



COVID-19 Preparedness Response Procedures

(Executive Order 2020-142)

Peace Lutheran School Preparedness Procedures

(Approved by SPC 8/11/2020 from the recommendation of the Return to School Task Force)

Greetings Peace Lutheran School Families, Faculty, Students and Friends,

I pray that you are safe and well. This document is the follow up to Governor Whitmer's Executive Order MI 2020-142 that all public and nonpublic schools in the state of Michigan are to abide by. All schools need plans in place in order to operate during Phase 4 and Phase 5 of the MI Safe Schools Return to School Roadmap Plan.

This plan was prepared by the Peace Lutheran School "Return to School Task Force". The Task Force has carefully looked at the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap, the CDC, the Saginaw County Department of Health along with local area health officials to provide the best plan for the safe return and daily operation of Peace Lutheran School. The well being of all students, staff, parents and families along with an excellent education environment is the main goal of this Preparedness plan.

I would like to thank all the members of the Task Force for their hard work and dedication to drafting this plan. We are excited that together we can start in person instruction on Aug. 25th. We will continue to monitor the situation and have plans in place for all phases of the COVID-19 Executive Orders. In this Plan Phases 4 and 5 will be addressed. Peace has already drafted plans for Phases 1, 2 and 3 which are posted on the Distance Learning website at [www. peacesaginaw.org](http://www.peacesaginaw.org). This plan will also be posted on that same site.

Blessings,

Keith Trent
Director of School Ministries/Athletic Director

Peace Lutheran Return to School Task Force:

Pam Eschmann- Parent, Teacher of Lower Elementary
Matthew Jacobs- Parent and Medical Professional
Joel Keup- Parent, Teacher and Director of Facilities and School Safety
Mary Koboldt- Teacher of Middle School Science
Henry Pahlkotter- Executive Director of Peace Lutheran Ministries and Educator
Melanie Rattray- Parent, Peace Lutheran PTL president, Pharmaceutical
Keith Trent- Director of School Ministries/Athletic Director
Thaddeus Wolfram- Parent, Health and Science Professional

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)

Preparedness Plan Assurances

The School agrees to meet all of the following requirements of Executive Order 2020-142:

- Peace Lutheran assures that when it provides in-person instruction to its students without disabilities, Peace will also provide in-person instruction to its students with resource needs, consistent with the Peace Lutheran Education Plan.
- Peace Lutheran assures that when schools are closed to in-person instruction, Peace will 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 from Preschool thru 8th grade.
- Peace Lutheran assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will close its buildings to anyone except: (a) Peace 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. Licensed

child-care may be provided during the school closure as allowed through the Governor's executive order.

- Peace Lutheran assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will suspend athletics, after-school activities and any inter-school activities.
- Peace Lutheran assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continued pay of school employees during the school closure period. Families will still be required to pay tuition in full to fulfill this obligation as staff will continue to deliver excellent education opportunities.
- Peace Lutheran 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.
- Peace Lutheran assures cooperation with the local public health department if a confirmed case of COVID-19 is identified, and agrees to 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 in school.

Preparedness Procedures

Phase 4

- Students and staff must wear masks in shared common areas.
- Staff will wear masks throughout the day except for when they are eating their meal.
- All “specials” classes may resume as usual with sanitizing student areas after each class.
- All Students and staff must wear masks to enter the school building and in shared and common areas.
- Kindergarten thru 8th grade students must wear masks at all times during the school day. Exceptions will be for recess and P.E. If they are in their classroom cohort teachers will schedule times for a “mask break.” During mask breaks, students will need to maintain proper social distance.
- Parents must self-monitor students for symptoms of COVID-19 at home before coming to school. If a student has a fever of 100.4, has a cough or

a shortness of breath, **they must remain home** and it is recommended that they be tested for COVID-19.

- Staff will self-monitor and report through the Google form reporting survey for symptoms of COVID-19 at home before coming to school. If a staff member has a fever of 100.4, has a cough or a shortness of breath, they must remain home and it is recommended that they be tested for COVID-19.
- Specials teachers will travel to the home classroom for grades K-5. Students in grades 6-8 will travel to the Specials classroom.
- Peace will work with Saginaw Township Community Schools for the hot lunch program procedures.
- No classrooms will be combined for lunch. Lunch will be either picked up by the class and taken back to their classroom (or outside if weather permits) or be delivered to the classroom by the lunch staff. If students are eating in the classroom, desks will be disinfected before and after meals. Students will wash their hands before and after meals.
- Chapel will be live-streamed from the gym and broadcast to each classroom where students will participate in chapel each Wednesday. All students will wear masks throughout the chapel service, due to singing, reciting, etc.

Arrival procedures: Arrival time modification

- Students will need to stay in their vehicles until the school building opens in the morning.
- All students must wear face coverings while entering the building.
- 6-8th grade students will enter the building through the doors at the middle school parking lot (E11). Entrance at 7:40 a.m. and exit at 3:15 p.m.
- 4th-5th grade students will enter the building through the entrance by the Music Room (E12). Entrance at 7:35 a.m. and exit at 3:10 p.m.
- 1st-3rd grade students will enter the building through the main entrance (E1) while following social distancing. Entrance at 7:35 a.m. and exit at 3:10 p.m.
- Kindergarten students will enter the building through the entrance by the Cafeteria (E3). Entrance at 7:35 a.m. and exit at 3:05 p.m.

- All students will travel directly to their classrooms with their backpacks and belongings. Teachers will determine the need/time to put items in lockers after the start of the school day.

Dismissal:

- All students must wear their face covering during dismissal.
- Students who use public bus service will be dismissed first.
- Students using the Peace K-8 Care will be dismissed next.
- All other students will be dismissed according to above scheduled time. If parents are not there at dismissal time, students will still observe social distancing while waiting for their parents. Parents may wait outside the designated pick up area as long as social distancing is able to be followed.
- Staff will monitor students outdoors until all students are picked up, and then escort any remaining students to K-8 Care.
- Parents may enter the building only as far as the school office to drop off payments, medication or other items for students; parents must wear a mask and follow social distance guidelines. A table in the narthex will be available for parents to drop off or pick up items for their child.
- Drinking fountains will not be available for use. Students will need to bring their own water bottles with lids. Student water bottles may be refilled by staff only. Water is the only consumable liquid allowed for students per handbook policies.
- Recesses will be scheduled and structured to allow for classroom cohort division.
- Only one class cohort may be on the playground per recess.
- Other class cohorts not on the playground will be scheduled to utilize other recess areas.
- 3-8th grade students may remove their masks if they are outside, maintain social distance and they are with their cohort classroom.
- If a student feels ill, office staff will be notified by the homeroom teacher. Office staff will come to the classroom to take their temperature and then accompany the student to the designated quarantine area. Parents will then be notified to pick up the student.

- Office staff will come to the homerooms to administer any medications or to pick up any items that need to go to the office. No students are to be sent to the office.
- Choir will be conducted in the homeroom for each cohort classroom. No combined choir will take place. All students will wear masks during the entire choir class time. The 6-8th grade choir will be conducted in the music room with social distancing in place and students wearing masks.
- Band will be conducted in the music room with social distancing in place and students will wear masks except for the time they are playing their instruments.
- No more than two classes will be permitted to pass in the hallways at one time. Teachers will monitor the students and make sure they are wearing masks, on the right side of the hallway and are following social distancing to the extent practicable. Students needing to use the restroom on an emergency basis will utilize the unisex bathroom in the Commons area. A porta-potty will be available outside for emergency use during recesses.
- For students and staff who exhibit symptoms of COVID-19 (fever, cough or shortness of breath) will need to isolate for 10 days *after symptom onset* and resolution of fever for at least 24 hours without the use of fever-reducing medications, and with improvement of other symptoms or producing a negative COVID-19 test result before they may return to school.
- In a positive COVID-19 test of a student or staff member, the school must be notified immediately so the proper procedures (according to the Saginaw County Department of Public Health) may be implemented. Contact tracing will be reported to SCDPH as soon as a positive case has been identified. The school will inform parents of a positive laboratory test or clinically diagnosed case and follow the SCDPH guidelines on disinfecting and closure procedures. Specific details of the staff member or student will be kept confidential by the school.
- Locker Rooms and gym lockers will be closed. Students will only need to change shoes for PE when using the gymnasium.
- Only two students are allowed in the restrooms at one time from the same classroom cohort and they must follow social distancing. Students must

wash hands after the use of the restroom for the required 20 seconds before leaving the restroom. Bathroom breaks will be monitored by a teacher at all times.

- Birthday treats need to be store-bought and individually pre-packaged. Treats must be able to be carried into school by the student as parents will not be allowed to help them carry the treats into the building.. All containers must be able to be thrown away.

Phase 5 Procedure area:

- Students and staff must wear masks in shared common areas.
- Staff will wear masks throughout the day except for when they are eating their meal.
- All “Specials” classes may resume as usual with sanitizing student areas after each class.
- All Students and staff must wear masks to enter the school building and in shared and common areas.
- Kindergarten thru 8th grade students must wear masks at all times during the school day. Exceptions will be for recess and P.E. If they are in their classroom cohort teachers will schedule times for a “mask break.” During mask breaks, students will need to maintain proper social distance.
- Parents must self-monitor students for symptoms of COVID-19 at home before coming to school. If a student has a fever of 100.4, has a cough or a shortness of breath, **they must remain home** and it is recommended they be tested for COVID-19
- Staff will self-monitor and report through the Google form reporting survey for symptoms of COVID-19 at home before coming to school. If a staff member has a fever of 100.4, has a cough or a shortness of breath, they must remain home and it is recommended they be tested for COVID-19.
- Specials teachers will travel to the home classroom for grades K-5. 6-8th grade students will travel to the Specials classroom.
- Peace will work with Saginaw Township Community Schools for the hot lunch program procedures.
- No classrooms will be combined for lunch. Lunch will be either picked up by the class and taken back to the classroom (or outside if weather

permits) or be delivered to the classroom by the lunch staff. If students are eating in the classroom, desks will be disinfected before and after meals. Students must wash their hands before and after meals.

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- 1st-3rd grade students will enter the building through the main entrance (E1) while following social distancing. Entrance at 7:35 a.m. and exit at 3:10 p.m.
- Kindergarten students will enter the building through the entrance by the Cafeteria (E3). Entrance at 7:35 a.m. and exit at 3:05 p.m.
- All students will travel directly to their classrooms with their backpacks and belongings. Teachers will determine the need/time to put items in lockers after the start of the school day.

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- Parents may enter the building only as far as the school office to drop off payments, medication or other items for students. Parents must wear a mask and follow social distance. A table in the narthex will be available for parents to drop off or pick up items for their child.
- Drinking fountains will not be available for use. Students will need to bring their own water bottles with lids. Student water bottles may be refilled by staff only. Water is the only consumable liquid allowed for students per handbook policies.
- Recess and playground use may be utilized by grade level departments (e.g. K-2, 3-5, 6-8) without division of classroom cohorts as long as masks are worn.
- 6-8th grade students may remove their masks if they are outside, maintain social distance and they are in their cohort classroom.
- If a student feels ill, office staff will be notified by the homeroom teacher. Office staff will come to the classroom to take temperature and then accompany the student to the designated quarantine area. Parents will then be notified to pick up the student.
- Office staff will come to the homerooms to administer any medications or to pick up any items that need to go to the office. No students are to be sent to the office.
- Choir will be conducted in the homeroom for each cohort classroom. No combined choir will take place. All students will wear masks during the entire choir time. The 6-8th grade choir will be conducted in the music room with social distancing in place and students wearing masks.
- Band will be conducted in the music room with social distancing in place and students will wear masks except for the time they are playing their instruments.
- No more than two classes will be permitted to pass in the hallways at one time. Teachers will monitor the students and make sure they are wearing masks, on the right side of the hallway and are following social distancing to the extent practicable. Students needing to use the restroom on an

emergency basis will utilize the unisex bathroom in the Commons area. A porta-potty will be available outside for emergency use during recesses.

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- Birthday treats need to be store-bought and individually pre-packaged. Treats must be able to be carried into school by the student as parents will not be allowed to help them carry the treats into the building. All containers must be able to be thrown away.

Phase 6:

- No restrictions.
- Good hygiene will continue to be taught and monitored.
- Continue to cooperate with SCDPH with guidelines of a positive case that may occur post pandemic.