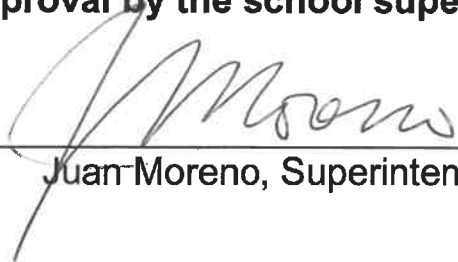




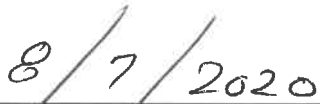
COVID-19 PREPAREDNESS AND RESPONSE PLAN

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LAKE ORION BAPTIST SCHOOL
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www.lob.sinfo

Approval by the school superintendent:



Juan Moreno, Superintendent



date

Link to the approved Plan posted on the school website:

www.lobb.info

Name of Administrator Submitting Plan:

Tony Bryson

Date Received by School Administrator:

August 1, 2020

Date Submitted to the Executive Director of Michigan Association of Christian Schools

August 5, 2020

Lake Orion Baptist School
COVID-19 Preparedness and Response Plan
August 1, 2020

I. Safety Protocols MI Safe Start | Phases 1-3

A. Personal Protective Equipment and Hygiene

School is closed for in-person instruction.

B. Spacing and Movement

School is closed for in-person instruction.

School employees and contractors are permitted to be physically present in school buildings for the purposes of conducting basic school operations, including remote live instruction, as determined by school administrators.

C. Screening Students

School is closed for in-person instruction.

D. Responding to Positive Tests Among Staff and Students

School is closed for in-person instruction.

E. Gathering and Extracurricular Activities

All inter-school activities are suspended.

After-school activities are suspended.

F. Athletics

All athletics are suspended.

G. Cleaning

Schools are closed for in-person instruction, and cleaning practices are adjusted to maintain school building functional order.

II. Instruction MI Safe Start | Phases 1-3 (School is Closed for In-Person Instruction)

A. Remote Instruction

1. Synchronous (live) Instruction

- a. Regular, live, interactive class sessions will be required for each class/subject with a minimum of two live teaching sessions each week.
- b. Elementary live classes will be online in the morning (8:30am-11:30am).
- c. Secondary live classes will be online in the afternoons (12:00pm-4:00pm).
- d. All students will be expected to attend each live class session.
- e. Secondary class sessions will generally follow the published class schedule (M,T,Th or M,W,F)
- f. Separate, weekly mandatory chapels will be scheduled for both the elementary and the secondary.

2. *Asynchronous (accessible anytime) Instruction*

- a. Teachers will plan and implement regular lessons and assignments that will integrate with live teaching sessions. These lessons may be pre-recorded or written out in weekly assignments.
- b. Secondary teachers will ensure that assignments for student completion and due dates drop into Google Classrooms on days on which the specific class meets (i.e., M,W, or F).

B. Monitoring and Technology

1. *Academic Expectations*

- a. Students should expect teachers to cover academic material at the same pace as if school were meeting in-person. The curriculum will be taught as thoroughly and completely as possible.
- b. Students should expect to spend about five hours of synchronous and asynchronous time each week for a class that meets five periods each week during in-person schooling.
- c. The administration will determine which "extra" classes (music, art, choir, etc.) will be included in LOBS Mobile.
- d. Teachers will post grades to the school's OpenSIS student information system on a regular basis (at least weekly). Student and parents will regularly check OpenSIS to monitor grades and completion of assignments.
- e. Students will be expected to attend each live session of class and meet deadlines for the completion and turning in of assignments.

2. *Training on Digital Platforms*

- a. Students, teachers, and parents will be provided handouts and links to training videos on each digital platform used in LOBS Mobile.
- b. Students will be given live training sessions on Google Classrooms if in-person classes resume in August.
- c. Parents and students will recognize that Google Classrooms works best on desktop or laptop computers. Tablet computers and mobile phones do not always allow access to all Google Classroom functions. Students in grades 3-12 will need enough training to use the digital tools effectively.
- d. Teachers and administrators will meet weekly to evaluate digital platforms and discuss technological obstacles. Ongoing training will be provided as needed.

C. Miscellaneous

1. Google Classrooms requires each student to have a Google (Gmail) email account. LOBS will activate existing student Gmail accounts to facilitate communication with teachers. Parents will necessarily have to monitor the use and security of the email account outside of the classroom.
2. Teachers will establish and publicize official office hours during which students may obtain individual help and get questions answered. Students and parents should plan to communicate with teachers during office hours to help everyone maintain a proper balance of school and family life.
3. Teachers will be ready to record live class sessions to accommodate students who have conflicts (technology sharing, etc.) in attending live classes. Students will notify teachers in advance of the need for this accommodation.
4. Students will be aware of and meet all due dates for completing and turning in assignments and tests. Late work and incomplete work will suffer consequences parallel to those in place when school is meeting in person.
5. Older students who hold jobs will be expected to tailor work schedules to fit the established live class schedule just as they would if in-person school were in session.

III. Safety Protocols - MI Safe Start | Phase 4 (School is open for in-person instruction)

A. Personal Protective Equipment

1. Facial coverings must always be worn by staff except for meals. 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. All 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.
2. Facial coverings must be worn by preK-12 students, staff, and bus drivers during school transportation.
3. Facial coverings must always be worn in hallways and common areas by preK-12 students in the building except for during meals. Note: Students with significant disabilities preventing the use of facial coverings are referred to forthcoming guidance from MDE.
4. Students in grades K-12 will not be required to wear facial coverings when remaining in their assigned classrooms throughout the school day and when not coming into close contact with students in another class.

B. Hygiene

1. The school will 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 signage reinforcing proper handwashing techniques).
2. The school will 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.
3. Custodians will systematically and frequently check and refill soap and hand sanitizers.
4. Teachers will limit sharing of personal items and supplies such as writing utensils.
5. Students' personal items will be kept separate and in individually labeled cubbies, containers, or lockers.
6. Teachers will limit use of classroom materials to small groups and disinfect between use or provide adequate supplies to assign for individual student use.

C. Spacing, Movement and Access

1. Students will be spaced as far apart as feasible in classrooms where large tables are utilized.
2. All desks will face the same direction toward the front of the classroom.
3. Teachers will maintain six feet of spacing between themselves and students as much as possible.
4. Family members or other guests will not be allowed in the school building except under circumstances determined by the administration.
5. Social distancing floor/seating markings will be posted in waiting and reception areas.
6. Students in Grades 7-12 will be assigned a classroom to limit movement between classrooms as much as possible. Instead, teachers will move from classroom to classroom.
7. Students who must change classrooms will wear a mask while in the hallway and use hand sanitizer upon entering the new classroom.
8. Students will have limited access to lockers during the day and will not be permitted to share materials.
9. Classes will be assigned dismissal times for lunch, tables in the lunchroom, and microwave oven stations.

D. Screening Students and Staff

1. The Teacher's Workroom is designated as an isolation area for students who become ill at school. Students who become ill with symptoms of COVID-19 will be placed in the isolation area with a mask in place until they can be picked up. Staff caring for these children will wear a mask.

2. Symptomatic students sent home from school will be kept home until they have tested negative or have completely recovered according to CDC guidelines.
3. School staff will conduct daily self-examinations. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they will stay home.
4. Families will be encouraged to check their child's temperature at home every morning using oral, tympanic (ear), or temporal scanners; *students with a temperature of 100.4 or greater must stay home and consider coronavirus testing if symptoms of COVID-19 are present.*
5. Families will be encouraged to monitor their children for symptoms of COVID-19. The presence of any symptoms, including cough or shortness of breath, should prompt the family to keep the student home from school and to follow up with a primary care provider.

E. Testing Protocols for Students and Staff and Responding to Positive Cases

1. 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.
2. 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.
3. 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.
4. 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.
5. 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 in close proximity {less than six feet} to the student or staff member) so that they can be isolated for 14 days at home. Students and staff should be closely monitored for any symptoms of COVID-19.

F. Responding to Positive Tests Among Staff and Students

1. The school will notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality.
2. Employees with a confirmed case of COVID-19 will return to the workplace only 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.
3. Cleaning staff will wear gloves and a face covering when performing cleaning.
4. If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles.

G. Food Service, Gathering, and Extracurricular Activities

1. Seating arrangements with six feet of distance between students will be created for the lunchroom. Serving and cafeteria staff will use barrier protection including gloves, face shields, and masks.
2. Students, teachers, and food service staff will wash hands before and after every meal.
3. Students, teachers, and staff will wash hands before and after every event.
4. Off-site field trips that require bus transportation to an indoor location are suspended.
5. Recess will be conducted outside whenever possible with appropriate social distancing and cohorting of students.

H. Athletics

1. The school will consult with guidance published by Michigan High School Athletic Association (MHSAA).
2. Students, teachers, and staff will 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.
3. All equipment will be disinfected before and after use.
4. 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.
5. Spectators are allowed at outdoor athletic events provided that six feet of social distancing can be maintained at all times. Attention will be given to entry and exit points to prevent crowding.
6. Each participant must use a clearly marked water bottle for individual use. Coaches will allow no sharing of this equipment.
7. Handshakes, fist bumps, and other unnecessary contact must not occur.
8. Outdoor physical conditioning activities are allowed while maintaining social distancing.
9. 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.

I. Cleaning

1. Frequently touched surfaces including light switches, doors, benches, and bathrooms will undergo regular cleaning with either an EPA-approved disinfectant or a diluted bleach solution.
2. Libraries, computer labs, arts, and other hands-on classrooms will undergo cleaning after every class period with either an EPA-approved disinfectant or a diluted bleach solution.
3. Student desks will be wiped down with either an EPA-approved disinfectant or a diluted bleach solution at the end of each day.
4. The school will 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 the products.
5. Staff will wear gloves and facial covering when performing all cleaning activities.
6. Library books, manipulatives, and other classroom equipment will be cleaned after each use.

J. Activity Bus

1. The school will require the use of hand sanitizer before entering the bus. Hand sanitizer will be supplied on the bus.
2. 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.
3. Staff will clean and disinfect transportation vehicles before and after every use. Children must not be present when a vehicle is being cleaned.
4. Weather permitting, doors and windows will be kept open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
5. Weather permitting, drivers will 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).

III. Safety Protocols - MI Safe Start | Phase 5 (changes from Phase 4 are highlighted)

A. Personal Protective Equipment

1. Facial coverings may be worn by staff but will not be required.
2. Facial coverings may be worn by preK-12 students in the building but will not be required.
3. Gloves will be worn by custodial staff or teachers cleaning their classrooms.

B. Hygiene

1. The school will 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 signage reinforcing proper handwashing techniques).
2. The school will 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.
3. The school will 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.
4. 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.
5. Staff will systematically and frequently check and refill soap and hand sanitizers.
6. Teachers will limit sharing of personal items and supplies such as writing utensils.
7. Teachers will keep students' personal items separate and in individually labeled cubbies, containers, or lockers.

C. Spacing, Movement and Access

1. The school will keep class sizes to the level afforded by necessary spacing decisions.
2. Staff will post signage to indicate proper social distancing.
3. The school will provide social distancing floor/seating markings in waiting and reception areas.

D. Screening Students, Staff, and Guests

1. The school will designate the teacher's workroom as an isolation area for children who become ill at school.
2. Students who become ill with symptoms of COVID-19 at school will be placed in the isolation area with a mask in place until they can be picked up. Staff caring for these children should wear a mask.
3. Symptomatic students sent home from school will be kept home until they have tested negative or have completely recovered according to CDC guidelines.
4. Staff will conduct daily self-examinations 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.
5. Any parents or guardians entering the building should wash or sanitize hands prior to entry.
6. Parents or guardians will be allowed in the school building as determined by school officials.
7. Parents or guardians will be encouraged to check their children's temperature at home every morning using oral, tympanic (ear), or temporal scanners; *students with a temperature of 100.4 or greater should stay home and consider coronavirus testing if no other explanation is available.*
8. Parents or guardians will be encouraged to ask their children or monitor for symptoms of COVID-19, including cough, congestion, shortness of breath, or gastrointestinal symptoms every morning. Any positives should prompt parents or guardians to keep the student home from school.

E. Testing Protocols for Students and Staff and Responding to Positive Cases

1. 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.
2. 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.
3. 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.
4. 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.
5. 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 in close proximity {less than six feet} to the student or staff member) so that they can be isolated for 14 days at home. Students and staff should be closely monitored for any symptoms of COVID-19.

F. Responding to Positive Tests Among Staff and Students

1. The school will notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality.
2. Employees with a confirmed case of COVID-19 will return to the workplace only 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.
3. Cleaning staff will wear a mask, gloves, and a face shield when performing cleaning.
4. If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles.

G. Food Service, Gathering, and Extracurricular Activities

1. Seating arrangements with six feet of distance between students will be created for the lunchroom. Serving and cafeteria staff will use barrier protection including gloves, face shields, and masks.
2. Students, teachers, and food service staff will wash hands before and after every meal.
3. Students, teachers, and staff will wash hands before and after every event.
4. If field trips occur, they should comply with transportation guidelines within this document, including mandatory facial covering.
5. Recess will be conducted outside whenever possible with appropriate social distancing and cohorting of students.

H. Athletics

1. The school will consult with guidance published by Michigan High School Athletic Association (MHSAA).
2. Students, teachers, and staff will 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.
3. All equipment will be disinfected before and after use.
4. 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.
5. 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.

6. Each participant must use a clearly marked water bottle for individual use. Coaches will allow no sharing of this equipment.
7. Handshakes, fist bumps, and other unnecessary contact must not occur.
8. Outdoor physical conditioning activities are allowed while maintaining social distancing.

I. Cleaning

1. Frequently touched surfaces including light switches, doors, benches, bathrooms, will undergo regular cleaning with either an EPA-approved disinfectant or a diluted bleach solution.
2. Libraries, computer labs, arts, and other hands-on classrooms will undergo cleaning after every class period with either an EPA-approved disinfectant or a diluted bleach solution.
3. Student desks will be wiped down with either an EPA-approved disinfectant or a diluted bleach solution at the end of each day.
4. The school will 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.
5. Staff will wear gloves and facial covering when performing all cleaning activities.
6. Library books, manipulatives, and other classroom equipment will be cleaned after each use.

J. Activity Bus

1. The school will require the use of hand sanitizer before entering the bus. Hand sanitizer will be supplied on the bus.
2. Staff will clean and disinfect transportation vehicles before and after every use. Children must not be present when a vehicle is being cleaned.
3. Weather permitting, doors and windows will be kept open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
4. Weather permitting, drivers will 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).