

Harbor Springs is in phase 4 of the Mi Safe Start Plan as of 10/20/2020  
Amended and approved 10/30/2020 7:00pm



## 2020-21 Preparedness and Response Plan



### Plan Purpose:

Harbor Light Christian School has developed guidelines for maintaining a safe and healthy on-campus environment for students, staff and families. These guidelines have taken into consideration all areas of campus life. This plan will be instituted for the 2020-21 school year. The plan is also subject to edits as the administrator, in conjunction with the Board of Education, feels it necessary to better serve our community.

*HLCS students and families,*

*This document contains the HLCS preparedness and response plan for the 2020-2021 school year. Here at HLCS, we want each and every member of our community to understand how valued they are. Our deepest desire is to have our students together in school safely. At its core, HLCS is a ministry, one that we are each an integral part of. The mission of this ministry is a worthy one, we seek to train our students to be leaders for Christ, loving others and living for him each day. That mission is just as important today as ever. How we achieve the mission will be slightly different in 2020-2021. We need parents, students, staff members, and community members working together to achieve our goals. Unity is critical to our mission. Decisions will be made and plans may be implemented that diverge from our individual opinions, however, how we respond in one spirit is what makes HLCS special. It's what makes an extraordinary education in uncertain times possible for each of our children. HLCS is and will remain a place where each student is known and loved.*

*Harbor Light Christian School is excited to return to in-person learning, we are committed to provide a full, five day week as long as safely possible. The plan before you was put together with recommendations of the HLCS return to school task force. It is a plan forged with much prayer, and seeking God's wisdom.*

*As we focus on returning to in-person learning each day, we know things will look quite different than they have previously functioned within the classrooms and hallways at Harbor Light Christian School. There will be different safety protocols, cleaning measures, hygiene practices, logistical items in place, and possible moves to distance learning for a period of time. We ask that you continue to be flexible with our school as we encounter each day. Despite these changes, you can expect the ongoing commitment from HLCS in equipping your children with a biblical worldview, instilling them with a Christ-like character, and continuing to provide academic excellence.*

*We fully understand there are varying levels of comfort and concern as it relates to COVID and returning to in-person learning. One thing we, as a HLCS community, can agree on is the desire to ensure the health and safety of our students as the school seeks to continue fulfilling its mission preparing next generation leaders for Christ. With adherence to requirements from the state of Michigan ([Michigan's 2020- 21 Return to School Roadmap](#)) and consultation with the Northwest Michigan Health Department, a variety of items will be in place as we start the school year: maintaining distance from one another, limiting the number of visitors in the building, increasing hygiene practices, and wearing masks in entryway and hallways– all of these are actions that we can do to help keep students, families, and staff members safe as we continue to navigate through COVID-19.*

*The rest of this document communicates the details of our preparedness and response plan for 2020-2021 school year. As new information is available or protocols change within the building, this document and the FAQ document will continue to be updated and everyone made aware of any changes.*

*In His service,*



*Kelly Dutcher*

Kelly Dutcher, Administrator  
Harbor Light Christian School

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# **Safety Protocols**

## **Cleaning**

### Desks/Tables

Student desks and tables will be wiped down with an EPA approved disinfectant when each new group of students enter the classroom.

### Frequently Touched Surfaces

Handles, doors, and other frequently touched surfaces will be cleaned throughout the day with an EPA approved disinfectant.

### Schoolwide Cleaning

Students will participate in supervised end of the day cleaning crews. Students will CLEAN (soap and water) and spray an EPA approved disinfectant on desks. Additionally, the school building will undergo a nightly cleaning schedule after each school day to help ensure the cleanliness and safety of the building in preparation for each new school day.

## **Hygiene**

### Education

Staff will educate and reinforce the importance of proper handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol. In addition, students will also be educated and reminded to cough and sneeze into their elbow or to cover with a tissue.

### Hand Sanitizers

Hand sanitizer dispensers are installed inside each classroom and throughout the building in order to support healthy hygiene behaviors. The sanitizer used will contain at least 60% alcohol. These dispensers will be checked daily to ensure an adequate supply for staff and students.

### Moving to Classrooms

Each time students move to a new classroom, students will either hand wash or use hand sanitizer before or upon entry.

### Supplies

Student supplies will be separated in individually labeled cubbies, containers or lockers. Shared classroom materials will be limited to small groups and be disinfected between uses to the extent possible.

# Personal Protective Equipment

## Masks and Facial Coverings

In phase 4, facial coverings must always be worn in hallways, common areas, and classrooms by K-12 students, staff, and guests in the building except for during meals. Individuals who claim medical exemptions will need to meet with the administrator and provide medical documentation by a licensed physician/ mental health professional that they are unable to tolerate a mask. Preschool classrooms will follow guidance in accordance with out LARA plan.

- Facial coverings may be cloth, homemade or disposable level-one (basic) grade surgical masks.
- Students without medical documentation who refuse to wear a mask in an area where a face covering is required will be issued a face covering by a school official and asked to put the face-covering on.
- Students showing patterns of non-compliance with the mask or social distancing requirement will be sent home from school until the student agrees to comply with this safety protocol.
- Guests to the school building (presenters, substitute teachers, parents) will be asked to mask upon signing in at the main office and will be instructed to wear the face-covering at all times. Instances of non-compliance will result in the guest being required to leave the building.
- Any instance of uncertainty about individuals not complying with face covering procedures will be referred to the building administration for review and decisive action.

In phase 5, facial coverings must always be worn in hallways, and common areas, by K-12 students, staff, and guests in the building except for during meals. Individuals who claim medical exemptions will need to meet with the administrator and provide medical documentation by a licensed physician/ mental health professional that they are unable to tolerate a mask. Preschool classrooms will follow guidance in accordance with out LARA plan.

- Elementary classrooms: While inside during free time, if an unmasked child wishes to learn or play alongside a masked child, the child will need to put a mask on while engaging in the activity. In accordance with State of Michigan guidelines.
- Middle and High students: In phase 5, any middle or high school teacher may request students wear a mask during class for the protection of staff.
- Staff members will be required to wear masks within the hallways and common gathering areas. While teaching, teachers are given the choice of masking or not. If a teacher is closely assisting a student or small group, and distancing is not feasible, a mask should be worn.

3/4 year old preschool: Facial coverings should be *considered* for preK students in hallways and common areas. Facial coverings are not recommended for use in classrooms by children ages 3 and 4. Facial coverings are a family choice for preschool, as long as it follows LARA guidance.

Any students or staff member who can not medically tolerate a mask, should have a note on file in the office from their primary care provider or a mental health professional.

# Spacing and Movement

## Arrival

- Students may arrive at HLCS between 7:45am-8:10am. As students arrive, masks are required to be worn within the hallways. Students may stop at their locker then go to class where they will be screened and have temperatures checked before entering their individual classroom.
- Parents are welcome into the school with their child(ren) as long as they wear a mask and stay for no more than 15 minutes during the drop off period.
- A parent, grandparent, or friend coming to school to volunteer for a period longer than 15 minutes, needs to check in through the office and will be screened and have their temperature checked.
- The foyer entrance doors will be divided. Kindergarten-sixth grade will enter through eastern most doors (right side), middle and highschool students will enter the western most doors (left side.)
- Families should check temperature and symptoms of students each morning before coming to school.
  - Students who are clear, having a temperature of less than 100.4 and answering no to no symptoms of exposure are welcome to come to school.
  - If a student/parent has answered, “yes” to temperature or new symptoms, is does not mean they will not be allowed to come to school, however, there will be additional screening that takes place with the school nurse/ staff. The return to school guidance will be followed:
  - In event of child/staff member having a new onset of symptoms, we will follow the flow chart provided by the Health Department in their Return to School toolkit on pages 8 (Appendix 1)
  - If any student has a temperature of 100.4 or above they need to remain home and seek guidance from the school nurse.
- Staff and children of staff will complete a self screening process in the main office upon entering school. Staff children should stay in their parent’s room/ office until 7:45, at which time they can go to their first hour class.
- Students arriving after 8:10 am should report to the office\ for screening.

## Dismissal

- Elementary dismissal will happen promptly at 3:00pm. Elementary students will use the eastern most doors of the foyer to exit. Please pick students up by 3:15. The outside lane will be coned off during pick up to allow students to distance.
- Elementary students remaining in the foyer after carpool dismissal will move to the office or after school care if child care ratios allow.
- Middle and High School students will be released from class at 3:00pm. Students will go directly to their cleaning crew, following cleaning crew they will go to their lockers and then be dismissed. MS/HS students will not be released to the foyer until 3:10pm. MS/HS students should exit the western most foyer doors. Please have all middle and high school students picked up by 3:20 at the latest.
- MS/HS students remaining in the foyer after carpool dismissal will move to the school office at 3:20.

### Desks and Tables

Classroom desks will be spaced out to the extent possible within each classroom. Desks will be arranged facing the same direction, generally facing the forward. Exceptions will be made for science and specials.

In classrooms where tables are used, students will be spaced as far apart as possible within the classroom. Also, all tables within a classroom will be used to limit the number of students per table.

### Front Office

The front office will open at 7:30-8:15. Lisa will be available in the foyer for any family needs. If visiting the office outside of this time, one individual or one family unit may be in the front office at a time. Additional office visitors will be asked to wait outside the office.

### Hallways

In the hallway throughout the school building, staff, students, and visitors are encouraged to walk on the right side of the hallway.

While students are in hallways and bathrooms, they are required to wear a mask.

### Locker Information

MS/HS students will pack their backpack for their morning classes when they go to their 1st hour class and repack their backpacks for afternoon classes after lunch to reduce the time going back and forth to their lockers between classes. Students will be able to visit lockers between classes on an as needed basis.

### Teachers

As able, teachers will seek to maintain adequate spacing between themselves and students when in the classroom.

### Windows

When able, classroom windows will be opened to increase air flow within the room. At a minimum, each window will be open for the last 5 minutes of class and during passing time, unless there is extreme weather that does not allow it.

# Illness Policies

## **Guests, Staff, and Students**

*(further illness policy items to be added in consultation with Health Department)*

### Guests

- Before and during school hours, guests age 5 years or over will be required to wear a mask while in hallways or in common areas within school. Hallways will be open to parents from 7:45-8:00am.
- Guests will be asked to use hand sanitizer or wash hands upon entry to the building.

### Staff

- Staff will conduct daily self-monitoring of symptoms and submit a health screen form at the beginning of each school day.
- Staff will be asked to use hand sanitizer or wash hands upon entry to the building

### Students

- Parents should check their children's temperature at home every morning and should monitor for symptoms. A temperature of 100.4 or higher, irregular cough, congestion, shortness of breath, or any gastrointestinal symptoms should be checked. The Health Department of Northwest Michigan will provide HLCS with a document to share with parents.
- If a student develops symptoms while at school, students will be moved into the first aid room in the front office.
- Symptomatic students will be sent home from school and kept home until completely recovered according to the illness guidelines. *(Illness guidelines from Health Department)*

## **Responding to a COVID Test**

- In the event of a pending COVID test, HLCS will contact the Health Department of Northwest Michigan in order to notify them of a possible case at HLCS.
- In the event of a positive COVID test, HLCS will contact the appropriate county health department when a parent or staff member notifies the school of the positive test.
- Depending on the amount of possible exposure as deemed by local health officials, certain individuals and/or grade levels may need to self isolate and remain at home for a set period of time.
- Students or employees who test positive for COVID will not return to school until they are no longer infectious. Local health officials will provide instruction about returning to school at that time.
- In the event of a positive case, pending test of a symptomatic student/staff member/or a symptomatic students/staff member we will follow as advised in the Health Department's Return to School toolkit pages 5-9, and 12-13 (Appendix 2)  
[NWHealth Return to School Tool Kit](#).

- In the event of a positive case or suspected case the school nurse and or administrator will contact the Health Department immediately after receiving the information of a positive case/suspected case. The Health Department will need a list of close contacts within the school.
- In the event of a confirmed case, the school nurse or administrator will notify the school community regarding the positive case (not using names/providing privacy) and also regarding the steps being taken to mitigate spread. The Health Department will use the information on close contacts provided by the school in their investigation and take on the role of notifying close contacts and providing direction to those close contacts.

## **Additional**

### **Athletics**

#### **SPORTS TEAMS**

- All sports teams will be subject to the MHSAA rulings as to when and how sports will be played in the state of Michigan.
- Athletic Director, Shelda Blair will work in partnership with the Administrator and Board to mitigate the impact on our students.
- All teams will be subject to standard personal hygiene protocols such as no sharing of water bottles, refraining from personal contact, regular use of hand sanitizer, minimal use of locker rooms.

### **Extracurricular Activities**

#### **Field Trips**

For the first semester of school HLCS will not be doing any off site field trips. HLCS staff will look for ways to enrich instruction through proper outdoor activities on site and virtual field trips.

### **Gatherings**

#### **Chapel Elementary:**

Chapel will be on Thursday in the gymnasium. Half of the elementary school will be present at a time. PK-2 will be in chapel first, followed by 3-6th grades. Each class will have a designated separate space.

#### **Chapel MS/HS:**

Chapel will be on Thursday in the gymnasium during 2nd hour. Students will wear a mask sit 6 feet away from each other.

### **Lunch**

Students will eat lunch in the following groups: K-2, 3-6, MS/HS. Students will wash their hands before and after lunch. The number of students per table will be limited and students will sit in class specific tables. Outdoor seating will be available if adequate supervision is available.

## **Recess**

Elementary recess will occur in the following groupings: K-2, 3-6.

MS/HS teachers will seek to incorporate various movement activities/breaks within their classrooms as well as take their class outside when appropriate.

## **Specials Classes**

Certain elementary special classes (Technology, Spanish, Science) will be done within the grade level classroom in an effort to minimize the movement of students throughout the hallways. Other special classes will work to reduce shared supplies, keep kids distanced, while still allowing kids to explore the beauty of God's creation.

# **Educational Programming**

## **What is the current educational plan HLCS will be offering for Fall 2020?**

HLCS is planning to start school on Tuesday, September 8 with all students safely on campus each day.

## **What might cause HLCS to close?**

- At any point in the year, if the school experiences a significant spike in absenteeism due to the Covid-19 diagnosis, the HLCS Covid-19 Response Team may deem it necessary to break for a 2-week period at which time we would convert to the virtual classroom setting.
- As has been our policy, an overall absenteeism rate of 20% or higher would result in a shortened week to allow for deep cleaning, rest, and separation.
- In the event of a two-week closure, tuition will remain the responsibility of the parent, knowing that HLCS teachers will still provide education to each student.
- Special programs (large gatherings) such as the Christmas and Spring Music Programs are subject to change prior to the event if deemed necessary by the Board of Education.

## **Homebound, Mental, Social, and Emotional Needs**

- Harbor Light Christian School will provide a distance learning for any student who is subject to a long-term stay at home. HLCS is piloting live streaming in classrooms to monitor effectiveness for this method of distance learning.
- HLCS will work closely with parents to support the mental, social, and emotional needs of students who may be adversely affected as a result of the Covid-19 pandemic.

## **Remote learning at Harbor Light Christian School**

- If HLCS moves to online learning for a two week period, teachers will utilize Google Classroom to communicate lessons, homework, and expectations.
- Details for how parents access and help students use Google Classroom are here: [HLCS Google Classroom for Parents](#)

## **FAQ Document**

Please refer to our [FAQ document](#) for specific questions regarding information in this document. The FAQ document will be updated as new questions arise. As questions and answers are added from the initial time this document was available, they will be dated to show when new updates are on the document.

## **Health Department of Northwest Michigan**

Up to date school guidance from the Health Department of Northwest Michigan. [See Pages 8-12 of document.](#)