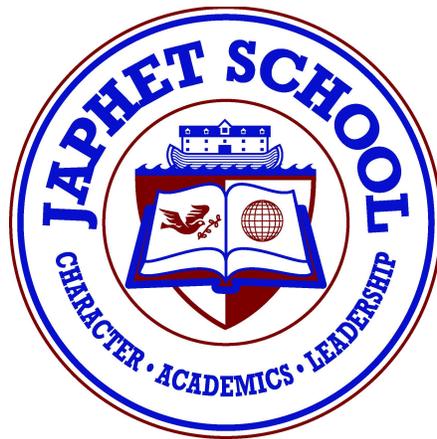


Japhet School
On-campus Learning Plan:
Health and Safety Protocols
2021/2022



Updated 8/31/21

Dear Japhet School Parents,

The health and safety of Japhet's students, faculty, and staff remains my top priority. As we continue to navigate through the pandemic, 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. 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 ensure 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 30 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 Student 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 "2021 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

Effective 8/24/2021 per Emergency Health Order issued by Oakland County Health Department, all faculty, staff, and students are required to **wear a clean mask to school every day when indoors.** 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.

Students are not required to wear masks outdoors. All students, Preschool through Middle School, must wear their masks when indoors 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. Preschool students do not wear masks during rest time on their nap mats.

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

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, 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.**

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

Parents are to handle logistical matters with the office via phone and email as much as possible. When entering the building, parents need to be masked.

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

Adult will drive into the parking lot through the main driveway entrance in a counter-clockwise direction. Circle drive is closed off. Adult and child(ren) walk together toward the green line where an Administrator confirms the parent has completed the Daily Wellness Questionnaire.

Middle School students will enter through the Middle School entrance located to the right of the main entrance. All other students will enter through the main entrance.

Specific DISMISSAL Procedures

Enter the parking lot through the main driveway in a counter-clockwise direction. Adult parks and walks into the circle drive. Students in Preschool, JK/Kindergarten, and Elementary School will be released from the main entrance directly to waiting parents. Middle School students will depart from the Middle School door.

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

Adult parks in parking lot and calls the school: 248-585-9150. 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 release the 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. Japhet School understands the benefits of proper hygiene by encouraging regular hand washing.

Japhet School will supply students in Preschool through Middle School with their own pencil box with basic supplies such as pencils, erasers, glue sticks, markers, scissors, etc.

Water fountains will be turned off until deemed safe to use. Each student should have a **full**, reusable, and labeled water bottle from home **every day**. There will be a water bottle filling station located in the Elementary Hallway. Students who forget a water bottle will be supplied with one, and the family's account will be charged.

Japhet School's policy states that toys and other non-scholastic items be kept at home.

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

Classroom teachers will limit the size of groups and encourage social distancing. 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.

Masks are not required when outdoors during Physical Education class, outdoor learning, recess, and lunchtime.

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, or give a reason for absence. (Earlier for Before-school Care arrivals.)

Visitors who will be entering a classroom during school hours need to complete the Visitor Wellness Questionnaire accessible at JaphetSchool.org.

Students who exhibit signs of illness are to stay home. **Contact Kerri Vizena, Head of School, directly at 248-585-9150 or Kerri.Vizena@japhetschool.org.** **Students who come to school showing symptoms of any illness, COVID-related or not, will be sent home.** Children must be free of symptoms and fever-free for **24 hours** without the use of medication before return is allowed.

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 MDHHS will dictate how we respond to COVID-related symptoms 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 and Exposures

Contact Kerri Vizena, Head of School, directly at (248) 585-9150 or Kerri.Vizena@japhetschool.org

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.

Re-admitting students, faculty, and staff is handled on a case-by-case basis. Minimal requirements 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 close contact (6 feet) of any person diagnosed with Covid for a total of 15 min. within a 24 hour period, that person should stay home and self-report to Japhet School.

If a person living in the same home 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.

If someone in the household is experiencing symptoms or waiting for test results, all household contacts are excluded from work/school if a family member is experiencing symptoms and while results are pending. This includes parents and siblings. If a student is experiencing symptoms, siblings should not attend school until a negative PCR test is received.

Facility Sanitization

Cleaning protocols will include surface cleaning of all high-contact touchpoints with the use of an electro-static fogger, and other approved cleaning products.

We Expect from Japhet School Parents

(signed and returned before school resumes)

We are asking for your help to maximize the high standard of health for students, teachers, and staff. Parent cooperation and partnership are imperative. For your child to attend school, we expect that parents:

- Follow the guidelines written in the Japhet School On-campus Learning Plan: Health and Safety Protocols 2021/2022.
- Stay alert to updates to these protocols.
- Accurately complete the electronic wellness survey every day.
- Follow specific arrival and dismissal instructions.
- 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.
- 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.
- 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, follow mask requirements as ordered by the Michigan Department of Health and Human Services, and teach your child to do the same.
- Teach and model hygienic methods for hand-washing, sneezing, and coughing.
- Be prepared to support distance learning when necessary..

Please sign this document as an acknowledgement of the above expectations. If you have any questions or concerns, please contact Kerri Vizena directly at 248-585-9150 or Kerri.Vizena@japhetschool.org.

I understand and agree to the above.

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: Today is:

(M-F)

Q2: What is your child's LAST name?

(text answer)

Q3: What is your child's FIRST name?

(text answer)

Q4: What is your child's class?

- A- Preschool
- B- JK/Kindergarten
- C- Lower Elementary (1st/2nd)
- D- Upper Elementary (3rd/4th)
- E- Middle School (5th-8th)

Q5: 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.)

Q6: If your child is staying home today for any reason, explain.

(text answer)

Q7: 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

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
- Excessive runny nose
- Sore throat
- Fever
- Diarrhea
- Nausea
- Vomiting
- Rash
- Congestion

Q9: My child is in good health and is able to fully participate in all school activities.

- Yes
- No