Students, teachers, and cafeteria staff wash hands before and after every meal. * All gatherings, including those that occur outdoors (e.g., graduations) should comply with current and future executive orders that set caps on congregations of people. * If field trips occur, they should comply with transportation guidelines within this document, including mandatory facial covering.   **Medically Vulnerable Students**   * 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 updating their care plans as needed to decrease their risk for exposure to COVID-19. |

**2.**Indicate which strongly recommended protocols from the *Return to School Roadmap* the district will not include in its Preparedness Plan when the region in which the district is located is in **Phase 5** of the *Michigan Safe Start Plan.*

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| Face Coverings |

1. After considering all the protocols that are highly recommended in the *Return to School Roadmap*, please indicate if a school plans to exclude protocols that are strongly recommended for any of the categories above in **Phase 4.**

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| Yes. |

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# **Final Steps for Submission**

*Each district shall submit a single completed Assurance Document and Preparedness Plan to its Board of Education (in the case of a PSA, the Academy Board of Directors; in the case of a nonpublic school, the chief or designated school administrator ) in time for approval by August 15 or seven days before the first day of school, whichever comes first*.

**Date of Approval by the District Board of Education, PSA Board of Directors, or nonpublic school chief/designated school administrator:**

**Link to the Board Meeting Minutes or Signature of Board President, or signature of nonpublic school chief/designated school administrator:**

**Link to the approved Plan posted on the District/PSA/nonpublic school website:**

*The Preparedness Plan will be collected by the Intermediate School District for public school districts, the authorizing body for public school academies, or the chief/designated school administrator for nonpublic schools for transmission to the State Superintendent of Public Instruction and State Treasurer by August 17, 2020. Additionally, this Preparedness Plan must be posted on the district’s/PSA’s, or nonpublic school’s public website home page no later than August 17, 2020.*

**Name of District/PSA/Nonpublic Leader Submitting Plan:**

**Faithway Christian Academy**

**Date Received by the ISD/Authorizing Body/Chief or designated School Administrator:**

**Date Submitted to State Superintendent and State Treasurer:**