



Seventh-day Adventist Church
MICHIGAN CONFERENCE

EDUCATION

COVID-19 Preparedness and Response Plan

**Michigan Conference of Seventh-day Adventist Education Department
(SDA EdDept)
5801 W. Michigan Avenue, Lansing, MI 48917**

Name of School: Eau Claire Adventist Elementary School

Address of School: 6562 Naomi Rd., Eau Claire, MI 49103

Web Address of School: www.eauclaireschool.org

Preparedness Plan Introduction

Governor Whitmer's [Executive Order 2020-142](#) "provides a structure to support all schools in Michigan as they plan for a return of pre-K-12 education in the fall. Under the order, school districts must adopt a COVID-19 Preparedness and Response Plan laying out how they will cope with the disease across the various phases of the [Michigan Safe Start Plan](#). In turn, the accompanying Michigan Return to School Roadmap offers a guide to the types of safety protocols appropriate during each phase. There's no one-size-fits-all solution: What works in Lansing may not work in Sault Sainte Marie. Districts will retain the flexibility to tailor their instruction to their particular needs and to the disease conditions present in their regions." (EO-2020-142)

Each district (public, public school academy (PSA), nonpublic, and intermediate school district (ISD) that educates pre-K-12 students) shall submit a single completed Assurance Document and Preparedness Plan to its Board in time for approval by August 15 or seven days before the first day of school, whichever comes first. This template, when completed, serves as a single Assurance Document and Preparedness Plan.

The Preparedness Plan will be collected by the Intermediate School District for public school districts, the authorizing body for public school academies, or the chief/designated school administrator for nonpublic schools for transmission to the State Superintendent of Public Instruction and State Treasurer by August 17, 2020. Additionally, this Preparedness Plan must be posted on the district's/PSA's, or nonpublic school's public website home page no later than August 17, 2020.

Preparedness Plan Assurances

Eau Claire SDA Elementary agrees to meet all of the following requirements of Executive Order 2020-142

- ✓ The school assures that when it provides in-person instruction to its students without disabilities, the school must also provide in-person instruction to its students with disabilities, that are consistent with its non-public school special education plan.
- ✓ The school assures that when schools are closed to in-person instruction, the school must strive in good faith and to the extent practicable, based upon available resources, technology, training, and curriculum, as well as the circumstances presented by COVID-19, to provide equal access to any alternative modes of instruction to students with disabilities. This assurance includes the provision of auxiliary services under section 1296 of the Revised School Code, MCL 380.1296.
- ✓ The school assures that while any state of emergency or disaster related to the COVID-19 pandemic continues, it shall carefully review and implement guidance from the United States Department of Education, including its Office of Civil Rights and Office of Special Education and Rehabilitative Services, and the Michigan Department of Education concerning the delivery of alternative modes of instruction to students with disabilities so long as it is consistent with its denominational mission in light of the impact of COVID-19.
- ✓ The school assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will close its buildings to anyone except: (a) District employees or contractors necessary to conduct minimum basic school operations consistent with a Preparedness Plan, including those employers or contractors necessary to facilitate alternative modes of instruction, such as distributing materials and equipment or performing other necessary in-person functions. (b) Food-service workers preparing food for distribution to students or their families. (c) Licensed child-care providers and the families that they serve, if providers follow all emergency protocols identified by the state.
- ✓ The school assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will suspend athletics, after-school activities, inter-school activities, and busing.
- ✓ The school assures that during **Phase 4** of the *Michigan Safe Start Plan* it will prohibit indoor assemblies that bring together students from more than one classroom.
- ✓ The school assures cooperation with the local public health department if a confirmed case of COVID-19 is identified.
- ✓ **Note:** The Michigan Conference of Seventh-day Adventist Education Department will carefully review each specific requirement/mandate/order to determine if the requirement/mandate/order is consistent with the Church's mission.

Preparedness Plan

Every district must develop and adopt a COVID-19 Preparedness and Response Plan (“Preparedness Plan”) that is informed by [Michigan’s 2020-21 Return to School Roadmap](#) (“Return to School Roadmap”) from the COVID-19 Task Force on Education and Return to School Advisory Council.

In accordance with Executive Order 2020-142 a plan must include all the following parts:

A. Note: (Non-public schools are exempt from providing plans for stages 1-3.) The policies and procedures that the District will follow when the region in which the district is located is in **Phase 1, 2, or 3** of the *Michigan Safe Start Plan*.

1. Describe how the district will offer alternative modes of instruction other than in-person instruction and a summary of materials each student and the student’s parents or guardians will need to meaningfully access the alternative modes of instruction included in the Preparedness Plan. If the Preparedness Plan relies on electronic instruction, the Preparedness Plan must consider how the district will aid students who lack access to computers or to the internet. This is also in the Continuity of Learning and COVID-19 Response Plan submitted in April. You may want to update and link to this plan in your response below.

- Our school will provide for synchronous and asynchronous learning online. All families will have access to a computer/tablet and access to the internet. Families will be able to receive materials needed through pick-ups or the mail.

B. The policies and procedures that the District will follow when the region in which the District is located is in **Phase 4** of the Michigan Safe Start Plan. Those policies and procedures must, at a minimum, include:

1. **Face coverings** (p. 22)
 - a. Please describe how the district will implement **requirements** for facial coverings that at a minimum require the wearing of face coverings, except during meals and unless face coverings cannot be medically tolerated, for:
 - i) All staff and all students in grades preK-12 when on a school bus.
 - ii) All staff and all students in grades preK-12 when in indoor hallways and common areas.
 - iii) All staff when in classrooms.
 - iv) All students in grades 6 and up when in classrooms.
 - v) All students in grades kindergarten through grade 5 unless students remain with their classes throughout the school day and do not come into close contact with students in another class.

- Staff will always wear homemade or disposable level-one grade surgical face coverings during school hours when in the building, except for meals.
- Our school does not provide transportation
- Our entire school is considered a cohort since our enrollment is under 10 students. Students in grades 1-5 will not need to wear masks. Students in grades 6-8 will need to wear a mask in the building, except for meals.
- Reusable masks will be taken home daily to be washed and disposable masks thrown away at the end of the day.

2. Hygiene

Please describe how you will implement the **requirements** for hygiene protocols

from the *Return to School Roadmap* (p. 22-23).

- We will provide soap, hand sanitizer, paper towels, and tissues.
- We will continue to teach and reinforce handwashing with soap and water for 20 minutes and the safe use of hand sanitizer.
- We will continue to educate students and staff on how to cough and sneeze in their elbows and the correct use of tissues.
- We have a scheduled hand washing at every break time, which is every 2-3 hours. At which time we will also check and refill the soap and hand sanitizers.
- Students will keep school supplies and personal items in their desk or at their lockers to limit sharing.
- Classroom materials will be on an individual use basis at their desks and will be sanitized between student use.
- Hand sanitizer is available at multiple locations through the school.

3. **Cleaning**

Please describe how you will implement the **requirements** for cleaning protocols from the *Return to School Roadmap* (p. 27).

- Frequently touched surface will be cleaned by the teacher's assistant after the students have left the classroom for lunch, 4 hours, and then again by the janitor at the close of school, another 4 hours.
- Playground structures will undergo routine cleaning.
- Cleaning and disinfecting products will be stored securely and away from children.
- Staff will wear gloves, surgical mask, and face shield when cleaning.

4. **Athletics**

Please describe how you will implement the **requirements** for athletics protocols from the *Return to School Roadmap* (p. 27).

- Our school does not provide athletics.

5. **Screening**

Please describe how you will implement the **requirements** for screening protocols from the *Return to School Roadmap* (p. 24).

- Our school will cooperate and follow the guidelines from the Berrien County Health Department presented in their Return to School Guide.

6. **Testing**

Please describe how you will implement the **requirements** for testing protocols from the *Return to School Roadmap* (p. 25).

- Our school will cooperate and follow the guidelines from the Berrien County Health Department presented in their Return to School Guide.

7. Busing and Student Transportation

Please describe how you will implement the **requirements** for busing and student transportation protocols from the *Return to School Roadmap* (p. 28).

- Our school does not provide bus transportation

C. Describe the policies and procedures that the district will follow when the region in which the district is located is in Phase 5 of the Michigan Safe Start Plan.

1. Indicate which highly recommended protocols from the *Return to School Roadmap* the district will include in its Preparedness Plan when the region in which the district is located is in **Phase 5** of the *Michigan Safe Start Plan*.

We will continue the Hygiene procedures, screening of students, staff and guests, testing protocols and responding to positive cases, cleaning procedures, strategies for medically vulnerable students and staff,

2. Indicate which highly recommended protocols from the *Return to School Roadmap* the district will not include in its Preparedness Plan when the region in which the district is located is in **Phase 5** of the *Michigan Safe Start Plan*.

Since our school is considered a cohort because our entire enrollment is under 10 students, students in grade 6-8 and the teachers will not be wearing masks.

D. After considering all the protocols that are highly recommended in the *Return to School Roadmap*, please indicate if a school plans to exclude protocols that are highly recommended for any of the categories above in **Phase 4**.

Yes, Mental & Social-Emotional Health, Transportation, Hybrid Instruction,

Final Steps for Submission

Each school shall submit a single completed Assurance Document and Preparedness Plan to its Board of Education (in the case of a PSA, the Academy Board of Directors; in the case of a nonpublic school, the chief or designated school administrator) in time for approval by August 15 or seven days before the first day of school, whichever comes first.

Date of Approval by the District Board of Education, PSA Board of Directors, or nonpublic school chief/designated school administrator: Sarah Taylor

Link to the Board Meeting Minutes or Signature of Board President, or signature of nonpublic school chief/designated school administrator: Sarah Taylor

Link to the approved Plan posted on the District/PSA/nonpublic school website:

The Preparedness Plan will be collected by the Intermediate School District for public school districts, the authorizing body for public school academies, or the chief/designated school administrator for nonpublic schools for transmission to the State Superintendent of Public Instruction and State Treasurer by August 17, 2020. Additionally, this Preparedness Plan must be posted on the district's/PSA's, or nonpublic school's public website home page no later than August 17, 2020.

Name of District/PSA/Nonpublic Leader Submitting Plan: Sarah Taylor

Date Received by the ISD/Authorizing Body/Chief or designated School Administrator:

Date Submitted to State Superintendent and State Treasurer: August 14, 2020