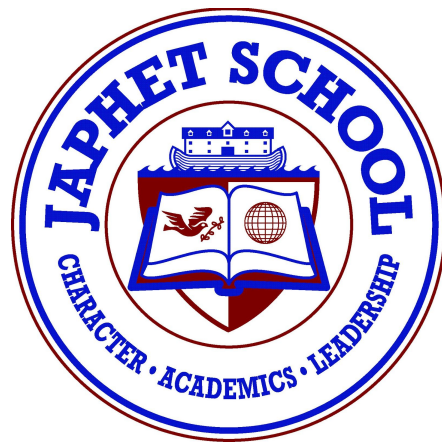


Japhet School
On-campus Learning Plan:
Health and Safety Protocols
2020/2021



Updated 9/3/20

Japhet School Parents,

Japhet School will open on September 9, 2020, if the opening of schools is deemed safe by the State of Michigan for in-person instruction. The following protocols are set in accordance with required safety measures identified by the MI Safe Schools Plan, Michigan Department of Licensing And Regulatory Affairs (LARA), and the CDC to the best of our ability. This document explains these measures at Japhet School. Please note, references to compliance with CDC recommendations throughout the Learning Plan include and incorporate all applicable State and County health and safety requirements. Japhet School's faculty and staff have also contributed their recommendations that have resulted in this comprehensive plan.

Japhet School has enjoyed a long history of strong partnerships with our school staff, teachers, and parents. Today, the strength of these partnerships will have a direct impact on our school day and our students' educational experiences. In order for this plan to be fully implemented and our journey together smoother, all of us need to adhere to the procedures set forth. Through these Protocols we intend to provide a safe learning environment for your child. Equally important is our intent to make every effort to insure our administration, faculty and staff are in a healthy workplace.

As you learn about similar measures in place for schools in general, please keep in mind that at Japhet School our staff is small and our class populations are small. For example, when we have all-school recess for grade-level students, that is a **multi-class total** of fewer than 25 students -- the average size of **one** small public school classroom.

This plan explains safety protocols in place for:

1. Personal Protective Equipment (PPE)
2. Arrival and Dismissal
3. Hygiene
4. Spacing and Movement
5. Health Screening
6. Responding to Positive Tests
7. Facility Sanitization

It also includes a copy of a new and required Daily Wellness Questionnaire that parents will complete.

This plan is a live document that could be changed at any time. Government orders or adjustments we need to make as school resumes can result in changes to the plan. We are beginning with the most conservative and safe measures we are able to employ; these may lessen as virus spread in Michigan is better controlled.

The most current version of this document can be found on our website: www.japhetschool.org. Click "Quick Links for Parents" and then "2020 On-campus Learning Plan." **Please refer to the online document; do not assume any printed copy you hold is up to date.**

If, in the event school may not physically open and we plan to engage in distance learning, a separate plan will be shared.

All faculty and staff will have a copy of this plan, trained on all procedures, and be expected to uphold these guidelines and requirements. In this time of unprecedented public health concern it is necessary for Japhet School to require not only your cooperation with the Safety Protocols but your agreement to hold Japhet School harmless.

Thank you for choosing Japhet School. We look forward to starting school and pursuing our mission: to provide an education that *nurtures and prepares each child for life by integrating character education with a strong academic program!*

Sincerely,



Kerri G. Vizena
Head of School

Personal Protective Equipment

Faculty, staff, and students are required to **wear a clean mask to school every day**. This could be a disposable surgical mask or a reusable and washable cloth mask. No vented masks are allowed. The mask must be sanitized from its previous use, or be a new/unused mask. Masks must be labeled with the wearer's name. Disposable surgical masks will only be provided in case the mask is forgotten or was unable to be sanitized. We recommend that each student own five reusable/washable cloth masks, one for each day of the school week, easily laundered on the weekend. **All students must have at least one extra new or clean mask in a Ziploc bag in their locker or cubby at all times as a backup.**

Faculty and staff must wear their masks when in an enclosed space with students or with one another, no matter how far apart they are. Faculty and staff may remove their masks to eat, drink, or when alone in their work spaces. Front office staff member, who works in an area used by all, will work behind a clear Plexiglas partition and also will wear a mask whenever someone else enters the office.

All students, Preschool through Upper Class, must wear their masks when indoors or outdoors all day, unless eating while seated. When masks are not in use while eating, they must be placed in each student's individual Japhet-supplied plastic tub, labeled.

Japhet School will provide non-latex gloves for faculty, staff, or students when needed.

Teachers will provide mask breaks on occasion when students are spaced at least 10 feet apart and outdoors. These breaks will be strictly monitored.

Arrival, Dismissal, and After-school Care: General

Between 6 AM and 8 AM daily, parents or a designated adult must complete the electronic Daily Wellness Questionnaire. This questionnaire will communicate their child's presence or absence at school that day, share a temperature reading, confirm good health, or give a reason for absence. Parents whose children attend Before-school Care must complete the questionnaire before arrival. **No child will be able to enter the building or attend classes without completing the Daily Wellness Questionnaire and temperature check.**

Parents must be punctual. Punctuality is imperative so that we can have an organized arrival and dismissal.

Requests to enter the building will not be granted unless absolutely necessary. Parents are to handle logistical matters with the office via phone and email as much as possible. **No walk-ins; appointments are required for necessary visits.**

After-school Care must be reserved by **12 PM on the day it is needed**. An appointment can be made by calling the office. Before-school Care must be reserved by **12 PM the day before the morning it is needed**. Space is limited, and we will not exceed those limits, which means all care requests may not be able to be met. Parents who cannot pick up their children on time are to ask their emergency contacts to pick up. **Last-minute or "drop in" After-school Care is not available this year.**

Specific ARRIVAL Procedures, 8:10-8:30 AM *See Diagram*

Adult will drive SLOWLY into parking lot through the main driveway entrance in a counter-clockwise direction. Circle drive is closed off.
Adult and child(ren) walk together toward green line, where they wait 6 feet apart from the next parent-child group.
Administrator confirms parent already filled out Daily Wellness Questionnaire and double-checks child's temperature.
Adult returns to car. Child walks into school. Teacher helpers will be present.

Specific DISMISSAL Procedures *See Diagram*

Preschool & Kindergarten, 3:20-3:30; 1st-8th 3:30-3:40

Adult will drive SLOWLY through the main driveway entrance into parking lot in a counter-clockwise direction. Circle drive is closed off.
Adult parks. Adult walks into circle drive, and wait patiently 6 feet apart from other adults.
Students are called, then exit from either the main or side entrance directly to waiting parents.
Adults with children depart immediately. Please do not socialize in circle drive.

After-school Care Dismissal Procedures 3:40-6 PM

Adult parks in parking lot and calls the school: 248-585-9150. They also are welcome to call to give 5 minutes' notice of arrival. After speaking to a Japhet employee, adult walks up to circle drive.
Japhet employee will gather child and belongings from After-school Care and will send child out the main entrance door directly to waiting adult.

Hygiene

Every classroom and the front office have hand-sanitizer pumps. Wall-mounted sanitizing stations are installed in hallways.
Homeroom teachers will require students to wash their hands upon arrival, before and after eating, after recess, and at least once additionally mid-morning and mid-afternoon.

Posters describing the proper way and when to wash hands are posted in restrooms and in classrooms.
Teachers will demonstrate proper hand-washing techniques and sneezing/coughing techniques to their students daily .
Japhet School will supply students in Preschool through Upper Class with their own pencil box with basic supplies such as pencils, erasers, glue sticks, markers, scissors, etc. Shared bins of supplies will not be used until deemed safe to do so or unless sterilized between uses.
Toys, musical instruments, technological equipment (other than students' individually assigned Chromebook or iPad), PE and recess equipment, math manipulatives, library books, art supplies, and other shared physical items will be surface-sterilized after each student's use. Use of these items will be carefully controlled by the teacher to limit the variety in use at any one time.
Water fountains will be turned off until deemed safe to use. Each student should have a full , large, reusable, and labeled water bottle from home every day . 32 oz is recommended. Students who forget a water bottle will be supplied with one, and the family's account will be charged.
Japhet School has always had a policy that toys and other non-scholastic items be kept at home, since they are a distraction. This year, this will be strictly enforced . Japhet School reserves the right to determine what may come from home and what may not.
Students' backpacks, water bottles, lunch boxes, coats, and clothes should be laundered or sanitized regularly.
In Preschool, parents of each student will supply a small blanket, small pillow, and small comfort object in an extra large Ziploc bag. These items will be sent home weekly to be laundered. Japhet-supplied nap mats will be surface-sterilized daily after rest time.

Spacing and Movement: Early Childhood (Pre-Kdg)

Preschool students are engaged in supervised play as learners. Kindergarten will have desks this year. Classroom teachers will limit the size of playgroups and encourage social distancing. When seated to learn or to eat, students will be spaced as distantly as the room allows.
After half-day students have departed, Preschool and Kindergarten full-day students will have lunch in their separate classrooms, and then will have recess together (masks on) in the courtyard.

Spacing and Movement: Grade Level Classrooms (1st-8th)

When possible during instruction, students will face the same direction. Space between students' desks, or space between one another at tables, will be as distant as the room allows in support of state-directed guidelines.
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Release times from classes will be scheduled to minimize students passing one another in hallways. Students are expected to walk in single file, face forward, walk on the right side, and be properly spaced apart. This will be repeatedly enforced.

Assignment of lockers and cubbies will be spaced apart, given the amount for each class and the number of students using them.

Physical Education class will occur outdoors as often as possible. Outdoor learning spaces have been set up so that teachers can take students outdoors for classroom instruction, breaks, and lunchtime for fresh air.

Recess is split daily. Students are to wear masks at recess, and they will be able to play on the concrete play area and full playground, with groupings limited for social distancing. IC and UC have recess together from 12-12:30 daily. PC and MC have recess together from 12:30 to 1 PM.

Health Screening and Illness

As noted above in Arrival and Dismissal: between 6 and 8 AM daily, parents or a designated adult must complete the electronic Daily Wellness Questionnaire, which will communicate their child's presence or absence at school that day, confirm good health, share a temperature reading, or give a reason for absence. (Earlier for Before-school Care arrivals.)

Faculty and staff will complete a similar self-screening questionnaire every morning.

Students who exhibit signs of illness not explained with a signed doctor's note are to stay home. **Students who come to school showing symptoms of any unexplained illness, COVID-related or not, will be sent home.** Children must be fever-free for **24 hours** without the use of medication before return is allowed.

Parents with children who are managing conditions that emulate COVID symptoms must provide a doctor's note specifying the condition, its symptoms, and a statement that the condition is not infectious. Such conditions include but are not limited to asthma, eczema, or allergies. The general Health Appraisal **does not suffice** as this written notification. It must be a separate letter, dated and doctor-signed. Japhet School reserves the right to still send these children home if staff believe the child is expressing multiple symptoms, is fatigued, or is not his/her usual self.

If a student begins to feel ill during the day, the child will be isolated with adult supervision, and a parent will be called to **pick up immediately**. If a parent does not answer, or cannot immediately pick up the child, Japhet School will contact emergency contacts until a person who can pick up is reached.

Children who exhibit multiple COVID-related symptoms must be seen by a health care provider. The CDC will dictate how we respond to COVID-related symptoms and re-admit students.

Children who have been exposed to COVID-19, or who have an immediate family member who has been exposed to COVID-19, will be asked to stay home. The CDC will dictate how we respond to potential COVID exposures and re-admit students.

Japhet School reserves the right to determine whether a child is well enough to be in school. The decision of the Head of School is final, and parents are expected to retrieve their children immediately after receiving a phone call from the school.

Distance learning plan is a contingency to employ at any time. We realize that, with these extra precautions, healthy children may be sent home for quarantine or for temporary and minor symptoms. **Students will be expected to participate in distance learning and complete daily homework while they are home**, unless the parents communicate that their child must rest.

Responding to Positive Tests

If **any** student, faculty, or staff member tests positive to COVID-19, the area of infection will be reported to families (specific classroom or “faculty and staff”) and the school may **send all students, faculty, and staff home** and transition to distance learning for at least 14 days. Japhet School will not release or confirm the name of the person infected to the school community, even if the person self-identifies.

The CDC will dictate how we respond to COVID diagnoses and re-admit students, faculty, and staff. We expect these requirements will include quarantining for at least 14 days, being symptom-free, and providing evidence of two negative tests taken at least 24 hours apart.

If any student, faculty, or staff member tests positive for COVID-19, the school will report the illness to the Oakland County health department. Infected persons (or their representatives) are expected to notify others with whom they had contact and notify the local health department, which will initiate contact tracing.

If any student, faculty, or staff member comes within 6 feet of any person diagnosed with COVID for longer than 15 minutes, that person should stay home and self-report to Japhet School. The CDC will dictate how we respond to potential COVID exposures and re-admit students, faculty, or staff.

If an immediate family member of a student, faculty, or staff member has been exposed and is quarantining at home, the Japhet School person must stay home. S/he may return to school only after the exposed family member has received a negative COVID-19 test.

Facility Sterilization

Japhet School's nightly cleaning protocol will include surface cleaning of all high-contact touchpoints with CDC-approved cleaning products.

Japhet School has invested in an electro-static fogger which will also be used throughout the school nightly.

A checklist of high-contact touchpoints will be used to insure multiple cleanings of these surfaces during the school day.

What We Expect from Japhet School Parents

(signed and returned before school resumes)

We are asking for your help to minimize student, teacher, and staff exposure to COVID-19. Parent cooperation and partnership are imperative. For your child to attend school, we expect that parents:

- Obey the guidelines written in the Japhet School On-campus Learning Plan: Health and Safety Protocols 2020/2021.
- Stay alert to updates to these protocols.
- Accurately complete the daily electronic wellness survey every day you bring your child to the school, which includes taking your child's temperature every morning.
- Obey specific arrival and dismissal instructions, and only enter the school with an appointment.
- Keep your child at home when he or she is symptomatic.
- Keep your child at home if he or she was exposed to someone who tested positive for COVID-19.
- Keep your child at home if anyone in your immediate household was exposed to someone who tested positive for COVID-19.
- Engage your emergency contacts to pick up your child at dismissal if you are unable to pick up on time. Drop-in/unscheduled latchkey is not available this year.
- Ensure you and emergency contacts are available to pick up your child immediately during the day if needed.
- Ensure items from home that come to school are regularly cleaned: water bottles, backpacks, clothing and coats, lunch boxes, and (preschool only) nap items.
- Sterilize your child's cloth mask every night or have your child wear a new mask. Label your child's mask.
- In your personal life, strictly follow social distancing of at least six feet between yourself and others outside your immediate household, and teach your child to do the same.
- In your personal life, strictly follow mask requirements as ordered by the Michigan government, and teach your child to do the same.
- Avoid unnecessary travel.
- Teach and model hygienic methods for hand-washing, sneezing, and coughing.
- Be prepared to support distance learning with little notice.

Please sign this document as an acknowledgement of the above expectations. If you have any questions or concerns, please contact Kerri Vizena directly.

I understand and agree to the above. (This was provided in the August Registration Packet.)

Signature: _____

Name (Printed): _____

Date: _____

Child Name: _____

GOOGLE FORM:

Daily Wellness Questions for Japhet School Attendance

(for parents; this will be an electronic form)

Between 6 AM and 8 AM Monday-Friday, a parent or designated adult guardian must fill out this form before coming to school (or before entering Before-school Care). The results will be read by a Japhet School faculty or staff member, bound by a confidentiality agreement.

Systematic reporting is paramount for the safety and well-being of all students, faculty, and staff. Please take the time to answer these questions carefully and accurately.

Your email address and today's date and time are automatically captured by this survey.

Q1: Email address
(text answer)

Q2: What is your child's LAST name?
(text answer)

Q3: What is your child's FIRST name?
(text answer)

Q4: Will your child attend school today?

- Yes. My child is healthy and will attend school.
- No. My child does not feel well and is staying home. (Explain in the next question.)
- No. My child may have been exposed to COVID-19. (Explain in the next question.)
- No. We are traveling or staying home for other reasons not related to health. (Explain in the next question.)

Q5: If your child is staying home today for any reason, explain.
(text answer)

Q6: The mask my child is wearing today has been sterilized since its last use, or is a brand-new mask.

- Yes
- No; my child needs a school-issued mask today (please minimize, as Japhet supplies are limited)
- N/A; not attending school

Q7: What was your child's temperature this morning? Answer digitally as XX.X
(text answer)

Q8: Does your child have any of these new, unexplained symptoms? If you answer YES to any of these questions, please stay home and contact your healthcare provider. Contact the school for re-entry qualifications.

(No/Yes for each:)

- Cough
- Shortness of breath
- Sore throat
- Loss of taste or smell
- Diarrhea
- Nausea
- Vomiting
- Rash
- Congestion

Q9: Has your child or anyone in your immediate household been exposed to someone diagnosed with COVID-19 in the last 14 days? If the answer is YES, please stay home and contact the school for re-entry qualifications.

- No
- Yes

GOOGLE FORM:

Employee Daily Wellness Questions

Between 6 AM and 8 AM on every day you work at Japhet School, you must fill out this form. The results will be read by a Japhet School administrator bound by a confidentiality agreement.

If you cannot work today, contact Kerri Vizena right away at 810-338-1181. This form does not replace the need to report your absence personally to Kerri.

Systematic reporting is paramount for the safety and well-being of all students, faculty, and staff. Please take the time to answer these questions carefully and accurately.

Q1: Your LAST Name:

(text answer)

Q2: The mask you are wearing today has been sterilized since its last use, or is a brand-new mask.

- Yes
- No; I need a school-issued surgical mask today (please minimize; Japhet supplies are limited).

Q3: What was your temperature this morning? Answer digitally as XX.X

(text answer)

Q4: Do you have any of these new, unexplained symptoms? If you answer YES to any of these questions, please stay home and contact your healthcare provider. Contact Kerri for re-entry qualifications.

(No/Yes for each:)

- Cough
- Shortness of breath
- Sore throat
- Loss of taste or smell
- Diarrhea
- Nausea
- Vomiting
- Rash
- Congestion

Q5: Have you or anyone in your immediate household been exposed to someone diagnosed with COVID-19 in the last 14 days? If the answer is YES, please stay home. Contact Kerri for re-entry qualifications.

- No
- Yes