

Borculo Christian School

Return to School Roadmap



BCS Mission Statement:

It is the purpose of Borculo Christian School to provide our students with a quality Christ-centered education, which will allow them to develop their abilities to serve Christ and others.

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Phase 4

If Ottawa County is in Phase 4, as described in the MI Safe Start Plan, BCS will adhere to:

Personal Protective Equipment

- All staff will wear facial coverings when in classrooms, except (1) during meals and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician.
- All passengers and drivers will wear facial coverings when on a school bus, except (1) when eating and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician, with parental consent.
- All staff and all students in grades PreK through eighth-grade will wear facial coverings when in indoor hallways and common areas, except (1) during meals and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician, with parental consent for students.
- Facial coverings are not required in preschool classrooms by children ages 3 and 4.
- All students in grades PreK through fifth-grade will not be required to wear facial coverings in their classrooms, unless (1) students do not remain with their cohort class throughout the school day and (2) come into close contact with students in another class.
- All staff and students in grades sixth-grade through eighth-grade will wear facial coverings at all times while in the building, except (1) during meals and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician, with parental consent.
- BCS will not conduct indoor assemblies that bring together students from more than one classroom.
 - School Chapel may be allowed provided that all BCS guidelines are followed.
- Facial coverings may be purchased, homemade or disposable level one/basic-grade surgical masks.

Hygiene

- BCS will provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).
- BCS will teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
- Educate staff and students on how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.
- Systematically and frequently check and refill soap and hand sanitizers.
- Daily, provide opportunities for handwashing with soap and water by students and teachers.
- Limit sharing of personal items and supplies such as writing utensils.
- Limit use of classroom materials to small groups and disinfect between use, or provide adequate supplies to assign for individual student use.

Cleaning

- Frequently touched surfaces including light switches, doors, benches, bathrooms, will undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.
- Libraries, computer labs, arts, and other hands-on classrooms will undergo cleaning after every class period or when cohorts change classrooms, with either an EPA-approved disinfectant or diluted bleach solution.
- Student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period, or when cohorts change classrooms.
- Playground structures will continue to undergo normal routine cleaning, but using an EPA-approved disinfectant is unnecessary.

- Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use products.
- Staff must wear gloves, surgical masks, and face shields when performing all cleaning activities.

Facilities

- Audit necessary materials and supply chain for cleaning and disinfection supplies.
- Coordinate with Local Emergency Management Programs (LEMP) for support with procurement of cleaning and disinfection supplies.
 - Administrator to report known positive case to the Health Department
- Advocate for ISDs to coordinate with LEMPs.
- Provide school-level guidance for cleaning and disinfecting all core assets including buildings and playgrounds. Frequently touched surfaces should be cleaned several times a day.
- Alert school-based custodial and infection control staff of any changes in recommended cleaning guidelines issued by OSHA and/or CDC. It is expected that this guidance will be updated in real-time based on the status of community spread across local geographies.
- Encourage schools to convene custodial and facilities staff to review and make actionable district guidance regarding cleaning and disinfection.
- Custodial staff should continue deep cleaning over the summer.
- Audit all school buildings with a focus on:
 - How many classrooms are available;
 - The size of each classroom;
 - Additional spaces that are available (e.g., gym, lunchroom, auditorium); and
 - The ventilation in each classroom.
- Audit school security protocols to decide if any process changes need to be implemented.
- School security staff should follow CDC protocols if interacting with the general public.
- Maintain facilities for in-person school operations.
 - Check HVAC systems at each building to ensure that they are running efficiently.
 - Air filters should be changed regularly.
 - Custodial staff should distribute wastebaskets, tissues, and CDC-approved soap to every office and classroom so that these materials can be used upon entry and exit into any discrete location and during travel between sites.
 - Signage about frequent handwashing, cough etiquette, and nose blowing should be widely posted, disseminated, and encouraged through various methods of communication.
 - Custodial staff should follow guidance from the CDC about the use of facial coverings and special respirators at use
- School leaders should conduct and document a facility walk-through with the custodial services team to ensure that the classrooms, common spaces, and the exterior are ready for staff and students.

- Procure level-1 facial coverings, including those with a transparent front, for preK-5 teachers, low income students, and students with special needs.
- Procure level-1 surgical masks for cleaning and janitorial staff.
- Activate school cleaning and disinfection protocols according to the CDC School Decision Tree. Custodial staff should wear surgical masks when performing cleaning duties.
- Maintain facilities for resumption of school operations

Spacing, Movement and Access

- Space students as far apart as feasible in classrooms, whether desks or tables are utilized.
- As feasible, arrange all desks facing the same direction toward the front of the classroom.
- Post signage to indicate proper social distancing.
- Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.
- As able and appropriate, schools should try to cohort groups of students to isolated hallways or areas that can be monitored.
- As able, “specials” (like art, music, technology, spanish, and library) should be brought to the classrooms instead of having students move to different locations.
- Efforts should be made to keep six feet of distance between people in the hallways. Staff will monitor arrival and dismissal of students to discourage congregating and ensure students go straight from their vehicle to their classrooms or vice-versa.
- When possible PE will be held outdoors.

Screening of Students, Staff and Visitors

- BCS will cooperate with the Ottawa County Public Health Department regarding implementing protocols for screening students and staff.
- Identify and designate a quarantine area and a staff person to care for students and staff who develop signs or symptoms of COVID-19 at school.

- Students and staff who become ill with signs or symptoms of COVID-19 will be placed in an identified quarantine area with a facial covering in place, if able, until they can be picked up. Identified person caring for these children/staff will wear a facial covering.
- Visitors and volunteers must be screened at the front office and wear a mask while in the school building.
- Symptomatic students and staff sent home from school will stay home until they have tested remained fever free for 24 hours or until cleared by their primary care physician to return to school.
- Staff will conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any new or unusual symptoms as reported on the COVID-19 school monitoring form, they will stay home. Staff member will contact the school administrator.
- Families are encouraged to check their child's temperature, or temporal scanners; students with a temperature of 100.4 or higher should stay home and be in contact with their primary care physician.
- Parents are encouraged to monitor their children for COVID-19 symptoms.

Testing Protocols for Student's, and Staff

- BCS will cooperate with the Ottawa County Public Health Department regarding implementing protocols for screening students and staff.
- Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.

Responding to Positive Tests Among Staff and Students

- Cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, 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 at the school. The Local Health Department will initiate contact tracing, following regular public health practice.

- Notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
- Cleaning staff should wear a surgical mask, gloves, and a face shield when performing cleaning of these areas.

Food Service, Gatherings, and Extracurricular Activities

- Prohibit indoor assemblies that bring together students from more than one classroom.
 - School Chapel may be allowed provided that all BCS guidelines are followed.
- Classrooms can be used for students to eat meals at school.
- Students, teachers, and staff should wash hands before and after every event.
- Recess should be conducted outside whenever possible with appropriate social distancing and cohorting of students. If more than one class is outside, students should wear facial-covering.

Athletics

- Schools will comply with all guidance published by Michigan High School Athletic Association(MHSAA) and the National Federation of State High School Associations (NFHS).
- Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering.
- Every participant should confirm that they are healthy and without any symptoms prior to any event. On non-school days Monitoring Form needs to be completed by all participants (this includes all adult volunteers, coaches and administrators)
- All equipment must be disinfected before and after use.
- Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
- Handshakes, fist bumps, and other unnecessary contact must not occur.

- Spectators are allowed provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times. Attention must be given to entry and exit points to prevent crowding.
- Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.
- Large Scale indoor spectator events are suspended. Large scale outdoor spectator or stadium events are limited to 100 people, and people not part of the same household must maintain six feet of distance from one another.

Busing and Student transportation

Students who ride Zeeland Public School bussing may differ from the safety guidelines of BCS.

- Schools will require the use of hand sanitizer before entering a school bus. Hand sanitizer will be supplied on the bus.
- The bus driver, staff, and all students in grades preK-12, if medically feasible, will wear facial coverings while on the bus. Note: there may be situations where it is not safe for the bus driver to wear a facial covering. Decisions about these situations should be made on a case-by-case basis with local public health officials.
- Schools will clean and disinfect transportation vehicles before and after every transit route. Children will not be present when a vehicle is being cleaned.
- Schools will clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes and prior to afternoon routes.
- Schools will clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.
- Schools will create a plan for getting students home safely if they are not allowed to board the vehicle.
- If a student becomes sick during the day, they will not use group transportation to return home and must follow protocols outlined above. If a driver becomes sick during the day, they will follow protocols for sick staff outlined above and will not return to drive students.

- Weather permitting, doors and windows will be open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.

Medically Vulnerable Students and Staff

- Systematically review all current plans.

Mental & Social-Emotional Health

- We will establish and communicate to all staff guidelines for identification and rapid referral of at risk students to appropriate building level support teams. (ESS staff member, Principal, Secretary, Homeroom Teacher)
- Encourage the identification of a point person or establish an access navigator to centralize mental health referrals, communications to families/ students, and public-facing wellness materials.
 - Point person will be Principal, Chris Sievers.
- Establish a comprehensive crisis management plan that leverages available internal and external/ community-based resources, which can be activated efficiently as needed (e.g., loss of student, loss of a school staff member).
- Compile and regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that references school and community wellness resources.
- Establish ongoing reporting protocols for school staff to evaluate physical and mental health status.
- Reporting protocol will consist of reporting any physical/mental health concerns to the building principal on a weekly basis or as needed.
- Provide resources for staff self-care, including resiliency strategies.
- Teachers will be provided necessary strategies when needs arise. (i.e. burn out strategies)
- Designate a mental health liaison (school-based) who will work across the school, local public health agencies, and community partners.
 - Mental Liaison: Building Principal
- Communicate with parents and guardians, via a variety of channels.

Resources

General

Executive Order

<http://www.legislature.mi.gov/documents/2019-2020/executiveorder/pdf/2020-EO-142.pdf>

State of Michigan Roadmap

https://www.michigan.gov/documents/whitmer/MI_Safe_Schools_Roadmap_FINAL_695392_7.pdf

Department of Public Health: Ottawa County

<https://www.miottawa.org/health/ochd/>

CDC Control and Prevention

<https://www.cdc.gov/coronavirus/2019-nCoV/>

State of Michigan: COVID-19 Response

CDC: Resources for Childcare, Schools, and Youth Programs

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

Federal OSHA

<https://www.osha.gov/>

Hygiene

Handwashing Video

<https://www.youtube.com/watch?v=LdQuPGVceeg>

CDC prevention

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

CDC Hygiene Etiquette

<https://www.cdc.gov/healthywater/hygiene/etiquette/>

Cleaning

CDC disinfecting

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

CDC Cleaning

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

Environmental Protection Agency

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

Symptoms of COVID—19

CDC Sickness Steps

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

OSHA Training

Federal OSHA

<https://www.osha.gov/Publications/OSHA3990.pdf>

Social Distancing

CDC Guidance

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

Mental Health

Local Mental Health Services

<https://winningathome.com/>

<https://www.pinterest.org/>