

# Bethany Christian School

## 2020-2021 Preparedness Plan



Submitted in compliance to Executive Order 2020-142 and in accordance with MI Safe Schools:  
Michigan's 2020-21 Return to School Roadmap and Oakland County COVID-19 Public Health Toolkit for  
K-12 Schools

## Bethany Christian School – Preparedness Plan

In response to Governor Whitmer’s Executive Order Number 2020-142 and in the mutual interest of ensuring a healthy environment in our school as students come back together for in-classroom learning, the following plan has been prepared. Our plan is also informed by the “Michigan’s 2020-21 Return to School Roadmap” prepared by the COVID-19 Task Force on Education Return to School Advisory Council. Additionally, it has been guided by the Oakland County Health Department. And finally, our Plan also takes into account the many team members engaged for a plan to work. The team consists of students, families, school nurses, faculty, administration, and the Oakland County Health Department.

Per Executive Order Number 2020-142, we will initially focus on health plans for in-classroom education during Phases 4 and 5 of the MI Safe Start Plan and follow the structure of the Return to School Roadmap.

Bethany Christian School (BCS) is a traditionally structured school with an anticipated 160 students in elementary classes including the 6<sup>th</sup> grade, 35 junior high students in 7<sup>th</sup> and 8<sup>th</sup> grades, and 65 senior high students in grades 9<sup>th</sup> through 12<sup>th</sup>. Our average class size is less than 20 students in a typical 1,080 sq. ft. room, in an overall 100,000 sq. ft. facility. We are extending the guidance for elementary preK – 5 to include grade 6 to match our school’s elementary structure. This is a variance from the roadmap’s structure but within the Governor’s acknowledgment that there is “no one size fits all” in implementing the Plan.

### Phase 4, In-Classroom Education

Our goals are first to keep the COVID 19 Virus out of our school and second to minimize its impact if introduced to our student body and staff. To those ends we are following the Return to School Roadmap requirements and, in some cases, including our own protocols to further promote the health of our school’s students, faculty, and staff.

### Safety Protocols

#### Personal Protective Equipment

Personal protective equipment is required by Executive Order Number 2020-142 in Phase 4. The return to School Roadmap guidance when applicable is quoted first follow by BCS application.

#### *Students preK-6<sup>th</sup> Grades*

**Roadmap** - Required, “All students in grades K-5 must 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.”

**BCS** – Elementary students, preK to 6<sup>th</sup> grade will not be required to wear facial coverings. Instead, a cohort strategy will be used. Classes will remain together and not be permitted to mix with other classes while at school. Elementary and secondary classes will also use separate entrances into the school building.

### *Student 7<sup>th</sup> – 12<sup>th</sup> Grades*

**Roadmap** – Required, “Facial coverings must 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 must be washed daily.
- Disposable facing coverings must be disposed of at the end of each day.
- Note: Students with significant disabilities preventing the use of facial coverings are referred to forthcoming guidance from MDE.

Facial coverings must be worn in classrooms by all students grades 7-12. Any student who cannot medically tolerate a facial covering must not wear one. Any student who is incapacitated, or unable to remove the facial covering without assistance, must not wear one.”

**BCS** - Some form of facial covering will be worn by BCS students, 7<sup>th</sup> to 12<sup>th</sup> grades, at all times while inside the school building except as indicated above.

### *Faculty*

**Roadmap** – Required, “Facial coverings must 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 should consider wearing clear masks.
- Homemade facial coverings must be washed daily.
- Disposable facial coverings must be disposed of at the end of each day. “

**BCS** – Facial coverings are required to be worn by faculty and staff in the classroom and other public spaces when students are present.

### *Staff*

**BCS** – Protective equipment is required when in the classroom and other public spaces when students are present. Protective equipment is not required while at their work stations.

### *Transportation*

**Roadmap** – “Facial coverings must 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.”

**BCS** – Transportation will be minimal, typically to transport a sports team. When being transported, Facial coverings are required. We do not provide daily bus services. All students using Troy school busses will be required to wear a facial covering while in transit.

## Hygiene

**Roadmap** – “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.”

**BCS** – It has been a standard practice to have hand sanitizer and tissue in each classroom and we will continue this practice. Students will be encouraged to use hand sanitizer when entering the room. Additionally it has been a part of our elementary curriculum to teach and promote good hygiene. Signs have been posted promoting good hygiene.

## Spacing, Movement, and Access

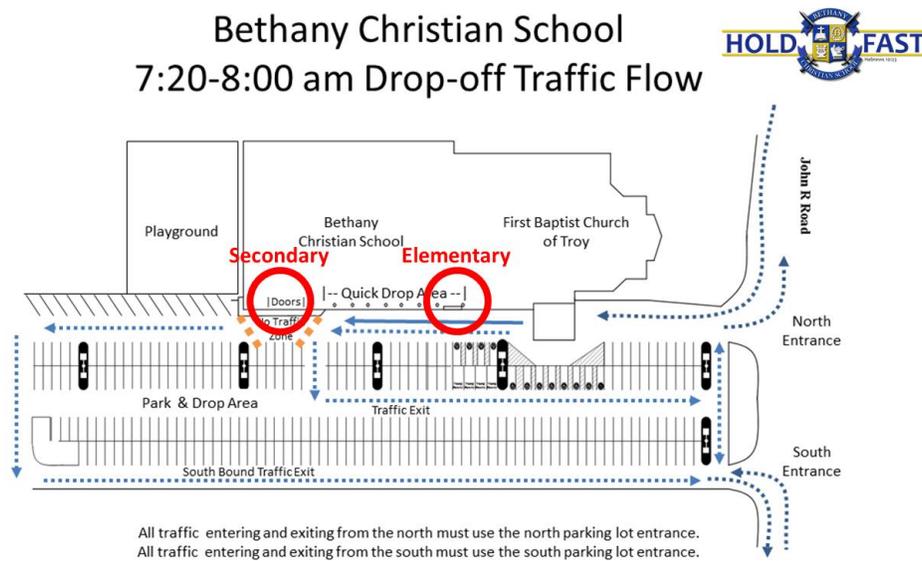
**Roadmap** – The roadmap provides “Strongly Recommended” practices regarding social distancing:

- “Space desks six feet apart in classrooms. Class sizes should be kept to the level afforded by necessary spacing requirements.
- In classrooms where large tables are utilized, space students as far apart as feasible.
- As feasible, arrange all desks facing the same direction toward the front of the classroom.
- Teachers should maintain six feet of spacing between themselves and students as much as possible.
- Family members or other guests are not allowed in the school building except under extenuating circumstances determined by district and school officials.
- Post signage to indicate proper social distancing.”

**BCS** – The above practices will be promoted throughout the school. In the elementary, class cohorts will remain together and will not mix with any other student groups during the day. Elementary and secondary will use separate entrances and exits from the school building (see diagram below). They will have individual class bathroom breaks, specials, lunch periods and will not be in the halls while other students are present. At the end of the day, elementary students are released 10 minutes before secondary and will remain with their class cohort in “Bus Line” (waiting to be picked up). Separate elementary and secondary stairwells are also designated. The junior and senior high will also be managed as class cohorts with consistent assigned seating across classes. Secondary lunch will be eaten either outside as weather permits or in the classroom. The time between classes is less than 5 minutes minimizing potential exposure and locker assignments have been grouped by class cohort and spaced to promote practical distancing. Upon arrival all students must report to their first period classroom.

Additional directional signage is unnecessary in our building due to size and configuration and relatively small student body. The students are ultimately responsible for healthy practices. According to the CDC, exposure to the Corona virus is a factor of distance and time (within 6 feet and over 15 minutes). We will

be educating our students and faculty to be personally mindful of this definition for their health and to protect others.



**Roadmap** – Strongly Recommended, “Adult guests entering the building should be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.”

**BCS** – In accordance with the Roadmap and Oakland County Health Department, all visitors will report to the School Office for screening and record keeping. We will also perform a temperature check. An elevated temperature will be checked by a staff nurse to verify.

### Screening Students and Staff

**Roadmap** – “Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff.”

Oakland County Health Department COVID-19 required screening:

- “Every parent/guardian must submit a COVID-19 School Health Screening Acknowledgment form prior to start of school year.
- Parents/guardians must screen daily for symptoms at home, prior to boarding the bus and arrival at school using the Staff and Student Screening Checklist.”
- More information at:  
<https://www.oakgov.com/covid/resources/education/Documents/Education%20Toolkit.pdf>

**BCS** – Student families are required to self-screen in accordance with the Oakland County Health Department. We will be sending out the required forms and protocols for compliance. In addition to self-screening, students and faculty/staff will be checked before entering the building for temperature exceeding 100 degrees (our school standard for general illness). A temperature check is a simple

screening procedure that we can perform efficiently and effectively. An elevated temperature will be checked again by a staff nurse to verify.

### Testing Protocols for Students and Staff and Responding to Positive Cases

**Roadmap** – Required, “Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff. “

Strongly Recommended,

- “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 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 testing.
- Symptomatic students and staff sent home from school should be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.
- Families should 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 should 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 should 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.”

**BCS** – We will cooperate with Oakland County Health Department and follow the recommended response. See Section 3 of the Oakland County COVID-19 Public Health toolkit for K-12 Schools: <https://www.oakgov.com/covid/resources/education/Documents/Education%20Toolkit.pdf>

### Responding to Positive Tests among Staff and Students

**Roadmap** – Required, “All schools, public and private, must cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, must 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.”

Strongly recommended, “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.
- Note: schools should provide staff 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).

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

**BCS** – We will cooperate with Oakland County Health Department and follow the recommended response. See Section 3 of the Oakland County COVID-19 Public Health toolkit for K-12 Schools: <https://www.oakgov.com/covid/resources/education/Documents/Education%20Toolkit.pdf>

### **Food Service, Gathering, and Extracurricular Activities**

**Roadmap** – Required, “Prohibit indoor assemblies that bring together students from more than one classroom.”

Recommended:

- “Large scale assemblies of more than 50 students are suspended.
- Off-site field trips that require bus transportation to an indoor location are suspended.
- Recess should be conducted outside whenever possible with appropriate social distancing and cohorting of students. If more than one class is outside, students should wear facial coverings.
- If possible, school-supplied meals should be delivered to classrooms with disposable utensils.
- If possible, schools should offer telecasting of assemblies and other school-sanctioned events.
- Extracurricular activities may continue with the use of facial coverings. “

**BCS** – We will be providing lunch through a staggered schedule for our elementary students to enable class/cohort separation. Recess as well will be separated by class. The secondary students will have lunch in their classroom. Weather permitting, lunch may be eaten outdoors.

### **Athletics**

**Roadmap** – Required

- “Comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).
- 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 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 must be given to entry and exit points to prevent crowding.

- Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
- Handshakes, fist bumps, and other unnecessary contact must not occur.
- Indoor weight rooms and 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.

**BCS** – We are still waiting for guidance from MHSAA for indoor sports to be released later this month. However, our intent is to comply with the required Roadmap guidance while waiting further information.

## Cleaning

### Roadmap - Required

- “Frequently touched surfaces including light switches, doors, benches, bathrooms, must 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 must undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.
- Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.
- Playground structures must 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 uses products.
- Staff must wear gloves, surgical mask, and face shield when performing all cleaning activities.”

**BCS** – We will follow the required cleaning practices. To support the additional cleaning requirements we have doubled the cleaning supplies in each classroom and added additional cleaning staff.

## Bussing and Student Transportation

### Roadmap - Required

- “Require the use of hand sanitizer before entering the bus. Hand sanitizer must be supplied on the bus.
- 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 should be made on a case-by-case basis with local public health officials.
- 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.

- Create a plan for getting students home safely if they are not allowed to board the vehicle.
- If a student becomes sick during the day, they must not 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 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.”

**BCS** – We will follow the required transportation practices as applicable. We do not provide daily bus transportation for our students. If a student becomes ill, it is the family’s responsibility to provide transportation. We do provide transportation for our sports teams, events, and school camp.

### **Medically Vulnerable Students and Staff**

BCS – Students that are medically vulnerable, or who have family members that are medically vulnerable, are advised to consider home school curricular alternatives. We are prepared to provide educational consultation regarding home school options. It is beyond the resources of BCS to provide a full distance learning alternative in conjunction with supporting in-classroom education. However, we are supporting students online who may, for a time, be quarantined.

Teachers who may be medically vulnerable are here by choice and will follow the prescribed health practices including maintaining 6 feet of distance and wearing appropriate protective equipment. If a teacher is quarantined, the teacher will be able to conduct their class from home electronically assisted as they are physically able.

### **Mental & Social-Emotional Health**

This year we have added to our school staff a School Pastor. The School Pastor will be monitoring the wellbeing of the student body as well as the school families and providing counseling. Additionally, as a ministry of First Baptist Church of Troy we have six pastoral staff members who teach in the school and provide counselling as needed.

### **Instruction**

#### **Governance**

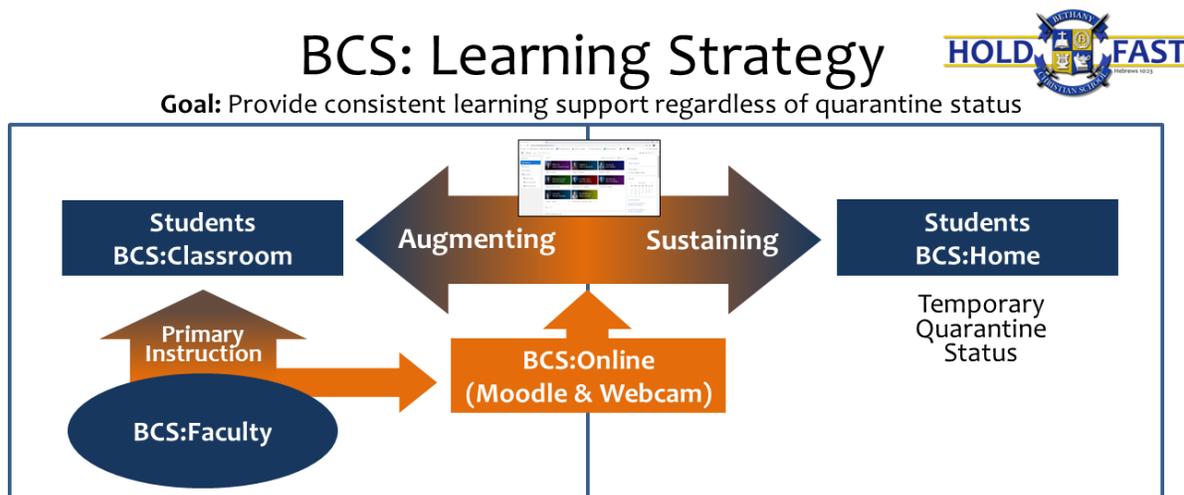
Bethany Christian School is a ministry of First Baptist Church of Troy and is governed through pastoral leadership. It is the nature of our organization to be attentive to the needs of our school families. Communications with our stakeholders have consisted of email updates, individual emails, surveys,

Zoom “School Hall Meetings,” school website, and Learning portal. We will continue to engage our school families as we move forward in meeting the learning needs of our school families.

### Instruction

Instruction is designed around the classroom experience. To mitigate the possible disruption of individual or groups being quarantined, classroom assignments and materials will be supported through our online learning portal and prepared two weeks in advance (typical length of quarantine). Our learning portal was extensively used in the spring to complete the school year online. It is now being leveraged to augment in-classroom activities and support at-home learning as necessitated by quarantine. Whether the student is at home or in the classroom, they have access to the same content.

Additionally webcams are installed in each classroom to capture key lectures promoting efficient content development for online use by our students. As a classroom based institution, we do not have the resources to also provide simultaneously full online instruction but we can provide for students who may be out for two weeks.



**Key Components:**

- **Classroom:** Classes are conducted as scheduled, webcam/microphones added to classrooms
- **Moodle:** All class assignments and materials are posted to BCS:Online two weeks in advance
- **Webcams:** Class presentations are recorded live and posted to BCS:Online (Moodle)
- **Chromebooks:** In-classroom learning augmentation

### Communications and Family Supports

Full online learning last spring prepared both the faculty and our supporting families in using online tools for learning. We finished our academic year with continued productive learning. This year we are building upon that learning. Whether classes are online or in the classroom or a mix due to partial quarantine, we have in place the tools and application knowledge to be successful.

## **Professional Learning**

Our faculty is engaged in continuing education guided by our accreditation requirements. Many took advantage of the emphasis this year on digital media. In-service training this year will also include instruction in digital media as well as a review of best practices from our online experience.

## **Operations**

### **Facilities**

Facilities have been thoroughly cleaned and prepped as part of our standard summer activities. Staff has been alerted to the requirements and instructed in appropriate cleaning practice. As stated above, additional staff has been brought on board to ensure cleaning recommendations may be met. Additional suppliers have been identified and supplies have been procured as well to meet the increased usage. Classroom space utilization has been evaluated to promote physical distancing with desks arranged to face forward. Technology accessibility has also been enhanced throughout the school.

### **Budget, Food Service, Enrollment, and Staffing**

This year we have had 100% return of faculty and have added additional pastoral, nursing, and custodial staff. Our enrollment at this time is on par with last year. Food services have been adjusted to accommodate staggered lunch schedules.

### **Technology**

With the educational disruptions posed by response to COVID 19 and parental concerns for both the health and educational needs of their children, Bethany Christian School is responding with an enhanced electronic learning mediation strategy. Based on last spring's extensive use of technology and the experience we gained, our school network infrastructure and number of personal devices have been expanded.

Bethany Christian School is an in-classroom Christian educational institution. We believe it is important for the gathering together of believers to encourage one another (Hebrews 10:24-25). Our goal is to support all of our students and families until we can be fully together again.

Electronic media provides augmentation of our in-classroom education in a way that also enables supplemental distance learning as needed. By expanding our use of technology, we can grow as an educational institution and provide continuous education for our students and their families during this time of uncertainty.

### ***Phase 3 – Whole School Quarantine***

In the event that we are designated Phase 3 in our governor's plan based on community COVID 19 spread, we will begin the school year online.

BCS:Online will bridge the quarantine distance gap until we can once again open our facilities to students with in-person learning.

*Phases 4 and 5 – Individual and Cohort Quarantine*

In Phases 4 and 5, the core form of teaching is in-classroom. In the event of a student or faculty member self-quarantining and/or testing positive, the impact would be limited to just the individual or the individual's sphere of contact (cohort). The Oakland County Health Department will determine scope. Classes will continue for those not affected.

BCS:Online will be used to provide learning continuity for those not able to attend their classes during quarantine (~2 weeks). Assignments for students, whether in class or not, will be posted online. Additionally, selected class recordings will be provided through BCS:Online (Moodle) for student review.

**Transportation**

Bethany Christian School maintains three busses and a van for transportation to school events. Cleaning and servicing are covered elsewhere in this document.

**Phase 5, In-Classroom Education**

Rather than reiterate Phase 4 protocols here, we will note the differences. In Phase 5, the Return to School Roadmap shifts from “Required” to “Strongly Recommended” designations. In general, we will keep intact the health protocols and practices from Phase 4 through Phase 5 until the Oakland County Health Department deems them unnecessary for contact tracing. Cleaning protocols will also be maintained while the virus is active in the community. The wearing of face coverings will still be supported; however, it will be recognized as a matter of personal/family choice in Phase 5.

**Preparedness Plan Approvals**



Donald Boase, School Administrator



Dr. Michael Harding, Senior Pastor and School Superintendent