



Hudsonville  
CHRISTIAN SCHOOL

# COVID-19 Preparedness Plan



*Challenging Minds and Lives for Christ*

# Table of Contents

Note from the HCS Superintendent .....	Page 3
Personal Protective Equipment.....	Page 5
Hygiene.....	Page 6
Spacing, Movement, and Access.....	Page 7
Screening Students and Staff.....	Page 8
Testing Protocols & Responding to Positive Cases.....	Page 9
Responding to Positive Tests.....	Page 10
Food Service, Gathering, and Extracurricular Activities.....	Page 11
Athletics.....	Page 12
Cleaning.....	Page 13
Busing & Student Transportation.....	Page 14
Medically Vulnerable Students & Staff.....	Page 15
Mental and Social-Emotional Health.....	Page 17
Remote Learning Instruction (Phases 1-3).....	Pages 19-23
In-Person Instruction (Phases 4 & 5).....	Pages 25-28
Facilities.....	Pages 30-31
Budget, Food Service, Enrollment, and Staffing.....	Pages 32-33
Technology.....	Page 34
Transportation.....	Page 35



# Note from the Superintendent of Hudsonville Christian School

Dear Hudsonville Christian School Community,

I hope this letter finds you and your families healthy and well. As communicated earlier, all schools must create a Preparedness Plan that is aligned with the MI Safe Start Return to School Roadmap. The following presentation has been created to help guide you through our plan for implementing the safety protocols outlined in the MI Safe Start Return to School Roadmap.

In accordance with Governor Whitmer's Executive Order 2020-142, Hudsonville Christian School reviewed the Roadmap's required and recommended protocols to create this Preparedness Plan as we reopen school for the 2020 - 2021 school year. **All required protocols are included and are in bold print.** We have also included some of the strongly recommended protocols that were also important to provide a safe environment for our students and staff. Please note that if a recommended item is not included, it has been reviewed and considered, however deemed either not possible or feasible in our context or it may hinder the the quality of instruction or mission purpose. All HCS staff will put forth good faith efforts to meet all required and recommended protocols.

This plan was created by the HCS Return to School Advisory Group made up of School Board Members, HCS staff, and HCS parents. In addition, the leadership team has been in regular communication with the Ottawa County Public Health Department Director and the Ottawa Area Intermediate School District Return to School Task Force. The School Board approved the final review of this plan.

I and the leadership team continue to be blessed and humbled to be a part of the HCS community. We appreciate your prayers as we make decisions to enable us to provide a safe and faith-based education for the 2020 - 2021 school year. We serve a sovereign and faithful God.

Mary Broene  
Interim Superintendent

# Safety Protocols

# Personal Protective Equipment (PPE)

**BOLD** = Required in Phase 4

Face coverings may be homemade or disposable level one/basic-grade surgical masks or gaiters.

Any staff member or student that is unable to medically tolerate a facial covering, as documented through written and signed verification by a physician or therapist, must not wear one

Any student that is incapacitated, or unable to remove the facial covering without assistance, must not wear one

## Phase 4

- ❑ All staff members (Young 5s - 8th grade) will wear facial coverings except during meals
- ❑ Facial coverings will be worn by all passengers and drivers when on a school bus
- ❑ Young 5s - 5th grade students will always wear a facial covering when in hallways and common areas
- ❑ Students in Young 5s - 5th grade will not be required to wear facial coverings in their classrooms as long as they remain in a cohort and do not mix with children from another class
- ❑ Students in grades 6 - 8 will wear facial coverings except during meals
- ❑ Staff and students will provide their own facial coverings, but disposable masks will be available as needed
- ❑ Staff should consider wearing clear masks
- ❑ Facial coverings are not required in preschool classrooms (children ages 3 and 4)

## Phase 5

- ❑ Facial coverings will be encouraged but not required for students and staff in Young 5s - 8th grade in classrooms, common areas, and hallways

# Hygiene

**BOLD** = Required in  
Phase 4

## Phases 4 & 5

HCS Staff will:

- ❑ **Provide adequate supplies to support healthy hygiene behaviors, including:**
  - ❑ **soap**
  - ❑ **hand sanitizer (at least 60% alcohol)**
  - ❑ **paper towels**
  - ❑ **tissues**
  - ❑ **signage promoting proper handwashing techniques**
- ❑ **Teach and reinforce handwashing techniques with soap and water for at least 20 seconds**
- ❑ Educate staff and students on how to cough and sneeze into their elbows, or to cover with a tissue
- ❑ Inform students that 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
- ❑ Limit sharing of personal items and supplies such as writing utensils
- ❑ Keep students' personal items separate and in individually labeled cubbies, containers, or lockers
- ❑ Provide opportunities daily for handwashing with soap and water by students and staff
- ❑ Procure portable hand sanitizing stations to set up near the entrance to each classroom and in common areas and entrances



# Spacing, Movement, and Access

**BOLD** = Required in  
Phase 4

## Phase 4

HCS Staff will:

- Space students as far apart as feasible in classrooms, whether desks or tables are used
- Arrange all desks and tables facing the same direction toward the front of the classroom, as feasible
- Socially distance as much as feasibly possible in classrooms, hallways, and common areas
- Limit multiple classes in the hallways at one time
- 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, except under circumstances determined by school officials
- Hold specials classes in the specialists' classrooms. Time will be allotted between classes for disinfection and sanitizing
- Hold physical education classes outside whenever possible
- Screen all non-staff adults entering the building for symptoms using a monitoring form. Visitors should also wear a facial covering and wash/sanitize hands prior to entering
- Keep strict records, including date and time, of all non-staff adults entering and exiting the building.

## Phase 5

- The above protocols will be gradually relaxed to provide more opportunities for teamwork and collaboration

# Screening Students and Staff

**BOLD** = Required in  
Phase 4

## Phases 4 & 5

HCS staff will:

- ❑ **Cooperate with the Ottawa County Department of Public Health regarding implementing protocols for screening students and staff**
- ❑ Identify and designate a quarantine area and a staff person to care for students who become ill at school
- ❑ Place students who become ill with symptoms of COVID-19 in an identified quarantine area with a facial covering in place until they can be picked up. Identified school staff caring for these children should wear a facial covering
- ❑ Send symptomatic students home from school. They should be kept home until they have tested negative or have completely recovered according to CDC guidelines
- ❑ Conduct daily self-screening, 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
- ❑ Strongly encourage families to check their child's temperature at home every morning; students with a temperature of 100.4 or greater should stay home and consider coronavirus testing if symptoms of COVID-19 are present



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

**BOLD** = Required in  
Phase 4

## Phase 4

HCS Staff will:

- ❑ **Cooperate with the Ottawa County Department of Public Health (OCDPH) regarding implementing protocols for screening students and staff**
- ❑ **Align with the protocols set forth by the OCDPH**

## Phase 5

- ❑ We will receive guidance from the OCDPH regarding testing protocols and responding positive cases

# Responding to Positive Tests Among Staff and Students

**BOLD** = Required in  
Phase 4

## Phase 4

HCS Staff will:

- Cooperate with the Ottawa County Department of Public Health 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 school**
- Align with the protocols set forth by the OCDPH**
- Notify local health officials and staff of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act and other applicable federal and state privacy laws

## Phase 5

- We will receive guidance from the OCDPH regarding testing protocols

# Food Service, Gathering, and Extra- curricular Activities

**BOLD** = Required in  
Phase 4

## Phase 4

HCS Staff and/or Food Service Staff will:

- ❑ **Prohibit indoor gatherings that bring together students from more than one classroom**
- ❑ Use classrooms for students to eat meals at school
- ❑ Wash their hands before and after eating
- ❑ Conduct recess outside whenever the weather permits. Classes will remain in their cohort groups while at recess so they do not have to wear facial coverings. Students will stay in their own classrooms if inside recess is necessary
- ❑ Possibly continue extracurricular activities with the use of facial coverings

## Phase 5

- ❑ 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



# Athletics

**BOLD** = Required in  
Phase 4

## Phase 4

- ❑ HCS will comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHSA)
- ❑ 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
- ❑ 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--no sharing
- ❑ 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

## Phase 5

- ❑ Indoor spectator events = up to 50 people
- ❑ Outdoor spectator events = up to 250 people
- ❑ The remaining above requirements become strongly recommended or recommended

# Cleaning

**BOLD** = Required in  
Phase 4

## Phase 4

HCS Staff will:

- ❑ **Clean frequently touched surfaces including light switches, doors, benches, and bathrooms at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.**
- ❑ **Clean libraries, computer labs, arts, and other hands-on classrooms after every class period or when cohorts change classrooms, with either an EPA-approved disinfectant or diluted bleach solution**
- ❑ **Wipe down student desks with either an EPA-approved disinfectant or diluted bleach solution after every class period, or when cohorts change classrooms**
- ❑ **Continue to undergo normal routine cleaning of playground structures, 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**
- ❑ **Wear gloves, surgical masks, and face shields when performing all cleaning activities**

## Phase 5

- ❑ HCS staff will continue to follow through with these guidelines in phase 5 with some minor adjustments to the PPE staff will wear when cleaning

# Busing and Student Transportation

**BOLD** = Required in Phase 4

## Phase 4

- ❑ **When transportation to inter-school competitions is provided, facial coverings must worn. Buses must be cleaned and disinfected before and after every use and follow all bus protocols set in place by the Return to School Roadmap for busing.**
- ❑ HCS relies on the Hudsonville Public School District and Unity Christian High School for busing
- ❑ HCS will defer all transportation safety guidelines to the HPS District and Unity Christian High School

## Phase 5

- ❑ HCS relies on the Hudsonville Public School District and Unity Christian High School for busing
- ❑ HCS will defer all transportation safety guidelines to the HPS District and Unity Christian High School



# Medically Vulnerable Students and Staff

**BOLD** = Required in  
Phase 4

## Phase 4 & 5

HCS Staff will:

- ❑ Systematically review all current plans for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19
- ❑ Create a process for students/families and staff to self-identify as high-risk for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements or work reassignments
- ❑ Pertaining to medically vulnerable students, revise the school's remote learning plan to incorporate feedback and input from teachers, families, students, and school leaders and improve its effectiveness
- ❑ Have N95 masks for all staff caring for children and providing any medical care that include aerosol generating procedures
- ❑ Enable staff who are high-risk for severe illness to minimize face-to-face contact and to allow them to maintain a distance of six feet from others, modify job responsibilities that limit exposure to risk, or to telework if possible

# Mental and Social-Emotional Health

# Mental and Social- Emotional Health

## Phases 1 - 3 and 4 & 5

HCS Staff will:

- ❑ Establish and communicate guidelines to all staff regarding identification and rapid referral of at-risk students to our school counselor
- ❑ Provide all staff with professional development, along with appropriate tools, resources, and support in the following areas:
  - ❑ Social-emotional learning
  - ❑ Trauma-informed best practices
  - ❑ Identification of students at risk
  - ❑ Proper local referral protocols
  - ❑ Self-care to promote wellness
- ❑ Establish a comprehensive crisis management plan which can be activated efficiently as needed
- ❑ Compile and update lists of wellness resources available to both staff and students
- ❑ Establish reporting protocols for staff to evaluate physical and mental health status
- ❑ Provide resources for staff self-care, including resiliency strategies
- ❑ Designate a school-based mental health liaison who will work across the HCS community
- ❑ Activate communication channels for school community members to address mental health concerns
- ❑ Communicate with families return to school transition information including:
  - ❑ Understanding normal behavioral response to crises
  - ❑ General best practices of talking through trauma with children
  - ❑ Positive self-care strategies that promote health and wellness



# Instruction

Remote Learning

Phases 1 - 3

# Governance

## Phases 1 - 3

HCS Staff will:

- ❑ Create a district Return to Instruction and Learning working group, led by the directors of curriculum and composed of a variety of staff members to:
  - ❑ Gather feedback through surveys and discussion from stakeholders about their experiences with remote learning
  - ❑ Revise the school's remote learning plan according to the feedback collected
  - ❑ Share the new remote learning plan with the HCS community

# Remote Instruction

## Phases 1-3

HCS Staff will:

- ❑ Distribute the new remote learning plan and allow for continued feedback
- ❑ Create remote learning plans that deliver standards-based curricula and high quality instructional materials
- ❑ Integrate times of synchronous and asynchronous learning to promote engagement, consistency, and differentiation
- ❑ Provide support so students can be assessed either before school begins or in the first few weeks of school with our commonly used screeners and assessments
- ❑ Review students' IEPs, IFSPs, and 504 plans with general and special education teachers to reflect the child's needs based on assessment data and parent feedback, and design accommodations and match services accordingly
  - ❑ Create an online plan
  - ❑ Establish structures based on student needs
- ❑ Monitor the progress of students who are in need of additional support
- ❑ Work with Hudsonville Public Schools to develop a continuation of services plan for students needing occupational, physical, and/or speech and language therapy, including evaluations by school psychologists and social workers

# Communications and Family Supports During Remote Learning

## Phases 1 - 3

HCS Staff will:

- ❑ Implement additional communication systems in order to reach every family and student (e.g., text, call, email) to share:
  - ❑ Expectations of the remote learning environment
  - ❑ Decisions about assessment and feedback, daily instructional time, and estimated workload
  - ❑ Supports and resources to use at home
  - ❑ Training on accessing and using the digital systems and tools for families and students



# Professional Learning During Remote Learning

## Phases 1 - 3

HCS Staff will:

- ❑ Continue to provide professional learning and training through virtual modes for educators to:
  - ❑ Offer restorative supports for teachers and learning around equity and implicit bias, social-emotional learning, and culturally responsive education
  - ❑ Share knowledge, continually learn, and exchange ideas, successes, and failures around remote learning
  - ❑ Share information and data about students' assessment results, progress, and completed assignments
  - ❑ Learn how to use the school's digital systems and tools appropriately and sustainably
  - ❑ Build capacity around high-quality remote learning
- ❑ Utilize Professional Learning Communities (PLCs) for educators to share, collaborate, and provide consistency and an appropriate workload

# Monitoring

## Phases 1 - 3

HCS Staff will:

- ❑ Activate plans to monitor and assess the following
  - ❑ Connectivity and Access
    - ❑ Ensure that all families have adequate connectivity and the necessary devices to successfully engage in and complete schoolwork
  - ❑ Attendance
    - ❑ Develop a system to monitor and track students' online attendance on a daily basis
  - ❑ Student Work
    - ❑ Teachers will assess the quality of student work and provide feedback to students and families

# Instruction

In-Person

Phases 4 & 5

## Note:

Hudsonville Christian School is not planning on implementing a hybrid model of instruction at any time in 2020-2021 as this would put an unnecessary stress on our families and negatively impact the close-knit community feeling that is so important to HCS.

# Governance

## Phases 4 & 5

HCS Staff will:

- ❑ Create a district Return to Instruction and Learning working group, led by the directors of curriculum and composed of a variety of staff members to:
  - ❑ Gather feedback through surveys and discussion from stakeholders about their experiences with remote learning
  - ❑ Revise the school's remote learning plan according to the feedback collected
  - ❑ Share the new remote learning plan with the HCS community



# In-Person Instruction

## Phases 4 & 5

HCS Staff will:

- ❑ Provide every student with access to grade-level instruction and standards-aligned instructional materials in every subject
- ❑ Provide support so students can be assessed either before school begins or in the first few weeks of school with our commonly used screeners and assessments
- ❑ Monitor students' social and emotional needs and provide instruction in these areas.
- ❑ Continue to strengthen relationships with students
- ❑ Support teachers to utilize power standards that identify the major work of the grade in order to focus, prioritize, and accelerate instruction
- ❑ Review and revise students' IEPs, IFSPs, and 504 plans with general and special education teachers to reflect the child's needs based on assessment data and parent feedback, and design accommodations and match services accordingly
  - ❑ Create an online plan
  - ❑ Establish structures based on student needs
- ❑ Monitor the progress of students who are in need of additional support
- ❑ Work with Hudsonville Public Schools to develop a continuation of services plan for students needing occupational, physical, and/or speech and language therapy, including evaluations by school psychologists and social workers

# Communications and Family Supports During In-Person Instruction

## Phases 4 & 5

HCS Staff will:

- ❑ Implement additional communication systems in order to reach every family and student (e.g., text, call, email) to share:
  - ❑ Expectations around their child's return to school
  - ❑ Information about modes of assessment, details on curricula used in each of the core subjects, and grade-level proficiencies
- ❑ Provide resources that demonstrate the school values parents as partners in their child's education

# Professional Learning During In-Person Instruction

## Phases 4 & 5

HCS Staff will:

- ❑ Provide adequate time for schools and educators to engage in:
  - ❑ Intentional curriculum planning
  - ❑ Identifying students who did not do well with remote learning and find ways to support them
  - ❑ Share knowledge and ideas around the use and effectiveness of digital tools and resources that support remote learning
- ❑ Create a plan for professional learning and training, with goals to:
  - ❑ Offer restorative supports for teachers and learning around equity and implicit bias, social-emotional learning, and culturally responsive education
  - ❑ Learn how to use the school's digital systems and tools to design and develop blended and remote learning experiences that are equitable and engaging

# Operations



# Facilities

## Phases 4 & 5

HCS Leadership/Custodians will:

- ❑ Audit necessary materials and supply chain for cleaning and disinfection supplies
- ❑ Audit any additional facilities that the district may have access to that could be utilized for learning
- ❑ Provide school-level guidance for cleaning and disinfecting all buildings and playgrounds. Frequently touched surfaces should be cleaned several times a day
- ❑ Monitor any changes in the CDC cleaning guidelines
- ❑ Provide advanced training for custodial staff
- ❑ Continue deep cleaning over the summer
- ❑ Audit school buildings with a focus on:
  - ❑ How many classrooms are available
  - ❑ The size of each classroom
  - ❑ Additional spaces that are available
  - ❑ The ventilation in each classroom

# Facilities (continued)

## Phases 4 & 5

HCS Leadership/Custodians will:

- ❑ Maintain facilities for in-person school operations
  - ❑ Check HVAC systems at each building to ensure they are running efficiently
  - ❑ Change air filters regularly
  - ❑ Distribute wastebaskets, tissues, and CDC approved soap to every office and classroom
  - ❑ Post signage widely around the school buildings about handwashing, cough etiquette, and nose blowing
  - ❑ Follow CDC guidance about the use of facial coverings when performing cleaning duties
- ❑ Walk through the facilities together to ensure that classrooms, common areas, and the exterior are ready for staff and students
- ❑ Procure level-1 facial coverings , including those with a clear front, for Y5-5th grade teachers, low-income students, and students with special needs
- ❑ Procure level-1 surgical masks for cleaning and janitorial staff

# Budget, Food Service, Enrollment, and Staffing

## Phases 4 & 5

HCS Leadership will:

- ❑ Assess student arrival and dismissal protocols (car, bus, walk)
- ❑ Conduct staff and student outreach to understand who is coming back
  - ❑ Staff--administrators, educators, support staff, custodians, counselors, etc.
  - ❑ Develop a staffing plan to account for staff who are not returning or are at risk
  - ❑ Inventory students for those who may have a health issue requiring a remote learning environment
- ❑ Assess the need for new or additional positions with a specific focus on student and staff wellness, but also including technology support
- ❑ Assess how job responsibilities may shift in light of COVID-19 and how new or additional responsibilities will be accounted for
- ❑ Recruit, interview, and hire new staff
- ❑ Consider deploying underutilized staff to serve core needs in other areas
- ❑ Where possible, identify and modify staff positions that would enable high-risk staff to provide remote services
- ❑ Communicate changes in attendance policy or student enrollment to families and staff

# Budget, Food Service, Enrollment, and Staffing (continued)

## Phases 4 & 5

HCS Leadership will:

- ❑ Identify and address new student and adult needs
- ❑ Inventory how many substitute teachers are available
- ❑ Create and send back-to-school communications to all stakeholders and include updates across all workflows
- ❑ Have student, parent, and staff handbooks printed and ready for distribution. Create a master list of any changes to distribute to staff
- ❑ Consult legal counsel to preemptively address liability questions, related concerns, or vendor issues relative to COVID-19
- ❑ Create a plan for changing enrollment patterns, new staffing needs, and resource constraints or additional dollars
- ❑ Orient school staff to any operational changes
- ❑ Create master teaching schedules, student and faculty arrival/dismissal schedules, and recess and lunch schedules with safety protocols in mind
- ❑ Collaborate with food service staff to ensure any necessary food handling changes are implemented based on local public health guidance



## Phase 4

HCS Staff will:

- ❑ Survey families to collect information about the numbers, types, and condition of devices used in their homes to support remote learning
- ❑ Designate a single point of contact in each school to plan and communicate with the leadership team
- ❑ Develop a school-wide technology plan that includes guidance, training, and support for educators to adapt remote learning for the classroom
- ❑ Identify a device and/or general technology support lead for each school

# Technology

**BOLD** = Required in  
Phase 4

## Phases 4 & 5

- ❑ HCS relies on the Hudsonville Public School District and Unity Christian High School for busing
- ❑ HCS will defer all transportation safety guidelines to the HPS District and Unity Christian High School

Transportation