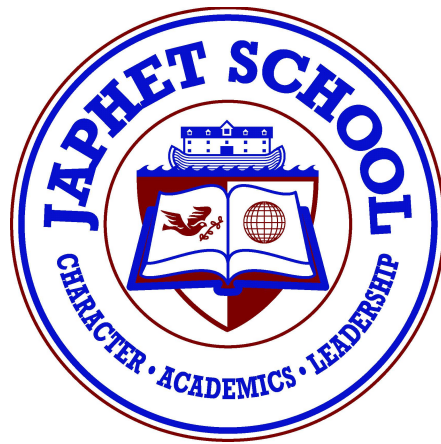


Japhet School  
On-campus Learning Plan:  
Health and Safety Protocols  
2021/2022



Updated  
1/25/2022

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.

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 Exposures and 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 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](http://www.japhetschool.org). Click "Quick Links for Parents" and then "2021/2022 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 completely cover your nose and mouth, fit snugly against the sides of your face (no gaps), must not be ventilated, and have a nose wire to prevent air from leaking at the top. Disposable surgical masks will only be provided in case the mask is forgotten. **All students must have extra clean masks in a Ziploc bag in their locker or cubby at all times as a backup.**

**N95, KN94, and KN95 masks** are suggested for Faculty and Staff. 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 space.

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 **3 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" Before and After-school Care is not available.**

## Before-school Care Arrival Procedures 7:30-8:10AM

Upon arriving in the parking lot the adult calls the school: 248-585-9150, walks up to circle drive, the child will then be welcomed by a Japhet employee and escorted to the Before-school Care room.

## 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 front circle drive where an Administrator will greet students and confirm parents have 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 adults. Middle School students will depart from the Middle School door.

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

Upon arriving in the parking lot the adult calls the school: 248-585-9150, walks up to circle drive, the child will then be released by a Japhet employee to the adult waiting outside the main entrance.

## Hygiene

Every classroom and the front office have hand-sanitizer pumps, extra disposable masks, non-latex gloves, and two step cleaning products for cleaning and sanitizing surfaces. 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 are turned off. Each student should have a **full**, reusable, and labeled water bottle from home **every day**. There is 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: every morning when school is in session, **between 6 8:00 AM**, parents or designated adult must note your child's attendance on 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. Even if your child will be absent for any reason, this questionnaire will let us know of their absence. (Exception: part-time Preschool families do not need to fill out the questionnaire on their "off days.")

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](mailto: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 COVID-related symptoms should 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 on campus. 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 is unable to do so.

## Responding to Exposures and Positive Tests

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

In case of a possible exposure on campus, the Head of School will report to parents the area of exposure and may send students, faculty, and staff home and transition to distance learning. Japhet School will not release or confirm the name of the person infected to the school community, even if the person self-identifies.

## Tested Positive for Covid-19 or Have Symptoms? Who Needs to Isolate?

Students, teachers, and staff who test positive for COVID-19 and/or who display COVID-19 symptoms should isolate regardless of vaccination status.

- If asymptomatic, monitor for symptoms for days 0-10, AND
- Isolate at home for days 0-5 (day “0” is day symptoms begin or day test was taken for those without symptoms), AND
- Individuals should take a rapid antigen test on day 5 of isolation and return only if it is negative. A copy of the results should be emailed to the Head of School. If you test positive or are unable to test, remain out for 10 days. In both cases, you must have no symptoms.
- If you are symptom-free, return to school, while wearing a well-fitted mask for days 6-10 AND
- If you have a fever, stay home until you are fever free for a period of 24 hours without the use of fever reducing medications.

## Exposed to Someone with COVID-19? Who Needs to Quarantine?

### Who does NOT need to quarantine?

- Individuals ages 18 or older who have received all recommended vaccine doses, including boosters.
- Individuals ages 5 -17 years old who completed the primary series of COVID-19 vaccines.
- Individuals who had COVID-19 within the last 90 days (tested positive using a viral test), as long as they have fully recovered and have no symptoms.

If you fulfill the above requirements *for those who do NOT need to quarantine* and are considered a close contact, you may remain at school and should wear a mask around others for 10 days. If you develop symptoms, get a test & stay home.

## Who NEEDS to quarantine?

- Individuals who are not vaccinated or have not completed a primary vaccine series.
- Individuals who are 18 and older and completed the primary series of recommended vaccines but have not received a booster shot when eligible.
- Individuals who received the single-dose Johnson & Johnson vaccine (completing the primary series) over 2 months ago and have not received a recommended booster shot.

If any of the above statements regarding *“who needs to quarantine”* pertain to you and you are considered a close contact, quarantine at home for at least 5 days following exposure, wear a mask for 10 days, and test on day 5. Return only if the test is negative and you are symptom-free. If you test positive or unable to test, remain out for 10 days. If you develop symptoms, get a test & stay home.

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 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.