

# INTER-CITY BAPTIST SCHOOL

4700 ALLEN ROAD  
ALLEN PARK, MI

## **COVID-19 Preparedness and Response Plan**

(Executive Order 2020-142 Non-Public School Preparedness Plan)

08/17/20

**Name of District:** Inter-City Baptist School

**Address of District:** 4700 Allen Road Allen Park, MI 48101

**District Code Number:** 82-045

**Web Address of the District:** [www.icbschool.org](http://www.icbschool.org)

**Name of Intermediate School District:** Melvindale/Northern Allen Park (MEL/NAP)

**Name of Authorizing Body (if applicable):** N/A

## Preparedness Plan Assurances

The District agrees to meet the following elements of Executive Order 2020-142 as stated:

- The District assures that when it provides in-person instruction to its students without disabilities, the district must also provide in-person instruction to its students with disabilities, consistent with their individualized education programs (IEPs).
- The District assures that when schools are closed to in-person instruction, districts 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.
- The District assures that while any state of emergency or disaster related to the COVID-19 pandemic continues, it shall comply, to the extent practicable, with 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 in light of the impact of COVID-19.
- The District assures that it shall, to the extent practicable and necessary, make individualized determinations whether and to what extent compensatory services may be needed for students with disabilities in light of the school closures during the 2019–2020 school year.
- The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will close its buildings for school related purposes 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 District 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 District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continued pay of school employees while redeploying staff to provide meaningful work in the context of the Preparedness Plan, subject to overall enrollment numbers and the payment of the associated tuition and fees by parents.
- The District assures that in **Phases 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continuation of food distribution to eligible students.
- The District assures that during **Phase 4** of the *Michigan Safe Start Plan* it will prohibit indoor assemblies that bring together students from more than one grade.
- The District agrees to collect the contact information and notify any close contacts of a confirmed case of COVID-19 from two days before he or she showed symptoms to the time when he or she was last present in school.

## Preparedness Plan

Beginning the week of 8-17-2020, and continuing through the week of 8-31-2020, the school will hold a series of online meetings and issue multiple emails to inform and orient students, staff, and parents to the guidelines we will endeavor to implement for Phases 3, 4, and 5. In addition to the plans communicated in the following sections of this document, the school will also:

- Post signage containing health and safety information throughout the buildings before students begin classes.
- Staff will regularly direct students to follow the appropriate guidelines.
- During phase 4, the cohorting of students will begin as soon as students arrive on campus and will continue through the dismissal process.
- Parents will not only receive material to orient them to the school year and notifications regarding any illnesses, but also periodic updates regarding the effectiveness of the implementation of the school's plan.
- To the extent practicable, all interactions with parents will be done remotely.

The following resources were utilized in the development of this plan:

- The online template provided by the Michigan Association of Intermediate School Administrators (MAISA)
- The MI Safe Schools: Michigan's 2020-2021 Return to School Roadmap
- The Return to School Roadmap 2020-2021 Virtual Binder supplied by Wayne RESA
- Executive Orders of Governor Whitmer

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.** 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.

### Phase 1-3 Alternative Modes of Instruction/Remote Learning Plan

#### Grades K-5

- Instruction is primarily delivered via teacher-generated videos which are electronically transmitted to students.
- Devices will be supplied to students as needed.
- All families have internet service.
- Completed assignments will be electronically submitted.
- Student assessments will consist of both the evaluation of submitted assignments as well as periodic individual video interviews.

#### Grades 6-12

- Instruction is primarily delivered via group video conferences.
- A daily schedule of classes will be followed.
- Devices will be supplied to students as needed.
- All families have internet service.
- Completed assignments will be electronically submitted.
- Student assessments will consist of both the evaluation of submitted assignments as well as periodic individual video interviews.

**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.

#### Phase 4 Face Coverings

- All students will wear a face covering when they are entering and exiting the buildings, are in the hallways or other common areas, and when being transported by the school.
- All students in grades kindergarten through grade 5 will wear a mask except when they remain in their classes throughout the school day and do not come into close contact with students in another class.
- All students in grades 6-12 will wear a face covering in classrooms.
- All staff will wear face coverings in classrooms as prescribed in executive order 2020-153-2k.
- All face coverings are to be new or freshly laundered daily.
- All students may wear face coverings at any time.
- All students and faculty may wear a face shield at any time.
- Face coverings and Face shields will be made available to all staff.
- Individuals (staff or students) who claim medical exemption will need to supply the school with the appropriate documentation from their personal physician.
- Any student who is incapacitated, or unable to remove the facial covering without assistance, must not wear one.

2. **Hygiene**

Please describe how you will implement the **requirements** for hygiene protocols from the *Return to School Roadmap* (p. 22-23).

#### Phase 4 Hygiene

- Hand sanitizer with at least 60% alcohol will be supplied to every classroom and on all bus transportation.

- Signs promoting proper handwashing techniques will be posted.
- Staff will regularly reinforce the necessity of proper hygiene methods.
- Office staff will monitor hygiene-related supplies and see that they are replenished as needed.
- Students will limit the sharing of school supplies (pencils, crayons, etc.)
- Restrooms will be supplied adequate soap and supplies for proper hygiene.

### 3. Cleaning

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

#### Phase 4 Cleaning

- Frequently touched surfaces in classrooms will be cleaned during the school day at least every 4 hours with an EPA-approved disinfectant.
- Maintenance staff will sanitize bathrooms during the school day at least every 4 hours.
- Student desks will be sanitized after any class changes or at least every 4 hours.
- All classrooms will be supplied with spray bottles of the appropriate EPA-approved disinfectant.
- All classrooms will be supplied with Clorox wipes.
- Maintenance staff will monitor the need for cleaning supplies and restock classrooms as needed.
- The maintenance staff will keep the administrator informed of additional cleaning needs.
- All classrooms will be sanitized after each school day.

### 4. Athletics

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

#### Phase 4 Athletics

- Proper hygiene will be followed by all participants. Coaches will instruct the players in these procedures and will reinforce the guidelines throughout the season.
- Coaches will be responsible for disinfecting equipment after each practice.
- All teams will follow MHSAA guidelines as instructed by the Athletic Directors.
- Coaches will screen players daily for COVID-19 symptoms. The results of this process will be recorded and maintained in the school office.
- Buses will be disinfected before each use and hand sanitizer will be available.
- Athletes will wear masks during school provided transportation.
- Each athlete will have a personal water bottle clearly marked with his or her name.
- Limits set by the MHSAA regarding spectators will be followed.
- Our weight room is closed during phase 4.

### 5. Screening

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

#### Phase 4 Screening

- Parents are responsible to screen their children daily prior to bringing them to school.
- Parents will be supplied the screening protocol developed by the Wayne County Health Dept.
- The school will use modified versions of the sample letters supplied by the Wayne County Health Dept. to communicate the following situations to parents:
  - Notification to a staff member who is a close contact to a positive covid-19 patient
  - Notification to parents of a positive COVID-19 student or staff
  - Notification to parents of a close contact of a positive COVID-19 student or staff
- Faculty will self-screen daily and affirm they have completed that process.
- Symptomatic students and staff will not be permitted to remain on campus.
- Symptomatic students and staff will report to the confined medical areas until they are able to leave the campus.
- Building secretaries will direct symptomatic staff and students to the quarantine area and will assist in securing transportation for them.

#### 6. Testing

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

#### Phase 4 Testing and Responses to Positive Cases

##### Scenario 1

##### **A student/staff member within the school is confirmed to have COVID-19**

The student/staff member AND all household members of the student/staff member are immediately **excluded from school** until:

- 10 days since symptoms first appeared; AND
- At least 24 hours with no fever (>100.4 F) (without the use of fever-reducing medication) AND
- Symptoms have improved (e.g. cough, shortness of breath, diarrhea, etc.)

The confirmed positive student/staff member is instructed to isolate at home.

Household members, classmates, and teachers who have been within 6 feet of the person for at least 15 minutes of the isolated student/staff person who are close contacts are excluded for 14 days after their last date of close contact with the positive case.

##### Scenario 2

##### **A student/staff member within the school is symptomatic and pending COVID-19 test results.**

The student/staff member is **excluded from school** while awaiting test result.

The student/staff person must be excluded from school until:

- They obtain a negative test result; AND
- They are symptom-free for 24 hours without the use of medications prior to returning to school.

Household members, classmates, and teachers of the pending case should be monitored for symptoms while waiting for test results. If symptoms develop, they should call their medical provider to be tested for COVID-19. These individuals are not excluded from school at this point.

A student or staff member who is symptomatic but refuses to be tested is considered to have had a positive test result.

If test result is positive, see Scenario 1.

### Scenario 3

**A student/staff member within the school is identified as a “close contact” to a confirmed COVID-19 case.**

The student/staff member is immediately **excluded from school** until:

- 14 days since last date of exposure to person who tested positive.

The “close contact” is instructed to quarantine at home.

Household members, classmates, and teachers of the quarantined student/staff member may continue to attend school and should monitor for symptoms. If symptoms develop, they are instructed to call a medical provider and get tested for COVID-19 and follow the guidance under Scenario 2.

### Scenario 4

**Household member of a student/staff member within the school has been confirmed to have COVID-19**

The student/staff member who lives in the same house as a COVID-19 positive person is **excluded from school** and will self-quarantine until:

- 14 days have passed after the last date of close contact with the household member.

### Scenario 5

**Household member of a student/staff member within the school is both symptomatic and is a “close contact” of a COVID-19 positive case and is pending test**

Students/staff members who live in the same household of a household member who is both symptomatic and is a close contact of a COVID-19 positive case and that household member is waiting on COVID-19 test results, is **excluded from school**.

If the household member is positive, see Scenario 4. If the household member is negative, student can return to school.

### Scenario 6

**Household member of a student/staff member within the school is a “close contact” to a known positive COVID-19 case**

Student can **remain in school** and is monitored for COVID-19 symptoms.

If COVID-19 symptoms develop in the household member, they are instructed to call a medical provider and get tested for COVID-19 and must be excluded from school and treated as in Scenario 5 pending results.

- Secretaries will consistently inform parents of the appropriate protocols regarding the specific situation they experience with their children.

## 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).

- Hand sanitizer will be supplied to students prior to their boarding the bus.

- Hand sanitizer will be available on the bus.
- All staff and students will wear masks while being transported.
- All buses will be sanitized before and after each transit route. Electrostatic sprayers will be utilized in this process and students will not be present during the cleaning.
- Symptomatic staff and students will not be permitted to be transported on school buses.
- Coaches, teachers, and secretaries will assist in the procurement of alternative transportation for those who become symptomatic while depending on school-based transportation services.
- To the extent practicable, bus windows will be opened to enhance air circulation in order to reduce the spread of the virus and to aid in the sanitization processes.

**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.**

We will maintain most of the Phase 4 plan with some targeted adjustments. We will endeavor to maintain a culture within the school which values the mitigating strategies to limit the spread of the virus.

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*.

The school will encourage students and staff to follow the Strongly Recommended guidelines for:

- Personal Protective Equipment
- Hygiene
- Screening of Students, Staff and Guests
- Testing Protocols and Responding to Positive Tests for Students and Staff
- Cleaning
- Busing and Student Transportation
- 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*.

- For Athletics we will follow MHSAA guidelines.
- For Gathering we will allow groups larger than one classroom to meet when it will enable us to accomplish educational goals.

**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



## Final Steps for Submission

*Each district 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:** 8-15-2020

**Signature of Board President, or signature of nonpublic school chief/designated school administrator:** James M. Hubbard, Ed.D

**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:** James M. Hubbard, Ed.D

**Date Received by the ISD/Authorizing Body/Chief or designated School Administrator:** 8-15-2020

**Date Submitted to State Superintendent and State Treasurer:** 8-17-2020