Heritage Christian School

Back to School Plan

August 2020

6340 Autumn Dr.

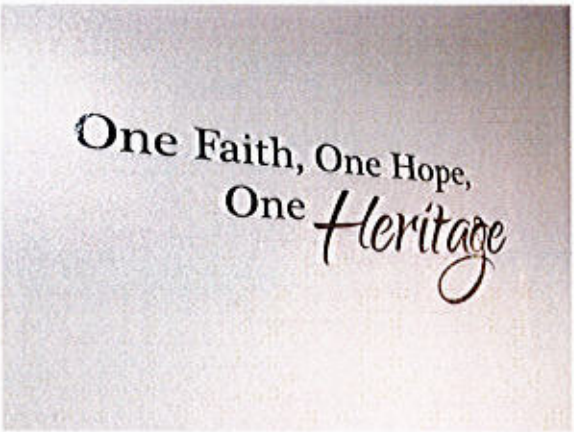
Hudsonville, MI 49426

616-669-1773

(updated August 14, 2020)

Phase 3 Flattening	Phase 4 Improving	Phase 5 Containing	Phase 6 Post-pandemic
Case growth is gradually declining.	Cases are clearly declining.	Continued case improvement and contained.	Virus not expected to return.
No gatherings.	Small gatherings.	Increased size gatherings.	Vaccine available.
School **must** use distance learning.	School may be in person with strict safety measures.	School may be in person with fewer safety measures.	School may be in person almost as in the past.

The Heritage School Board and Administration will be closely following the State of Michigan as well as Ottawa County Health Department guidelines. The Ottawa County Health Department has already been helpful and will be a good contact when we have ANY health related questions. We are thankful for the help of medical experts whose input has been valuable in crafting our plan.



Dear members of the Heritage Christian School Community,

This is the Heritage Christian School "Back-to-School" Plan. It is the result of a tremendous amount of work by a committee of dedicated and wise individuals. We express gratitude to Mike Langeland (Chairman, Education committee), Erika Aalsma (Teacher representative), Kent Deemter (Technology Committee), Cara Dykstra (Staff representative), Tomm Heyboer (Transportation committee), and Chad VanOverloop (Building committee) for their work on this. Many others, including the full Board, have been instrumental in getting ready for a new year. *All of us* will be critical to the success of the school year. We are thankful for the mercies of God and for His faithfulness experienced anew every morning (Lamentations 2:22-23).

Several principles guided the crafting of this document:
Love: When we love God, and show this in our love for the neighbor, then we are called to do things for the benefit of others sometimes at the expense of self (Matthew 22 and Mark 12). Helping others stay healthy shows love. As you will see, our goal is health and cleanliness.
Obedience: As Godly pilgrims and strangers, we are called to obey civil authorities in all things that don't contradict the law of God. Nothing our government or health department is asking of us demands disobedience to God's law (Romans 13, I Peter 2).
Wisdom: We have a wise and discerning committee and Board who have made these decisions. One major concern we must be aware of - opening the *organization* to liability. Not putting good health practices in place COULD open the school up to legal issues due to negligence that our insurance company would NOT cover if we were to choose NOT to comply. The Board cannot do that to those who have given so much to and for this organization.

It should be noted that this Plan is designed primarily with Phase 4 in mind. In Phase 5 changes *will* happen - especially in regards to masks. Normally, these changes will happen 2 weeks following the change in Phase. This will allow us to receive new input from the Health Department and to observe what is happening in our own building. Our committee will be reviewing this document regularly and especially following announcements by the State of Phase changes.

We will be complying with ALL of the required items in the State of Michigan Safe Schools Roadmap as well as almost all of the "strongly recommended" and "recommended" items from that document. Most difficult will be some of the spacing recommendations. While we cannot accomplish every one of them, we will have students spaced as best we can and facing in the same direction. Decisions also were impacted by groups that stay together all day (cohorts) and come into very little contact with other groups.

The biggest and most emotional item in the plan is masks. It's good to take the emotion out of that discussion and see two things. One is from the Ottawa County Health Department. Dr. Heidel suggested recently that he cannot tell us of "any reason why a student would be safer without a mask during this pandemic". Secondly, when we refer to the statements above on love for the neighbor, those who are emotionally against masks are encouraged to step back, consider others, and show love in this small way as well.

May God bless us and bless Heritage Christian School as we move forward *together*!

In His service

Brian Kuiper, Administrator

Heritage Christian School Back to School Guidelines

GENERAL GUIDELINES:	• Students and staff are encouraged to minimize travel throughout the school building. • Visitors and volunteers are restricted to parents of students or staff. • All drinking fountains will be covered and unavailable for use. Bottle fillers will be available. • Students are required to bring their own water bottles. • Signs will be posted throughout the building regarding hand-washing hygiene and etiquette surrounding coughing and sneezing. • Handwashing is to occur frequently throughout the day by students and staff. • Hand sanitizer will be available in every classroom. Students may also bring individual hand sanitizer for their personal use. • Students will face the same direction in classrooms. Seating will be assigned. • If a student exhibits symptoms, he/she will be sent home. • **Do not** send your child to school if he/she is sick. • Absences will be monitored closely. The Education Committee will make decisions on when to close the whole school or certain classes. • In Phases 4 and 5, Heritage will only be offering in-person instruction. Families who choose not to enroll will not have the option to change their mind prior to the beginning of the 2nd semester. Exceptions must be approved by the Enrollment Committee. **FIELD TRIPS and Extra-Curricular events** • All field trips are prohibited first semester. • Indoor, non-athletic extracurricular events may be held during the first semester and safety plans must be submitted by the coordinator of the event. These events will be subject to all other HCS policies for masks and distancing.

SCREENING ASSESSMENT AND COVID 19 SYMPTOMS:	**We require that ALL Parents please screen your students before they leave for school.** **Know the following COVID-19-related symptoms impacting consideration for exclusion from school:** • A fever of 100.4° F or greater • Cough / runny nose • Shortness of breath or difficulty breathing • Chills • Repeated shaking with chills • Muscle pain • Headache • Sore throat • New or sudden loss of taste or smell • Diarrhea • Nausea Some of these are normal to other illnesses than COVID-19. The Health Department guidelines for when to become concerned about symptoms is included as Figure 1 at the end of this Plan. **Students and staff will be excluded from in-person instruction if they test positive for COVID-19.**
MASKS:	• Students and staff are to have cloth masks with them at all times. • Masks are required at all times for staff and for all students in grades 6-8 except when eating or drinking. • Masks are required for students in grades K-5 when not in their classroom or when working in groups.. • Masks are **strongly encouraged** in any setting in which six-foot social distancing is not an option. • Much like school supplies, parents will need to supply their child(ren) with cloth masks. There will be some paper masks available in the event that a mask is forgotten, but those will be limited. • Cloth masks must be washed daily. Paper masks must be dumped after use. • Masks are **required** on school buses as social distancing is not an option. Students without masks **will not be allowed**

	to ride school transportation. Seating will be assigned. • Masks are **required** in restrooms. • Students are **required** to wear masks when traveling within the building. • Adults are **required** to wear masks when entering the office area to pick up a student and/or for school business. • Two weeks after moving into Phase 5, potential changes to the mask policy will be communicated by the COVID Committee.
HEALTH GUIDELINES:	• Students will be required to go home if they have a fever over 100.4. • Staff are not to come to school if they are ill. • If someone in a person's home has been diagnosed with COVID, please notify the school. • Students and staff may NOT return to school if they have tested positive for COVID until they are without fever for 24 hours (without use of medication), **AND** respiratory symptoms have improved **AND** 10 days have passed since symptoms first appeared. **All three criteria must be met.** • Any student or staff that came in 'close contact' (less than 6 feet apart for greater than fifteen minutes) will be required to self-quarantine for possible exposure for 14 days outside of school. • Students that are out of school due to quarantine will be expected to participate in remote learning if possible. • All positive cases will be reported to parents IF student(s) came in contact with the student and/or is in the same class, so that parents may monitor their child(ren). • If a student is sick and has a temperature, he/she must be

	picked up from school. • Until picked up by a parent, the student who is sick will be in a location in which other students will not be present. • Refer to Table 1 and Table 2 from the Health Department for more health information. These are posted at the end of this Plan.
CLOSURES:	• Entire classes or the whole school will be closed by a decision of the Education Committee. • If a student or family member has tested positive for COVID, school will **NOT** close. • If a positive case has been identified, the Ottawa County Health Department (OCHD) will be notified. Officials from the OCHD will help the school to conduct contact tracing within hours of notification. Students that were in 'close contact' (less than 6 feet apart for greater than fifteen minutes) will also be required to quarantine for 14 days outside of school.
SOCIAL EMOTIONAL CONSIDERATIONS:	• It is important during this time to take good care of ourselves and one another. • Spend much individual and family time in the Word. • Extend love, kindness, and much grace to each other during these times that God has sent upon us. • Get exercise, rest, and eat healthy. • If you have concerns, please talk to a friend, a teacher, and people whom you have a relationship with and trust. • How we (parents and staff) respond will have significant influence on how our students respond.

Heritage Christian School Building Operations

Grades K-5:	• Students are expected to bring their own masks to school, as this is now a school supply. Masks are to be worn anytime students are not in their classroom. • Upon arrival, students will go directly to class. • Students will remain in the same room for as much of their instruction as is possible. • Maximum spacing will be observed in the classrooms. Students will all face the same direction. • Assigned seating. • When social distancing cannot occur, students and staff are strongly encouraged to wear masks. • Stuffed animals and/or other belongings in the teachers' classrooms are to be minimized. • Playground equipment will be sanitized after use. For some classes, masks MIGHT be required at recess. • Following the school-day, students need to exit the building without gathering in hallways.
Grades 6-8:	• Students are expected to bring their own masks to school, as this is now a school supply. Masks are to be worn all day except when eating or drinking. • Two weeks after moving into Phase 5, potential changes to the mask policy will be communicated by the COVID Committee. • Students will go to their lockers at the start of the day, at lunchtime, and the end of the day. Backpacks will be allowed for carrying classroom materials. • Travel between classes in hallways will be orderly and "on the right hand side". • Upon entering a classroom in which a transition has occurred, all desks will be sanitized prior to use. Desks will also be cleaned following lunch. • At the end of the school-day, students need to exit the building without gathering in the hallways.

School-wide Operations

FOOD SERVICE	• The Hot Lunch Committee has provided the COVID team with their serving plan for approval. They will minimize servers and use pre-packaged food as much as possible. • Disposable trays and utensils will be used.
TRANSPORTATION:	• Students who ride the bus are **required** to wear masks. Failure to wear a mask will result in lost bus privileges. • Seating will be assigned. • Busses will be equipped with hand sanitizer devices. • Please follow all guidelines communicated by the Transportation Committee and the drivers.
ATHLETICS:	• Rules for student athletes will conform to all MHSAA guidelines. • Workout rules and regulations are to be closely followed by athletes and coaches. • Mask use is optional for athletes unless required by MHSAA. • Students who do not attend the traditional school setting **will not** participate in extracurricular activities. • Coaches will be required to wear a mask. • Athletes may not share any clothing or equipment. • Exit immediately following practice or games. • Spectator size will be determined by MHSAA and State of MI guidelines.
SANITIZING:	• All water *fountains* will be covered and will not be available for use. There are water bottle stations in the building available for use. • Sanitizing in between classes and in restrooms is to happen regularly throughout the day. Portable foggers/sanitizers will be used nightly. • High touch areas will be cleaned throughout the day: door handles, faucets in restrooms, etc. • Exterior doors will be propped open during high use times. • Hallway doors into restrooms will be propped open at all times. Each bathroom has a privacy wall that blocks the view of those passing by. • PE and athletic equipment is to be sanitized after each use.

	• Buses are to be sanitized at the beginning and end of each day using portable foggers and approved sanitizers.
FACILITY USE:	• NO indoor facility use will be allowed for outside groups for the first semester (January 15, 2021). No exceptions.
AFTER SCHOOL:	• Please do not leave children in the care of HCS staff after school even if they are going to attend a sporting event. They should travel home and return with their parents and be kept in close supervision.