

COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Revised 7:00AM
07/10/20

Name of District: Bethel Community Education

Address of District: 8356 Belding Rd NE, Rockford, MI 49341

District Code Number: 41210

Web Address of the District: <https://bce.school>

Name of Intermediate School District: Kent Intermediate School District

Name of Authorizing Body (if applicable): Private School run by Board of Directors

Preparedness Plan Introduction

Governor Whitmer's [Executive Order 2020-142](#) "provides a structure to support all schools in Michigan as they plan for a return of pre-K-12 education in the fall. Under the order, school districts must adopt a COVID-19 Preparedness and Response Plan laying out how they will cope with the disease across the various phases of the [Michigan Safe Start Plan](#). In turn, the accompanying Michigan Return to School Roadmap offers a guide to the types of safety protocols appropriate during each phase. There's no one-size-fits-all solution: What works in Lansing may not work in Sault Sainte Marie. Districts will retain the flexibility to tailor their instruction to their particular needs and to the disease conditions present in their regions." (EO-2020-142)

Each district (public, public school academy (PSA), nonpublic, and intermediate school district (ISD) that educates pre-K-12 students) shall submit a single completed Assurance Document and Preparedness Plan to its Board in time for approval by August 15 or seven days before the first day of school, whichever comes first. This template, when completed, serves as a single Assurance Document and Preparedness Plan.

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. A single application should be filed by the district rather than multiple applications for individual schools within a district.

Preparedness Plan Assurances

The District agrees to meet all of the following requirements of Executive Order 2020-142

- ✓ 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 from birth through age 26. This assurance includes the provision of auxiliary services under section 1296 of the Revised School Code, MCL 380.1296.
- ✓ The District assures that while any state of emergency or disaster related to the COVID-19 pandemic continues, it shall comply 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 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 any applicable requirements of a collective bargaining agreement.
- ✓ 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 classroom.
- ✓ The District assures cooperation with the local public health department if a confirmed case of COVID-19 is identified, and agrees to 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 in school.

Preparedness Plan

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. This is also in the Continuity of Learning and COVID-19 Response Plan submitted in April. You may want to update and link to this plan in your response below.

PHASE 1 Learning

Bethel will offer full-time virtual learning for all our students. All our learners have internet access and a Chromebook.

Teachers will communicate with parents and students each evening about the following day’s schedule. Teachers will create weekly drop off packets for their learners and will drop them off or have parents pick them up outside of the school.

Bethel will send out biweekly surveys to best support the learners and families of our community just as we did last spring.

Guide will hold weekly check-ins with each learner to encourage accountability, learning and growth to continue while at home.

PHASE 2 Learning

Bethel will offer full-time virtual learning for all our students. All our learners have internet access and a Chromebook.

Teachers will communicate with parents and students each evening about the following day’s schedule. Teachers will create weekly drop off packets for their learners and will drop them off or have parents pick them up outside of the school.

Bethel will send out biweekly surveys to best support the learners and families of our community just as we did last spring.

Guide will hold weekly check-ins with each learner to encourage accountability, learning and growth to continue while at home.

PHASE 3 Learning

As stated in Governor Whitmer’s Executive Order 2020-160 beginning July 31:

Rules on Gatherings, Performances, and Events

- a. A social gathering or organized event among persons not part of the same household is permitted, but only to the extent that:
 - 1. Persons not part of the same household maintain six feet of distance from one another.
 - 2. If it is indoors, the gathering or event does not exceed 10 people.
 - 3. If it is outdoors, the gathering or event does not exceed 250 people.

Bethel would not exceed this number indoors. We have two pods (each with 10 or less) and two indoor spaces where we would meet if outdoor learning space is not an option due to weather.

Therefore, Bethel will offer families the option to take part in face-to-face learning or virtual learning. We will implement what is listed in our answer found in part B below for learning. The difference is staff will be required to wear face coverings at all times when indoors and our learner that is of age 12. Our learning is multi-age grouping, and we do not have learners switch between rooms.

If Michigan moves back into Phase 3 but does not have a 'Stay at Home' order, Bethel Community Education will continue to offer face-to-face learning. Being a smaller school community, we are able to remain in what we are referring to as *Pods*, groups of 10 people (staff and learners) or less.

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

Bethel Community Education staff will:

1. Receive a COVID test and results prior to the first day of school.
2. Receive a touch free temperature check each morning.
3. Hand sanitize and/or wash their hands anytime entering our building, before and after lunch, when leaving the building for any reason, and after using the restroom.
4. Administer hand free temperature checks and document for each learner every day.
5. Stay home from school if they have a fever, and may not return to school until they are fever free for 24 hours without medicine.
6. Disinfect high touch surfaces after the morning, lunch, and end of the day.
7. Move a learner who becomes sick to the isolation area and immediately contacts their parents.
8. Receive a COVID test anytime they display similar symptoms.
9. Quarantine if a test comes back positive. Follow the steps in #12.
10. Additional staff will be tested and can return to work if it comes back negative. If positive, follow the steps in #12.
11. Provide distance learning during those 2 weeks of quarantine if it falls within a 6-week or 3-week session
12. Stay home if:
 - a. You have a fever of 100.4 or higher.
 - b. You feel severe body aches due to sickness.

- c. You have a severe cough, especially if it is combined with a fever or body aches.
- d. After the above symptoms, you may not return to work until:
 - i. After 24 hours of no fever without the use of fever reducing medicine
 - ii. Improvement in respiratory symptoms (coughing, shortness of breath, etc)
 - iii. At least 10 days have passed since first symptoms appeared.
- e. Or you may return to work after 24 hours of no fever without the use of fever reducing medicine, improvement in respiratory conditions, and a negative COVID-19 test.
- f. **A family member or housemate becomes infected with COVID-19. You may return to school after a 14 day isolation period or you after you have tested negative for COVID-19.**
- g. An on-site sick employee exhibiting any signs or symptoms of COVID-19 will be moved to an isolation area until they can leave. The isolation area must be cleaned properly after the staff member leaves.
- h. If you have an exposure to somebody with confirmed COVID-19 then you may not come in to work. You must quarantine yourself and you may not return to work until you have waited five days (per health department guidance) and then received a negative COVID-19 test.

Bethel Community Education learners will:

1. Receive a touch free temperature check each morning before entering the building and before parents leave.
2. Hand sanitize and/or wash their hands anytime entering our building, before and after lunch, when leaving the building for any reason, and after using the restroom.
3. Stay home from school if they have a fever, and may not return to school until they are fever free for 24 hours without medicine
4. Be removed from the learning community if they become sick, and their parents will be notified immediately.
5. Be asked to receive a COVID test anytime they display similar symptoms.
6. Quarantine if a test comes back positive. Follow steps in #9.
7. If a learner tests positive, learners (per parent/guardian choice) can decide to either quarantine for 14 days or take a covid test. If the test comes back negative, they can come back to school. If the test comes back positive, follow the steps in #9.
8. Learners can take part in distance learning (if able to do so) during those 2 weeks of quarantine if it falls within a 6-week or 3-week session
9. Stay home if:
 - a. They have a fever of 100.4 or higher.
 - b. They feel severe body aches due to sickness.
 - c. They have a severe cough, especially if it is combined with a

fever or body aches.

- d. After the above symptoms, you may not return to school until:
 - i. After 24 hours of no fever without the use of fever reducing medicine.
 - ii. Improvement in respiratory symptoms (coughing, shortness of breath, etc...).
 - iii. At least 10 days have passed since first symptoms appeared.
- e. Or you may return to work after 24 hours of no fever without the use of fever reducing medicine, improvement in respiratory conditions, and a negative COVID-19 test.
- f. **A family member or housemate becomes infected with COVID-19. You may return to school after a 14 day isolation period or you after you have tested negative for COVID-19.**
- g. A learner exhibiting any signs or symptoms of COVID-19 at school will be moved to an isolation area until they get picked up.
- h. If a learner has had exposure to somebody with confirmed COVID-19 then they may not come to school. They may not return to school until they have waited five days (per health department guidance) and then received a negative COVID-19 test.

Bethel Community Education parents/guardians will:

1. Keep their child home from school until they are fever free for 24 hours without medicine.
2. Pick up their child from school if they are called about their child not feeling well.
3. Have their child receive a COVID test if their child display similar symptoms.
4. Quarantine their child, along with the entire school for 2 weeks, if their test comes back positive.

Social Distancing at Bethel:

1. Learners will use their own school supplies and labeled materials. There will be no sharing.
2. Learners will eat what they brought to school. There will be no sharing.
3. Learners will sit 3 to a 6-person table, 2 on one side at the far ends, 1 on the other side in the middle.
4. Learners will spread out inside the classroom and outdoors during academic learning and Exploration times.
5. For collaboration, learners will need to remain at least 6 feet away from each other.
6. If learners would like to be closer during collaboration, they will be required to hand sanitize and wear a clean mask from home.
7. If a learner would like to celebrate their birthday with a treat, it will be distributed by the Bethel staff wearing gloves and a mask.
8. Worship will take place spread out outdoors.
9. As much learning will take place outdoors to provide learners with fresh air and social distancing.

Community Events and Field Trips at Bethel:

1. During community events (i.e. Showcases, Grandfriends Day, Donuts with Grownups), learners, staff and visitors will be required to wear a mask (if medically able) since social distancing will be difficult to implement.
2. On field trips, learners, staff and chaperones will be required to wear a mask (if medically able) since we will be in vehicles where social distancing is not possible.

2. Hygiene

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

School Drop Off

Staff will be wearing masks outside as they await the to do a no-touch temperature check for students at drop off.

Parents/Guardians will answer health questionnaire questions before allowing their child(ren) to exit the vehicle.

If there were any questions that were answered 'YES,' the student may not come to school that day.

Before entering, students will hand sanitize.

When entering, students will enter no more than 3 at a time to hang up their items.

During the Day

Staff will disinfect high touch surfaces throughout the day, and during scheduled, required times: after the morning, lunch and end of the day.

Signs will be hung in classrooms and bathrooms about how to wash hands and hand sanitize hands properly.

Staff and students will adhere to washing and hand sanitizing hands properly.

Before and after eating, students must wash hands.

Before entering the building or exiting the building, learners must wash or hand sanitize properly.

End of the Day

Students will be dismissed no more than two at a time.

When leaving, they must hand sanitize.

Staff will wear masks as they await parents in the pick up line.

Staff will enter the building and disinfect the building one final time.

3. Cleaning

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

Staff will disinfect high touch surfaces throughout the day, and during scheduled, required times: after the morning, lunch and end of the day.

4. Athletics

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

N/A

5. Screening

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

Temperature Checks each morning for staff and students before drop off and entering of the building. A Health Questionnaire answered each morning for staff and students before drop off and entering of the building.

Here is our Health Screening Questionnaire below:

Bethel Community Education Daily Health Screening 2020

YES	NO	
		1. Has your child had any instances of diarrhea or vomiting in the last 48
		2. Has your child come into contact with anyone who tested positive for 19 in the last 2 weeks?
		3. Have you or someone in your household come in contact with anyone tested positive for COVID 19 in the last 2 weeks?
		4. Has your child had any of these following symptoms beyond what is seasonally normal? <ul style="list-style-type: none">● Fever of 100.4 or higher, Cough, Shortness of breath, or difficult breathing Or at least two of these symptoms: <ul style="list-style-type: none">● Repeated shaking with chills● Muscle pain● Sore throat● Headache● Extreme tiredness or fatigue● New loss of taste or smell

*If a parent/guardian answers 'YES' to #3, we request they have a conversation with the School Director before dropping off their child(ren).

*If a parent/guardian answers 'YES' to #4, the parent/guardian may not drop off their child(ren) that day. They must follow proper protocol before their child(ren) can return to school.

6. Testing

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

Staff will be tested prior to school starting.
Students will be requested to get tested if displaying symptoms.
Staff and students can choose to be quarantined for 14 days if a member in the community tests positive, or wait for 3 days, take a test, and return to school if the tests comes back negative.
If the test comes back positive, they will be required to quarantine for 14 days before returning.

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).

N/A - Parents drive their children to and from school.

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.

PHASE 5

Same as PHASE 4

Bethel Community Education staff will:

1. Receive a COVID test and results prior to the first day of school.
2. Receive a touch free temperature check each morning.
3. Hand sanitize and/or wash their hands anytime entering our building, before and after lunch, when leaving the building for any reason, and after using the restroom.
4. Administer hand free temperature checks and document for each learner every day.
5. Stay home from school if they have a fever, and may not return to school until they are fever free for 24 hours without medicine.
6. Disinfect high touch surfaces after the morning, lunch, and end of the day.
7. Move a learner who becomes sick to the isolation area and immediately contacts their parents.
8. Receive a COVID test anytime they display similar symptoms.
9. Quarantine if a test comes back positive. Follow the steps in #12.
10. Additional staff will be tested and can return to work if it comes back negative. If positive, follow the steps in #12.
11. Provide distance learning during those 2 weeks of quarantine if it falls within a 6-week or 3-week session
12. Stay home if:
 - a. You have a fever of 100.4 or higher.
 - b. You feel severe body aches due to sickness.
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- fever or body aches.
- d. After the above symptoms, you may not return to work until:
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 - ii. Improvement in respiratory symptoms (coughing, shortness of breath, etc)
 - iii. At least 10 days have passed since first symptoms appeared.
- e. Or you may return to work after 24 hours of no fever without the use of fever reducing medicine, improvement in respiratory conditions, and a negative COVID-19 test.
- f. **A family member or housemate becomes infected with COVID-19. You may return to school after a 14 day isolation period or you after you have tested negative for COVID-19.**
- g. An on-site sick employee exhibiting any signs or symptoms of COVID-19 will be moved to an isolation area until they can leave. The isolation area must be cleaned properly after the staff member leaves.
- h. If you have an exposure to somebody with confirmed COVID-19 then you may not come in to work. You must quarantine yourself and you may not return to work until you have waited five days (per health department guidance) and then received a negative COVID-19 test.

Bethel Community Education learners will:

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8. Learners can take part in distance learning (if able to do so) during those 2 weeks of quarantine if it falls within a 6-week or 3-week session
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 - c. They have a severe cough, especially if it is combined with a fever or body aches.

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2. On field trips, learners, staff and chaperones will be required to wear a mask (if medically able) since we will be in vehicles where social distancing is not possible.

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*.

Same as PHASE 4. See C beginning on page 10.

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*.

Same as PHASE 4. See C beginning on page 10.

- 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**.

No, we do not plan to exclude protocols highly recommended in Phase 4 of the *Return to School Roadmap*.

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: August 11, 2020

Link to the Board Meeting Minutes or Signature of Board President, or signature of nonpublic school chief/designated school administrator: [See attached image of signatures on last page.](#)

Doug Vanderwell

Doug Vanderwell
Board President

Amy Zwiép

Amy Zwiép
School Director

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: Bethel Community Education

Date Received by the ISD/Authorizing Body/Chief or designated School Administrator:

Date Submitted to State Superintendent and State Treasurer: August 14, 2020