

Parkway Christian School

Fall 2020

Return to School Guidelines



Challenging Minds / Capturing Hearts / Cultivating Gifts

The mission of Parkway Christian School is to function as an extension of the Christ-centered, Bible-believing home and church by partnering with parents in providing an education which promotes the development of the whole child; spiritually; intellectually; socially; physically; and artistically. This has not changed. No matter what our setting and environment looks like during the 2020/2021 school year, Parkway is committed to providing an excellent education for your children.

The policies and protocols in this plan were created using the [Michigan Return to School Roadmap](#) and correspond to the phases laid out in the [Mi Safe Start Plan](#). The guidelines laid out in this plan are subject to change in correlation with updated government and health community guidance.

Parkway Christian

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Strongly Recommended Before Schools Reopen for In-Person or Hybrid Instruction

Governance

Create a district Return to Instruction and Learning working group, potentially led by the Director of Curriculum, Chief Academic Officer or the equivalent, and composed of a broad group of stakeholders on the district and school level, to:

- Gather feedback from families, teachers, students, and school leaders about their experiences with remote learning through online surveys and/or virtual focus groups or conversations.
- Revise the district's remote learning plan to incorporate feedback and input from stakeholders to improve its effectiveness.
- Share the district's remote learning plan with all involved stakeholders in case of a return to remote learning.

PCS Return to Instruction Team will consist of Department Heads, EL Dean, MS/HS Dean and the Head of School

- PCS remote learning surveys will go out to parents, staff and students by August 3, 2020
- PCS will revise the remote learning plan to incorporate feedback and input from stakeholders in the following manner:
 - EL - Allen to review feedback from surveys and incorporate needed changes
 - MS/HS - Brady and Department Heads to review feedback from surveys and incorporate needed changes
 - Nearpod to be implemented at all levels
- PCS Administration will share the remote learning plans with all stakeholders in August.



Instruction

Activate hybrid learning programs at scale to deliver standards-aligned curricula and high-quality instructional materials. Integrate synchronous and asynchronous learning and best practices that promote student engagement, consistency, and differentiation. Consult MDE for high-quality digital resources.

Parkway Christian is committed to following CDC protocols for the health and well being of our community while offering instruction 5 days a week; therefore, will not be implementing a hybrid program.

Make expectations clear to school leaders and teachers around hybrid or remote instruction that include:

- Best practices for blended or remote learning;
- Grade-level proficiencies;
- Modes of student assessment and feedback;
- Differentiated support for students;
- The inclusion of social-emotional learning; and
- Guidance around daily instructional time and workload per different grade bands to ensure consistency for students.

Parkway Christian Administration will clearly communicate expectations and will collaborate with and support staff to ensure quality learning for all.

- Shared information on acquired resources to support best practices for remote learning
- EL and MS/HS Dean will communicate grade-level expectations. Department Heads and staff will collaborate on implementation
- Staff will collaborate and share what types of assessment and feedback they found successful prior to and during closure and brainstorm for additional possibilities
- EL and MS/HS Dean to ensure staff are aware of support options available.
- Mental and Social Emotional Health portion of the PCS plan will address additional social and emotional learning guidance
- EL and MS/HS Dean to communicate standards for daily instructional time and workload.

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Set an instructional vision that ensures that:

- Every student will start the year with access to grade-level instruction and high quality, standards-aligned instructional materials in every subject.
- Every student will be assessed on their understanding of prerequisite skills and grade-level proficiencies using formative assessments, screeners, or diagnostics.
- Every students' academic and social emotional needs will be addressed with the integration of Social and Emotional Learning (SEL) and strengthening connections with students.

Parkway Christian Administration to implement instructional vision including:

- Access to high-quality instruction and materials
- PCS will continue to provide
 - MAP Testing
 - Summative and Formative assessments in the classroom
- As included in our Mental Health and Social-Emotional learning portion of our Reopening Guidelines, we will be increasing and further integrating social-emotional learning into our curriculum

Secure supports for students who are transitioning to postsecondary.

Parkway Christian will assign a staff member to focus on additional support for students transitioning into postsecondary education.

Support schools to implement grade-level curricula that are aligned to Michigan preK-12 standards.

- Support teachers to utilize power standards that identify the major work of the grade in order to focus, prioritize, and accelerate instruction.

El and MS/HS Dean to work with staff to implement prioritized learning strategies

- Revise students' IEPs, IFSPs, and 504 plans in coordination with general and special education teachers to reflect the child's evolving needs based on assessment data and parent feedback, and design accommodations and match services accordingly.
 - Commence intervention and support services. Plans must include all programs and learning environments, especially special education, birth to five services, and CTE.

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- Establish structures for general and special education teachers to collaborate on delivery methods for assessments and instruction as outlined in IEPs. Consider students' needs around accessibility and provide assistive technologies, where possible.

The Parkway Christian Resource Room Director will audit and revise all IEPs, IFSPs, and 504 plans and continue to support our students during the school year.

- Inventory all intervention programs and services available to students on the district and school level and identify any gaps.

Resource Room Director to connect with the providing district (Utica) to determine what services will be provided in the event of a school closure and review all internal intervention procedures.

- Remain connected with MDE about policies and guidance.

Parkway Christian intervention team will continue to remain familiar with MDE policies and available guidance.

- Develop a continuation of services plan for students needing either occupational, physical, and/or speech and language therapy, including evaluations by school psychologists and social workers.

The Parkway Christian Resource Room Director will develop formalized plans addressing continuation of services for our students.

Communications and Family Supports

Implement any additional communication systems needed to reach every family and student in their home language through multiple modes (e.g., text, all call, email, home visit) to share: Expectations around their child's return to school; Clear information about schedules and configurations, if hybrid; Information about modes of assessment, details on curricula used in each of the core subjects, and grade-level proficiencies; and Plans for each of the different school opening scenarios.

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Parkway Christian will task their Communication Team with the implementation of communications to all stakeholders through the following:

- Website
- EL Website
- Constant Contact
- Social Media
- FACTS SIS Communications

Provide resources that demonstrate schools value parents as partners in their child's education. Offer family supports that provide families with:

- Training about how to access and use the school's chosen digital systems and tools;
- Supports and resources for families to use at home, such as grade-specific activities and strategies for teaching and helping their child;
- Opportunities to build their digital literacy; and
- Strategies to support their child's learning at home.

Parkway Christian is committed to partnering with parents in the education of their children and will continue to work together and provide support to our families.

Specifically, support will be provided through:

- Training will be available through the EL Website, school website and MS/HS communications.
- Supports/resources will be available through the EL Website, school website and MS/HS communications.
- Digital literacy support will be available through the EL Website, school website and MS/HS communications.
- Learning supports will be available through the EL Website, school website and MS/HS communications.

Professional Learning

Provide adequate time for schools and educators to engage in:
Intentional curriculum planning and documentation to ensure stability of instruction, whether school buildings are open or closed;

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Parkway Christian Administration will schedule adequate planning opportunities for staff

Identify students who did not engage in remote learning and develop a plan to provide additional supports, if needed. Share data and concerns about each student's growth and needs with students' assigned teacher(s) for the 2020-2021 school year;

Using and building on resources created during the 2020 school shutdown, the Resource Room Director, EL Dean and MS/HS Dean will share necessary information with teachers regarding remote learning challenges to assist in intervention and instructional needs for the 2020/2021 school year.

Identify students who potentially need additional support; and

Parkway Christian Resource Room Director will proactively maintain a list of potential students who might need additional support in the upcoming school year

Share knowledge and ideas around the use and effectiveness of digital tools and resources that support remote learning.

Parkway Christian Instructional staff will collaborate and pool resources together to support remote learning.

Create a plan for professional learning and training, with goals to:
Offer restorative supports for teachers and learning around equity and implicit bias, social-emotional learning, and culturally responsive education;

Administration will schedule Professional Development opportunities and share resources specifically addressing:

- Equity and implicit bias
- Social-emotional learning
- Culturally responsive education

Train school leaders and teachers thoroughly in the chosen digital systems and tools and their use; and

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Parkway Christian Technology Team will handle all digital system training

Build school leaders' and teachers' capacity to design and develop blended and remote learning experiences that are equitable and engaging.

Administration to schedule Professional Development opportunities related to quality, equitable and engaging remote learning

Strongly Recommended Before Schools Reopen for In-Person or Hybrid Instruction

Instruction

Ensure that every student:

- Has access to standards-aligned, grade level instruction, including strategies to accelerate student learning;
- Is assessed to determine student readiness to engage in grade-level content; and
- Is offered scaffolds and supports to meet their diverse academic and social emotional needs.

Parkway Christian Department Heads and EL and MS/HS Dean will ensure every student

- Has access to high-quality instruction and strategies to accelerate student learning
- PCS will continue with implementation of
 - MAP Testing
 - Summative and Formative assessments in the classroom
- Instructional staff/Resource Room Director and Chaplains will monitor the academic and social emotional needs and employ strategies as appropriate to support our students

Conduct checkpoints with school leaders around curriculum pacing and ongoing monitoring of student progress, specifically honing in on the growth of students who need acceleration.

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PCS will continue with implementation of

- MAP Testing
- Summative and Formative assessments in the classroom

Review student data to identify overall trends and gaps in student learning to design systemic supports and interventions.

PCS will continue with implementation and review of

- MAP Testing
- Summative and Formative assessments in the classroom

Conduct a review of each students' IEP in partnership with teachers and parents to reflect each student's evolving needs based on time away from associated services including OT, PT, and Speech while school buildings were closed.

The Parkway Christian Resource Room Director will conduct a thorough review of each students IEP and 504 specifically researching potential setbacks resulting from the 2020 school shutdown

Procure any additional standards-aligned tools or materials to support differentiation, intervention, and remote learning, based on students' needs.

Parkway Christian Administration is committed to providing the necessary tools needed to provide high quality education and will procure additional resources as needed.

Set expectations for schools and teachers to integrate high quality digital tools and resources that are appropriate and sustainable at each grade level, to increase teachers' and students' familiarity with online learning in case of a return to remote instruction.

Parkway Christian will employ a continued implementation of and support teacher, student and parent familiarity of:

- EL Website with resources
- Google Classroom
- Google Suite

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- Parkway Christian will also purchase and implement an additional student engagement platform to assist with learning in the event of a time of remote instruction

Determine and activate structures outside of the regular school day, such as summer learning options, extended day, and after-school programming, to potentially be leveraged to support students in need of additional support.

Parkway Christian Instructional staff to make recommendations to EL and MS/HS Dean

Support schools to communicate regularly with families in their home language about their child's progress and the targeted plans for students in need of additional support.

Parkway Christian Administration and Communications team will collaborate to clearly and regularly engage in open communication with families regarding progress and plans for additional support. The following methods of communication will be employed when appropriate:

- School Website
- EL Website
- Constant Contact
- Social Media
- FACTS SIS Communications

If hybrid, activate plans to monitor and assess the following:

- Connectivity and Access:
 - Ensure that all students and families have adequate connectivity and the devices necessary to successfully engage in and complete schoolwork.
- Attendance:
 - Develop systems to monitor and track students' online attendance on a daily basis.
- Student Work:
 - Teachers will assess the quality of student work and provide feedback to students and families.
 - Students will self-assess the quality of work, reflect on teacher feedback, and learning progress.

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Parkway Christian is committed to the health and well being of our community while offering instruction 5 days a week; therefore, will not be implementing a hybrid program.



Facilities

Strongly Recommended Before Schools Reopen for In-Person Instruction

Audit necessary materials and supply chain for cleaning and disinfection supplies.

- Meeting scheduled with the building Business Manager prior to the start of school to ensure a 3 month supply of cleaning and disinfection supplies are on hand
- Building Business Manager will maintain 3 month supply at all times
- Maintain 3 month supply of classroom supplies including but not limited to clorox wipes, kleenex, and sanitizer

Coordinate with Local Emergency Management Programs (LEMP) for support with procurement of cleaning and disinfection supplies.

Parkway Christian will independently ensure procurement of cleaning and disinfecting supplies.

Advocate for ISDs to coordinate with LEMPs.

Parkway Christian will independently ensure procurement of cleaning and disinfecting supplies.

Audit any additional facilities that the district may have access to that could be used for learning.

- All rooms in the school portion of the building have been measured to determine maximum capacity for 3-6 ft social distancing
- Rooms in the church area that qualify for dual use are also being considered
- Purchased large dividers to turn Social Centrum/Cafeteria/Gym into classrooms as needed

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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.

Parkway Christian janitorial guidelines have been updated to reflect increased measures as a response to the COVID-19 pandemic. Additional staff will be hired to increase cleaning efforts throughout the 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.

Building Business Manager will review OSHA and/or CDC guidelines for updates and then disseminate information to cleaning staff and PCS Business Administrator.

Encourage schools to convene custodial and facilities staff to review and make actionable district guidance regarding cleaning and disinfection.

- All cleaning staff will be trained in the updated Cleaning and Disinfecting Plan prior to start of school
- Cleaning Supervisor will maintain cleaning and disinfection checklist, which will be monitored by the PCS Business Administrator

Encourage schools to provide advanced training for custodial staff.

- Training will be completed during the summer by the Building Business Manager.
- Parkway Christian janitorial staff will continue to improve training with additional tools as needed.

Custodial staff should continue deep cleaning over the summer.

Enhanced cleaning is being performed over the summer under the supervision of the Building Business Manager.

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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.

An audit has been completed and a visual graph created allowing Parkway Christian to plan for appropriate social distancing.

Audit school security protocols to decide if any process changes need to be implemented.

The Parkway Christian safety team will review security protocols and implement any necessary changes.

School security staff should follow CDC protocols if interacting with the general public.

Parkway Christian is committed to all staff following CDC protocols for interaction within our community.

Maintain facilities for in-person school operations, such as:

- Check HVAC systems at each building to ensure that they are running efficiently.
- Air filters should be changed regularly.

Parkway Christian will ensure proper maintenance of building for in-person operations, including:

- Building Facilities Manager will provide regular inspections for HVAC system
- Building Facilities Manager will maintain air filters inspection in compliance with OSHA/CDC recommendations

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.

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Parkway Christian maintenance department will ensure cleaning supplies and equipment are in all designated areas, and the Office Manager will maintain a three month supply of classroom cleaning supplies and disinfectant.

Signage about frequent handwashing, cough etiquette, and nose blowing should be widely posted, disseminated, and encouraged through various methods of communication.

Parkway Christian will order appropriate signage for all areas of the school and the maintenance department will ensure all signs are posted in appropriate areas throughout the building.

Custodial staff should follow guidance from the CDC about the use of facial coverings and special respirators at use when performing cleaning duties.

Cleaning crew and maintenance department will be provided with facial coverings and necessary respirators and advised of proper CDC usage.

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.

An inspection date has been set before the start of school to ensure the facility is ready for in-person learning.

Procure level-1 facial coverings, including those with a transparent front, for preK-5 teachers, low- income students, and students with special needs.

Parkway Christian has a supply of facial coverings to provide for our community as needed.

Procure level-1 surgical masks for cleaning and janitorial staff.

Janitorial staff will be provided with appropriate facial coverings.

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Strongly Recommended if Schools are Instructed to Close for In-Person Instruction

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.

Cleaning crew will follow the enhanced cleaning procedures for maintaining the facility until school is able to resume operations.

Budget, Food Service, Enrollment, & Staffing

Strongly Recommended Before Schools Reopen for In-Person Instruction

Support schools in assessing student arrival protocols. This should include how students arrive at and depart from school (e.g., school bus, dropped off via car, drive themselves, walk, public transportation).

Parkway Christian Administration will reassess arrival protocols and adapt as necessary to follow proper CDC guidelines including designated entry and exit doors, denoting a separate exit for the health center, and staggered entry locations.

Support schools in conducting staff and student outreach to understand who is coming back.

- For staff, this should include a breakdown of the staff – administrators, educators, support staff, full-time nurses, part-time nurses, school counselors, etc.
- Develop a staffing plan to account for teachers and staff who are not returning or are at risk (i.e., those who are 65 years or have an underlying medical condition and decide not to return).
- For students, this should include those with preexisting conditions who may need a remote learning environment.

Parkway Christian has and continues to conduct staff and student outreach to assess who is returning to school in the fall by:

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- Distributing yearly intention letter to determine what staff will be returning the upcoming school year
- Recruiting any replacement staff and faculty needed over the summer and during the school year as needed
- Maintaining ongoing communication with at risk or uncertain staff
- Proactively contacting at risk students to discuss fall plans and virtual options

Assess need for new or additional positions with a specific focus on student and staff wellness, technology support, and other COVID-19 related needs.

Parkway Christian has assessed our increased staff needs as a result of the pandemic and has created and will continue to create new roles as necessary. Positions will be posted on the school webpage and Indeed as needed.

Work with relevant local bargaining units to assess how job responsibilities may shift in light of COVID-19 and how new or additional responsibilities will be accounted for.

Parkway Christian will keep an open line of communication between staff and Administration regarding shifting responsibilities and COVID-19 impact.

Recruit, interview and hire new staff.

Administration will interview and hire appropriate staff.

Consider redeploying underutilized staff to serve core needs.

Parkway Christian will assess core needs and appropriately utilize all staff to serve in a variety of areas as needed.

Where possible, and in partnership with local bargaining units, identify and modify staff positions, that would enable high-risk staff to provide remote services.

Parkway Christian will support and advocate for our staff needs and adjust where possible.

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Communicate any student enrollment or attendance policy changes with school staff and families.

Any and all changes will be communicated to our community.

Provide guidance to school leaders for recruiting, interviewing, and hiring staff remotely.

Parkway Christian will utilize video conferencing for any remote recruiting, interviewing or hiring processes.

Seek and provide guidance on use of CARES Act funding for key purchases (e.g., cleaning supplies).

Private schools are not receiving CARES Act funding in Michigan

Coordinate services with related service providers, in the school and community, to identify and address new student and adult needs.

Parkway Christian has and will continue to reach out to our community to address a variety of needs such as facial coverings, additional substitute teacher pool, social-emotional learning tools, etc.

Inventory how many substitute teachers are available.

MS/HS Administrative Assistant will maintain a list and contact information for all substitutes.

Build and send back to school communications to all relevant stakeholders (i.e., families, school staff) and include updates across all policies and procedures.

Parkway Christian will continue to communicate updated policies and procedures through multiple channels.

Verify that student and staff handbooks and planners are printed and ready for distribution and/or are available digitally. Create a master list of any changes to distribute at the first staff meeting.

Parkway Christian will:

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- Distribute the current staff handbook to all staff
- Distribute the current PCS Parent and Student Handbook to all parents and also make it available on the school website
- Provide staff a list of any updates

Consult legal counsel to preemptively address liability questions, related concerns, or vendor issues relative to COVID-19 and share with school leaders.

Parkway Christian will continue to consult with legal counsel, especially to address additional concerns caused by COVID-19

Engage school leaders in a budgeting exercise to help plan for changing enrollment patterns, new staffing needs, and resource constraints or additional dollars.

Parkway Christian will engage additional strategies and seek leadership counsel to mitigate financial concerns in the yearly budget created by COVID-19 related expenditures and enrollment variance.

Work with school leaders to orient new school staff to any operational changes.

The Head of School and Business Administrator will disseminate any operational changes to appropriate Deans.

Create master teaching schedules, student and faculty arrival/dismissal schedules, bus schedules, lunch schedules for staff and students, and bell schedules with safety protocols in mind.

The Parkway Christian schedule team will approach all scheduling with the safety and well being of our staff, students and community and will build in increased safety and wellness protocols.

Collaborate with food service staff to ensure any necessary food handling changes are implemented based on local public health guidance.

The Kitchen Supervisor and all staff will follow the most up to date public health guidelines for food preparation and distribution.



Technology

Strongly Recommended Before Schools Reopen for In-Person Instruction

Survey families to collect information about the numbers, types, and condition of devices used in their homes to support remote learning.

Parkway Christian has conducted a technology survey and the IT Department will maintain 2-3 iPad carts and a Macbook cart to loan to students for remote learning.

Designate a single point of contact in each school to plan and communicate with district technology teams.

Parkway Christian School does not have multiple locations

Develop a district technology plan that includes guidance for schools. If possible, include training and support for educators to adapt remote learning for the classroom.

Parkway Christian IT Department and Tech Support staff will provide training and support for teachers, parents, and students during the remote learning period.

Identify a device and/or general technology support lead for each school. Consider elevating that position to a more formal role and providing additional support potentially with parent volunteers.

Parkway Christian has a dedicated technology team in place to address increased technological concerns.

Assign technology process leaders to key efforts and publish their contact information on the district intranet and/or internet.

Parkway Christian will publish contact information to our website.

Where practical given demands on parents or guardians, consider identifying family technology liaisons to support communication regarding the use of technology. (For example, the existing parent organization may be able to fulfill this role).

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Parkway Christian has established specific liaisons for technology use at home including, but not limited to, Google Classroom, Zoom, etc, and will also publish this contact information on the school website.

Develop district-wide procedures for return and inventory of district owned devices as part of a return to school technology plan. The procedures should include:

- Safely bagging devices collected at schools;
- Sanitizing the devices prior to a repair or replacement evaluation;
- Ordering accessories that may be needed over the summer; and
- Conducting prepared maintenance routines to remove malware and fix standard issues including, screen, keyboard, or battery replacement.

Parkway Christian has created enhanced procedures for the IT Department to use for all aspects of collecting, sanitizing, and maintaining all IT equipment.

Identify an asset tracking tool.

Parkway Christian will continue to use Mosyle to track all technology devices.

Identify a vendor to assist with processing, returning, and maintaining devices, if needed.

Parkway Christian will continue to handle this process internally.

Develop on-site triage of staff and student devices to minimize the time that staff may be without a device.

- Parkway Christian IT Department will maintain a supply of iPads and Macbooks to loan to staff should their devices break and need repair/replacement.
- Parkway Christian IT Department will maintain 2-3 iPad carts and a Macbook cart to loan to students for remote learning.
- Students can return the damaged device to the IT department, who will then replace it. The damaged device will be assessed for repair/replacement by the IT department.

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Prepare the Infrastructure Evaluation process. Every WiFi access point and wired network device should be tested.

Parkway Christian IT Department will maintain all access points and wired network devices through Mosyle allowing for 24/7 monitoring of these devices.

Develop a technology support plan for families.

The Parkway Christian technology team will meet to discuss and create a plan that addresses technology support for our community as well as a system to track any technology concerns.

Strongly Recommended if Schools are Instructed to Close for In-Person Instruction

Deploy digital learning devices and move to virtual learning.

Parkway Christian will provide necessary devices as needed as the IT Department maintains 2-3 iPad carts and a Macbook cart to loan to students in K-5 who may need a device.

Communicate consistent procedures for return and inventory of school owned devices as part of a return to school technology plan. The procedures should include:

- Safely bagging devices collected at schools;
- Transporting them to a central location;
- Sanitizing the devices prior to a repair or replacement evaluation; and
- Conducting prepared maintenance routines to remove malware and fix standard issues including screen, keyboard, or battery replacement.

Parkway Christian has created enhanced procedures for the IT Department to use for all aspects of collecting, sanitizing, and maintaining all IT equipment, which will be communicated to staff, students and parents.

Ensure that school and community access points and wired network devices are functional.

Parkway Christian IT Department will maintain all access points and wired network devices through Mosyle allowing for 24/7 monitoring of these devices.

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Strongly Recommended When Schools Reopen for In-Person Instruction

Organize and centralize online resources that were created, published, or distributed by teachers and others during the closure period.

Parkway Christian has a centralized COVID-19 information page on our website including parent resources, past communications, and a link to a specialized website for elementary

Compile technology-facing lessons learned for inclusion in the district's updated remote learning plan.

Parkway Christian Administration will collaborate with stakeholders to continuously improve our remote learning plan.

Review issue tracking and inventory results frequently as a way of understanding the quality and progress of technology processes in your district.

Parkway Christian IT Department maintains inventory tracking through Mosyle and will advise administration regularly on the viability of all tech equipment.

Continue infrastructure evaluations until all issues are resolved.

Parkway Christian IT Department will continuously monitor all infrastructure devices including, but not limited to servers, internet, wifi access points, school phones, PA system, etc.

Identify chronic technology issues that arose during the school closure period and use them to begin the development of a long-term technology maintenance plan.

No chronic technology issues arose during the school closure period due to previously created and implemented infrastructure



Transportation

Strongly Recommended When Schools Reopen for In-Person Instruction

Inventory buses, contractors, including any vehicles used for transporting students to/from school or to other school events, and students riding buses. Address questions, such as:

- How many buses are or could be made available in the district?
- How much variation is there in the size and maximum capacity of buses in the district?
- How have the buses been currently or historically used (i.e., transportation to/ from school, transportation for multiple schools, athletic events, food service delivery)?
- How many drivers will be returning? How many are in the training pipeline? What is the plan to address any shortage of drivers?

Assess whether any bus contractors have been impacted by COVID-19 (i.e., closed or opt-out from current routes).

Inventory bus drivers to understand the extent of high-risk populations.

Finalize bus procedures for bus drivers and students that are informed by public health protocols.

Encourage close collaboration between transportation and IEP teams to monitor changes to students' IEPs and implement accordingly.

All bussing is provided by our local public school district, who is actively working on their fall 2020 reopening plans.

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Strongly Recommended if Schools are Instructed to Close for In-Person Instruction

Utilize buses to provide food service and delivery of instructional materials where possible.

Parkway Christian does not have internal bussing options, but continually strives to meet the needs of our community through staff involvement.



PERSONAL PROTECTIVE EQUIPMENT

Required *When Schools Open for In-Person Instruction*

Facial coverings must always be worn by staff except for meals. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Any staff member who cannot medically tolerate a facial covering must not wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering.

- PreK-5 and special education teachers should consider wearing clear masks.
- Homemade facial coverings must be washed daily.
- Disposable facial coverings must be disposed of at the end of each day.

Parkway Christian staff will wear the appropriate facial coverings.

Facial coverings must be worn by preK-12 students, staff, and bus drivers during school transportation. Any staff or student that is unable to medically tolerate a facial covering must not wear one. Any staff or student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.

All Parkway Christian students will wear a face mask during school provided transportation. Parkway Christian students riding on a school bus will have an assigned seat, sit every other row, and only 1 person in each seat.

Facial coverings must always be worn in hallways and common areas by preK-12 students in the building except for during meals. Any student that is unable to medically tolerate a facial covering must not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.

- Homemade facial coverings must be washed daily.
- Disposable facing coverings must be disposed of at the end of each day.
- Note: Students with significant disabilities preventing the use of facial coverings are referred to forthcoming guidance from MDE.

Safety Protocols Guidelines

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All Parkway Christian students will wear a face covering in the hallways and all common areas. A form will be signed by parents denoting if their student is medically incapable of wearing a mask and washing regulations on homemade masks will be communicated.

Facial coverings must be worn in classrooms by all students grades 6-12. Any student who cannot medically tolerate a facial covering must not wear one. Any student who is incapacitated, or unable to remove the facial covering without assistance, must not wear one.

Medically capable Parkway Christian students grades 6-12 will wear a face covering.

All students in grades K-5 must wear facial coverings unless students remain with their classes throughout the school day and do not come into close contact with students in another class.

Parkway Christian students grades K-5 will not be required to wear a face covering while they remain in their classroom throughout the school day since they will be in cohort groups.

Strongly Recommended When Schools Reopen for In-Person Instruction

Facial coverings should be considered for K-5 students and students with special needs in classrooms.

Parkway Christian K-5 students may choose (or by their parent's request) to wear a face covering even though it is not required because students will be in cohort groups.

Facial coverings should be considered for preK students and students with special needs in hallways and common areas. Facial coverings are not recommended for use in classrooms by children ages 3 and 4.

Unless specifically requested by parents/guardians, Parkway Christian PK4 and PS3 students will not wear a face covering throughout the school day.

Facial coverings should never be used on children under age 2.

Parkway Christian preschool starts at age 3

Safety Protocols Guidelines

MI Safe Start Phase 4



HYGIENE

Required *When Schools Open for In-Person Instruction*

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).

Parkway Christian will support healthy hygiene behaviors by:

- Setting up hand sanitation stations throughout the school
- Purchasing additional soap dispensers for bathrooms
- Posting proper handwashing signs
- Maintain classroom supply of hand sanitizer, paper towel, tissues, band-aids, cough drops, etc in an effort to decrease the need to go to the office
- Promoting additional health conscious habits such as healthy diet, proper exercise and time outside

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.

Parkway Christian will make video tutorials to teach and reinforce handwashing and safe use of hand sanitizer. Videos will be shown frequently to students by homeroom teachers as reminders throughout the year.

Strongly Recommended

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.

Safety Protocols Guidelines

MI Safe Start Phase 4



Parkway Christian will make video tutorials to teach and reinforce proper cough and sneeze etiquette, followed by proper hand cleaning procedure. Videos will be shown frequently to students by homeroom teachers as reminders throughout the year.

Systematically and frequently check and refill soap and hand sanitizers.

Parkway Christian has hired additional janitorial staff to handle the increased guidelines and a custodial team member will systematically and frequently check and refill soap and hand sanitizers.

Students and teachers must have scheduled handwashing with soap and water every 2-3 hours.

Parkway Christian EL and MS/HS Deans will design and implement a schedule to incorporate intentional time for handwashing with soap and water periodically throughout the school day.

Limit sharing of personal items and supplies such as writing utensils.

Parkway Christian will purchase and distribute school supplies to each student and teachers will appropriately manage supplies for individual student use.

Keep students' personal items separate and in individually labeled cubbies, containers, or lockers.

Parkway Christian is reorganizing our facilities to accommodate enhanced separation between students and their belongings and teachers will appropriately manage supplies for individual student use.

Limit use of classroom materials to small groups and disinfect between use, or provide adequate supplies to assign for individual student use.

Parkway Christian Administration team will train their staff members on limiting use of classroom materials and proper sanitization between use.

Safety Protocols Guidelines

MI Safe Start Phase 4



Procure portable handwashing and/or hand sanitizing stations to set up throughout school buildings

Parkway Christian will set up hand sanitation stations throughout the school.

SPACING, MOVEMENT, and ACCESS

Strongly Recommended When Schools Reopen for In-Person Instruction

Space desks 6 feet apart in classrooms. Class sizes should be kept to the level afforded by necessary spacing requirements.

Parkway Christian will space desks/tables 3-6ft apart in classrooms and will limit the number of students allowed in each class based on the recommended guidelines.

In classrooms where large tables are utilized, space students as far apart as feasible.

Parkway Christian will space students at large tables 3-6ft apart, as feasible.

As feasible, arrange all desks facing the same direction toward the front of the classroom.

Parkway Christian will arrange all desks facing the front of the classroom, as feasible.

Teachers should maintain six feet of spacing between themselves and students as much as possible.

Parkway Christian teachers will maintain 3-6ft of spacing between themselves and students as feasible and the Administration will train teachers and staff on proper social distancing protocols.

Family members or other guests are not allowed in the school building except under extenuating circumstances determined by district and school officials.

Parkway Christian Administration team will write policy/procedure to express what extenuating circumstances might apply to allow parent entry into the building. Parkway

Safety Protocols Guidelines

MI Safe Start Phase 4



Christian Administration team will write appropriate policy/procedures being sure to consider all of the following groups:

- Prek parents
- Kindergarten parents
- Elementary parents
- MS/HS parents
- Latchkey parents
- Parent/Teacher conferences
- Administrative conferences
- Sporting event & other after school activity parents
- Parents bring up lunch, homework, medicine, etc...
- Outside lunch deliveries (doordash, grubhub, etc...)
- Mailperson, UPS, fedex

Post signage to indicate proper social distancing.

Parkway Christian will make and post signage to indicate proper social distancing throughout the school.

Floor tape or other markers should be used at six foot intervals where line formation is anticipated.

Parkway Christian will use floor tape as well as other creative measures to indicate six foot intervals where line formation is anticipated.

Provide social distancing floor/seating markings in waiting and reception areas.

Parkway Christian will use floor tape as well as other creative measures to indicate six foot intervals in waiting and reception areas.

Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.

Safety Protocols Guidelines

MI Safe Start Phase 4



Parkway Christian will post signage indicating proper restroom social distancing and hand hygiene techniques.

Adult guests entering the building should be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.

Parkway Christian will provide:

- Hand sanitizer located outside main office door
- Visitor COVID-19 Questionnaire completed outside w/ QR code, and a hard copy of questionnaire located inside the vestibule & displayed to office before entering the building
- Temperature check at the office counter and records kept
- Facial masks required for all visitors
- Entrance only & Exit only designation

Recommended When Schools Reopen for In-Person Instruction

If a classroom has windows that can open, they should be open as much as possible, weather permitting. Considerations should be made for students with allergy-induced asthma.

Parkway Christian teachers will open up windows as available and weather permitting.

As able and appropriate, schools should try to cohort groups of students to isolated hallways or areas that can be monitored.

Parkway Christian will utilize all reasonable space for cohorting students.

As able, "specials" (like art, music, and library) should be brought to the classrooms instead of having students move to different locations.

Parkway Christian Administration will determine which special's teachers will travel to classrooms and create a master schedule reflecting those changes. Parkway Christian students will wear a face covering when traveling in the hallways.

Safety Protocols Guidelines

MI Safe Start Phase 4



If all students cannot fit in the classroom space available, a school may consider implementing a staggered school schedule that incorporates alternative dates of attendance or use of virtual teaching. If a staggered school schedule is adopted, schools should partner with community organizations to identify safe spaces where children can engage virtually, especially if family members work and children cannot be home alone.

Admin team will put together a plan for remote learning options.

Efforts should be made to keep six feet of distance between people in the hallways. Staggered movements at incremental intervals should be used if feasible to minimize the number of persons in the hallways as able.

Parkway Christian will use stanchions for hallways as needed and as feasible and will work to use incremental intervals for scheduling.

Have staff monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their classrooms and vice-versa.

Parkway Christian administration will develop a plan to safely monitor arrival and dismissal procedures.

Where possible, physical education should be held outside and social distancing of six feet should be practiced.

Parkway Christian gym classes will be held outside when weather permits and our Gym teacher(s) will put together a plan for social distancing in the gymnasiums.

Boarding schools should seek guidance from MDHHS regarding spacing, movement, and facility access.

This is not applicable to Parkway Christian

Flow of foot traffic should be directed in only one direction, if possible. If one-way flow is not possible, hallways should be divided with either side following the same direction.

Parkway Christian will use signage and proper training to direct traffic flow in hallways.

Entrances and exits should be kept separate to keep traffic moving in a single direction.

Safety Protocols Guidelines

MI Safe Start Phase 4



Parkway Christian will use signage to denote separate entry and exit doors throughout the building.

SCREENING STUDENTS AND STAFF

Required *When Schools Reopen for In-Person Instruction*

Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff.

Parkway Christian will cooperate with all necessary screening protocols and work with our local health department as needed.

Strongly Recommended *When Schools Reopen for In-Person Instruction*

Every school should identify and designate a quarantine area and a staff person to care for students who become ill at school.

Parkway Christian has a designated quarantine space and will hire a healthcare professional to run the Health Center and manage students who become ill. Policies and procedures will be put in place for the Health Center and symptomatic students or staff.

Students who become ill with symptoms of COVID-19 should be placed in an identified quarantine area with a surgical mask in place until they can be picked up. Identified school staff caring for these children should wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required.

- Parkway Christian healthcare employees will wear the appropriate mask
- Parkway Christian will have any student with symptoms wait in Health Center area with a mask on until they can be properly picked up
- Parkway Christian Administration team will identify additional procedures that may need to be established

Safety Protocols Guidelines

MI Safe Start Phase 4



Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.

Administration team will identify additional procedures that may need to be established when a student is sent home with symptoms

Staff should conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they should stay home.

Parkway Christian staff will be trained on daily self-examination protocols required.

Recommended When Schools Reopen for In-Person Instruction

A monitoring form (paper or electronic) for screening employees should be developed.

Parkway Christian has developed and implemented a screening process for staff.

Families are encouraged to check their child's temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 or greater should stay home and consider coronavirus testing if symptoms of COVID-19 are present.

Parkway Christian will train parents how to appropriately take student temperature

Families are encouraged to monitor their children for symptoms of COVID-19. The presence of any symptoms, including cough or shortness of breath, should prompt the family to keep the student home from school and to follow up with a primary care provider.

Parkway Christian will provide training documents for our community



TESTING PROTOCOLS FOR STUDENTS AND STAFF AND RESPONDING TO POSITIVE CASES

Required *When Schools Reopen for In-Person Instruction*

Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff.

Parkway Christian will work with our local health department as necessary

Strongly Recommended *When Schools Reopen for In-Person Instruction*

Students who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing.

Student will remain isolated and masked in the health center until a parent or guardian is able to pick up the child.

Staff who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported for off-site testing.

Parkway Christian Staff members that become ill with a fever at school will wear a mask while exiting the building.

Symptomatic students and staff sent home from school should be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.

Parkway Christian students and staff who are sent home will need to self-isolate for 10 days prior to returning to school or submit evidence of negative test results, before returning to school.

Families should 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.

Safety Protocols Guidelines

MI Safe Start Phase 4



Parkway Christian administration will communicate with appropriate groups of any laboratory positive cases of COVID-19 to encourage closer observation for any symptoms at home while following all privacy mandates.

In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts should be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. Students and staff should be closely monitored for any symptoms of COVID-19. At this time, empiric testing of all students or staff members in the class is not recommended. Only those that develop symptoms require testing for COVID-19.

Parents will be notified of a positive case of COVID-19, and advised to monitor for symptoms. 10 day self quarantine will be at parents' discretion.

Recommended When Schools Reopen for In-Person Instruction

Parents and guardians are encouraged to check students' temperature at home every morning using oral, tympanic (ear), or temporal scanners; students with a temperature of 100.4 or greater must stay home and consider coronavirus testing. Parents and guardians are encouraged to monitor for symptoms of COVID-19. The presence of any unexplained symptoms, including cough or shortness of breath, should prompt the parent or guardian to keep the student home from school and to follow up with their primary care provider.

Parkway Christian will provide training documents for parents to be watching for symptoms of COVID-19 and what to do if their student has symptoms.

RESPONDING TO POSITIVE TESTS AMONG STAFF AND STUDENTS

Required When Schools Reopen for In-Person Instruction

All schools, public and private, must cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, must 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.

Safety Protocols Guidelines

MI Safe Start Phase 4



Parkway Christian will cooperate with and stay up to date with local public health department requirements.

Strongly Recommended When Schools Reopen for In-Person Instruction

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.

- The Local Health Department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self quarantine for up to 14 days after exposure. Local health officials, depending on the situation, may identify other contacts who require quarantine. Schools can help the local health department by collecting data and contact information of those exposed.
- Note: schools should provide staff with guidance on confidentiality laws and statutes that protect student and staff health information. Student communicable disease related information is protected health information. (Even if a family/ student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test).
- Parkway Christian will notify local health officials, and appropriate staff of any possible cases of COVID-19 while maintaining confidentiality consistent with the ADA and other applicable federal and state privacy laws.
- Parkway Christian staff will train their staff on confidentiality laws and statutes that protect student and staff health information.

Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.

Parkway Christian will follow CDC guidelines for staff members returning to work after a confirmed case of COVID-19.

Cleaning staff should wear a surgical mask, gloves, and a face shield when performing cleaning of these areas.

Safety Protocols Guidelines

MI Safe Start Phase 4



Parkway Christian cleaning crew will wear appropriate face covering and gloves while cleaning infected areas.

If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles.

When possible, Parkway Christian will wait 24 hours before cleaning.

FOOD SERVICE, GATHERING, AND EXTRACURRICULAR ACTIVITIES

Required *When Schools Reopen for In-Person Instruction*

Prohibit indoor assemblies that bring together students from more than one classroom.

Parkway Christian will not have indoor assemblies that bring together students from more than one cohort/grade at a time.

Recommended *When Schools Reopen for In-Person Instruction*

Classrooms or outdoor areas should be used for students to eat meals at school, if distancing guidelines cannot be met.

Parkway Christian will put together a plan for lunch that keeps our students socially distanced and safe.

If cafeterias must be used, meal times should be staggered to create seating arrangements with six feet of distance between students.

- Parkway Christian students will eat lunch in their homeroom class, cafeteria or outside when weather permits, students will remain 3-6ft apart.
- Schedule will incorporate staggered times for lunch
- Parkway Christian Administration team will set up outside protocols for classes that want to do a lesson outside or eat outside

Safety Protocols Guidelines

MI Safe Start Phase 4



Serving and cafeteria staff should use barrier protection including gloves, face shields, and surgical masks.

Parkway Christian will train cafeteria staff on proper sanitation protocols and cafeteria staff will use appropriate gloves and face coverings.

Students, teachers, and food service staff should wash hands before and after every meal.

Parkway Christian will train staff and students on proper sanitation protocols for before and after lunch.

Parkway Christian students and staff will wash hands before and after every meal.

Students, teachers, and staff should wash hands before and after every event.

Parkway Christian staff, teachers, and students will be trained on proper hand washing protocols.

Large scale assemblies of more than 50 students are suspended.

Parkway Christian will develop a plan utilizing technology to safely conduct large scale assemblies.

Off-site field trips that require bus transportation to an indoor location are suspended.

Parkway Christian will comply

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 coverings.

Parkway Christian EL and MS students will have staggered recess times based on cohorts and create zoned areas for additional safety

If possible, school-supplied meals should be delivered to classrooms with disposable utensils.

Parkway Christian Cafeteria Director will develop a plan for delivering lunches as needed.

Safety Protocols Guidelines

MI Safe Start Phase 4



If possible, schools should offer telecasting of assemblies and other school-sanctioned events.

Parkway Christian will work alongside the tech department to implement telecasting of assemblies and other school events when necessary.

Extracurricular activities may continue with the use of facial coverings.

Parkway Christian after school activities may continue with the use of facial coverings and social distancing.

ATHLETICS

Required *When Schools Reopen for In-Person Instruction*

Comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).

- Parkway Christian Athletic Director will develop protocols and procedures to make sure Parkway Christian athletics is in compliance with MHSAA & NFHS.
- Parkway Christian Athletic Director will monitor compliance with all requirements on a regular (or daily) basis.
- Parkway Christian Athletic Director may choose to train a team to help monitor the compliance of MHSAA & NFHS guidelines.

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.

- Parkway Christian indoor spectator events are suspended.
- Parkway Christian staff, students, teachers, and parents will fill out the COVID-19 questionnaire before attending any athletic practice and/or outdoor event.
- Parkway Christian staff, students, teachers, and parents will use proper hand hygiene techniques before and after every practice, event, or other gathering.

Safety Protocols Guidelines

MI Safe Start Phase 4



All equipment must be disinfected before and after use.

Parkway Christian Athletic Director and coaches will disinfect all equipment before and after use.

Inter-school competitions may be held provided that facial coverings are worn if school transportation is provided. Buses must be cleaned and disinfected before and after every use, as detailed in the subsequent "Busing and Student Transportation" section.

Parkway Christian athletes will use a face covering when traveling to a game with a non-family member(s).

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.

- Parkway Christian will allow no more than 100 spectators for outdoor events with the use of face covering and maintaining 6ft of social distancing
- The Parkway Christian fields will have clearly identified entry and exit points when appropriate

Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.

Parkway Christian athletes will have clearly identified water bottles for individual use.

Handshakes, fist bumps, and other unnecessary contact must not occur. Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.

- Parkway Christian athletes will refrain from unnecessary contact
- Parkway Christian weight room will be closed

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.

Safety Protocols Guidelines

MI Safe Start Phase 4



- Parkway Christian indoor events are suspended.
- Parkway Christian outdoor events will not exceed 100 people, and people not part of the same household will maintain 6ft of distance from one another.
- Parkway Christian Athletic Director will communicate with parents/students ahead of time, clear expectations of who can attend the event, and protocols in place at the event. (i.e. families are to sit together, 6ft apart from others)

CLEANING

Required When Schools Reopen for In-Person Instruction

Frequently touched surfaces including light switches, doors, benches, bathrooms, must undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.

All Parkway Christian frequently touched surfaces will undergo routine 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 must undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.

Parkway Christian specials teachers will disinfect their classroom after every class period using either an EPA-approved disinfectant or diluted bleach solution.

Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.

Parkway Christian classrooms and student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.

Playground structures must continue to undergo normal routine cleaning, but using an EPA approved disinfectant is unnecessary.

Parkway Christian playground structures will be routinely cleaned.

Safety Protocols Guidelines

MI Safe Start Phase 4



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.

Parkway Christian will 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 mask, and face shield when performing all cleaning activities.

Parkway Christian staff will wear gloves and face covering when performing all cleaning activities.

BUSING AND STUDENT TRANSPORTATION

Required *When Schools Reopen for In-Person Instruction*

Require the use of hand sanitizer before entering the bus. Hand sanitizer must be supplied on the bus.

Parkway Christian will provide hand sanitizer to our students for use as they enter their bus before and after school.

Bussing is provided through our local public district, who is actively working through the return to school roadmap as well. Our understanding is hand sanitizer will be supplied on the bus for student use as they enter the bus before and after school.

The bus driver, staff, and all students in grades preK-12, if medically feasible, must 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.

Parkway Christian students riding on the bus will wear a face covering when medically feasible.

Safety Protocols Guidelines

MI Safe Start Phase 4



Clean and disinfect transportation vehicles before and after every transit route.

Bussing is provided through our local public district, who is actively working through the return to school roadmap as well. Our understanding is bus drivers will maintain cleaning and disinfecting vehicles before and after every transit route.

Children must not be present when a vehicle is being cleaned.

Students will not be present when the busses are cleaned.

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.

Bussing is provided through our local public district, who is actively working through the return to school roadmap as well. Our understanding is bus drivers will maintain cleaning and disinfecting vehicles before and after every transit route, to include frequently touched surfaces inside the bus.

Clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.

Bussing is provided through our local public district, who is actively working through the return to school roadmap as well.

Create a plan for getting students home safely if they are not allowed to board the vehicle.

Parkway Christian students that develop symptoms during the school day will not be permitted to ride the bus home, alternative plans will need to be arranged.

If a student becomes sick during the day, they must not use group transportation to return home and must follow protocols outlined above. If a driver becomes sick during the day, they must follow protocols for sick staff outlined above and must not return to drive students.

Safety Protocols Guidelines

MI Safe Start Phase 4



Parkway Christian students that develop symptoms during the school day will not be permitted to ride the bus home, alternative plans will need to be arranged.

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

Bussing is provided through our local public district, who is actively working through the return to school roadmap as well. Our understanding is as weather permits, windows will be kept open while cleaning the vehicle and between trips to let the vehicles thoroughly air out.

Weather permitting, consider keeping windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe.

Bussing is provided through our local public district, who is actively working through the return to school roadmap as well. Our understanding is as weather permits, bus drivers may keep the windows open while the vehicle is in motion to help reduce the spread of the virus by increasing air circulation, if appropriate and safe.

MEDICALLY VULNERABLE STUDENTS AND STAFF

Strongly Recommended When Schools Reopen for In-person Instruction

Systematically review all current plans (e.g. Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19.

- Parkway Christian Health Center Supervisor will systematically review all current health-related plans as needed to decrease their risk for exposure to COVID-19
- Resource Room Director, will systematically review all IEP and 504 plans as needed to decrease their risk for exposure to COVID-19

Safety Protocols Guidelines

MI Safe Start Phase 4



Create a process for students/families and staff to self-identify as high-risk for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements or work reassignments.

- Parkway Christian Health Center Supervisor will develop a process to identify high-risk students/families due to COVID-19
- Parkway Christian Administration will put together a plan to address requests for remote learning options

Recommended When Schools Reopen for In-Person Instruction

Pertaining to medically vulnerable students, revise the school's remote learning plan to incorporate feedback and input from teachers, families, students, and school leaders and improve its effectiveness. Share it with all involved stakeholders.

Parkway Christian will frequently gather feedback from all stakeholders to review and revise the school's remote learning plan to improve its effectiveness.

Staff caring for children and providing any medical care that include aerosol generating procedures (e.g., nebulizers) should have N95 masks.

Parkway Christian will provide N95 masks for applicable staff members.

Enable staff who are high-risk for severe illness to minimize face-to-face contact and to allow them to maintain a distance of six feet from others, modify job responsibilities that limit exposure risk, or to telework if possible. Meaningfully engage and consult with local bargaining units.

Parkway Christian administration will work with staff members who are high-risk for severe illness.

Mental & Social-Emotional Health

MI Safe Start Phase 4



Strongly Recommended Before Schools Reopen for In-Person or Hybrid Instruction

Encourage schools to implement a mental health screening for all students by a trained professional, if possible. Any screening should be compliant with HIPAA and FERPA policies. Screening instructions (offered verbally to younger students) should provide age-appropriate and transparent disclosure of protocols in place to protect confidentiality while adhering to mandated reporting guidelines.

Parkway Christian will create a user friendly and age appropriate form to assess students' mental health that encompasses the following:

- Level of trauma experienced during the lockdown
- Fears with the return to school
- Specific areas of concern with the return to school

We are committed to addressing trauma associated with COVID-19, and as always are honored to partner with you in the education of your child; please communicate with us if you know your child has struggled significantly.

Establish and communicate to all staff guidelines for identification and rapid referral of at-risk students to appropriate building-level support teams.

Parkway Christian will

- Conduct a COVID-19 response Professional Development by August 24
- Create and share a presentation regarding COVID-19 response
- Create a flowchart of intervention protocols for identifying at risk students
 - Share virtually and provide printed copy for all staff
- Share age based mental health concern symptoms infographic with all staff for identification assistance
 - Share virtually and provide printed copy for all staff
- Conduct specific post COVID-19 trauma training before school starts

Mental & Social-Emotional Health

MI Safe Start Phase 4



Provide all staff with timely, responsive, and ongoing training/professional development as well as needed tools, resources, and implementation support, focused on a variety of topics, including: social-emotional learning, trauma-informed best practices, identification of students at risk and proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.

Parkway Christian will

- Conduct detailed trauma training for all staff at the start of the school year
- Create a shared folder with available resources
- Provide ongoing support to our staff regarding increasing social-emotional learning in the classroom and community
- Continue to share holistic wellness resources throughout the year

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.

Parkway Christian will assign two staff members to manage mental health referrals, communication with families and organize community wellness efforts.

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).

Parkway Christian has a team in place to implement crisis management plans as needed.

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.

Parkway Christian has a staff member coordinating and updating all of our mental health resources.

Establish ongoing reporting protocols for school staff to evaluate physical and mental health status.

Mental & Social-Emotional Health

MI Safe Start Phase 4



Parkway Christian has a staff member creating and implementing appropriate protocols for staff physical and mental health evaluations.

Provide resources for staff self-care, including resiliency strategies.

In conjunction with our trauma training, staff will have access to self-care tools and resources with a strong focus on resiliency strategies.

Designate a mental health liaison (school-based) who will work across the school, local public health agencies, and community partners.

Parkway Christian has designated a staff member to work as a mental health liaison between our EL, MS & HS and, public health agencies and community.

Leverage MDE resources for student and staff mental health and wellness support.

Parkway Christian has designated a staff member to research and compile resources from the MDE to assist in addressing student and staff mental and social-emotional health.

Activate communication channels for school stakeholders to address mental health concerns resulting from COVID-19 (for example, a telephone hotline or a designated email).

Parkway Christian will be creating a specialized COVID-19 contact form as well as clearly indicating on our website all COVID-19 related information.

Communicate with parents and guardians, via a variety of channels, return to school transition information including

- Destigmatization of COVID-19;
- Understanding normal behavioral response to crises;
- General best practices of talking through trauma with children; and
- Positive self-care strategies that promote health and wellness

Parkway Christian will create coordinated communication efforts to share relevant information to ease the transition to school.

Mental & Social-Emotional Health

MI Safe Start Phase 4



In addition to the above plans in direct response to Michigan Return to School Roadmap ideas, Parkway Christian will work to support our community's mental and social-emotional health with the following:

- Find 2-3 independent counselors who are willing to work with Parkway as needed
 - On call for Parkway Christian throughout the year
 - Present 1-2 days a week at the start of the year
 - Availability for students and staff
- Reduce classes for chaplains to increase their availability for student intervention and mental health needs
- Incorporate faith based responses to our efforts to support the mental health and social-emotional needs of our community
- Create additional ways to celebrate success of staff
- Create additional ways to celebrate success of students
- Policy review has been done and changes enacted in an effort to ease burdens for our families including:
 - Parent participation fee waived for 2020/2021 school year
 - Parkway provided school supplies for 2020/2021 school year
 - Dress Code reviewed and updated to boost student morale, lessen financial burden for parents and lessen administrative discipline concerns.
 - 2020/2021 Dress Code Changes
 - Allow students to wear tennis shoes instead of dress shoes
 - Allow students to wear socks of any color/design
 - Knee highs will continue to be required with skirts
 - Colors no longer limited

Instruction Guidelines

MI Safe Start Phase 5



Recommended Before Schools Reopen for In-Person Instruction

Governance

Create a district Return to Instruction and Learning working group, potentially led by the Director of Curriculum, Chief Academic Officer or the equivalent, and composed of a broad group of stakeholders on the district and school level, to:

- Gather feedback from families, teachers, students, and school leaders about their experiences with remote learning through online surveys and/or virtual focus groups or conversations.
- Revise the district's remote learning plan to incorporate feedback and input from stakeholders to improve its effectiveness.
- Share the district's remote learning plan with all involved stakeholders in case of a return to remote learning.

PCS Return to Instruction Team will consist of Department Heads, EL Dean, MS/HS Dean and the Head of School

- PCS remote learning surveys will go out to parents, staff and students by August 3, 2020
- PCS will revise the remote learning plan to incorporate feedback and input from stakeholders in the following manner:
 - EL - Allen to review feedback from surveys and incorporate needed changes
 - MS/HS - Brady and Department Heads to review feedback from surveys and incorporate needed changes
 - Nearpod to be implemented at all levels
- PCS Administration will share the remote learning plans with all stakeholders in August.

Instruction

Set an instructional vision that ensures that:

- Every student will start the year with access to grade-level instruction and high quality, standards-aligned instructional materials in every subject.

Instruction Guidelines

MI Safe Start Phase 5



- Every student will be assessed on their understanding of prerequisite skills and grade-level proficiencies using formative assessments, screeners, or diagnostics.
- Every students' academic and social emotional needs will be addressed with the integration of Social and Emotional Learning (SEL) and strengthening connections with students.

Parkway Christian Administration to implement instructional vision including:

- Access to high-quality instruction and materials
- PCS will continue to provide
 - MAP Testing
 - Summative and Formative assessments in the classroom
- As included in our Mental Health and Social-Emotional learning portion of our Reopening Guidelines, we be increasing and further integrating social-emotional learning into our curriculum

Support schools to implement grade-level curricula that are aligned to Michigan preK-12 standards.

- Support teachers to utilize power standards that identify the major work of the grade in order to focus, prioritize, and accelerate instruction.

El and MS/HS Dean to work with staff to implement prioritized learning strategies

- Revise students' IEPs, IFSPs, and 504 plans in coordination with general and special education teachers to reflect the child's evolving needs based on assessment data and parent feedback, and design accommodations and match services accordingly.
 - Commence intervention and support services. Plans must include all programs and learning environments, especially special education, birth to five services, and CTE.
 - Establish structures for general and special education teachers to collaborate on delivery methods for assessments and instruction as outlined in IEPs. Consider students' needs around accessibility and provide assistive technologies, where possible.

The Parkway Christian Resource Room Director will audit and revise all IEPs, IFSPs, and 504 plans and continue to support our students during the school year.

- Inventory all intervention programs and services available to students on the district and school level and identify any gaps.

Instruction Guidelines

MI Safe Start Phase 5



Resource Room Director to connect with the providing district (Utica) to determine what services will be provided in the event of a school closure and review all internal intervention procedures.

- Remain connected with MDE about policies and guidance.

Parkway Christian intervention team will continue to remain familiar with MDE policies and available guidance.

- Develop a continuation of services plan for students needing either occupational, physical, and/or speech and language therapy, including evaluations by school psychologists and social workers.

The Parkway Christian Resource Room Director will develop formalized plans addressing continuation of services for our students.

Secure supports for students who are transitioning to postsecondary.

Parkway Christian will assign a staff member to focus on additional support for students transitioning into post secondary education.

Communications and Family Supports

Implement any additional communication systems needed to reach every family and student in their home language through multiple modes (e.g., text, all call, email, home visit) to share: Expectations around their child's return to school; Clear information about schedules and configurations, if hybrid; Information about modes of assessment, details on curricula used in each of the core subjects, and grade-level proficiencies; and Plans for each of the different school opening scenarios.

Parkway Christian will task their Communication Team with the implementation of communications to all stakeholders through the following:

- Website
- EL Website
- Constant Contact
- Social Media
- RenWeb Communications

Instruction Guidelines

MI Safe Start Phase 5



Provide resources that demonstrate schools value parents as partners in their child's education. Offer family supports that provide families with:

- Training about how to access and use the school's chosen digital systems and tools;
- Opportunities to build their digital literacy; and
- Strategies to support their child's learning at home.

Parkway Christian is committed to partnering with parents in the education of their children and will continue to work together and provide support to our families.

Specifically, support will be provided through:

- Training will be available through the EL Website, school website and MS/HS communications.
- Digital literacy support will be available through the EL Website, school website and MS/HS communications.
- Learning supports will be available through the EL Website, school website and MS/HS communications.

Professional Learning

Provide adequate time for schools and educators to engage in:
Intentional curriculum planning and documentation to ensure stability of instruction, whether school buildings are open or closed;

Parkway Christian Administration will schedule adequate planning opportunities for staff

Identify students who did not engage in remote learning and develop a plan to provide additional supports, if needed. Share data and concerns about each student's growth and needs with students' assigned teacher(s) for the 2020-2021 school year;

Using and building on resources created during the 2020 school shutdown, the Resource Room Director, EL Dean and MS/HS Dean will share necessary information with teachers regarding remote learning challenges to assist in intervention and instructional needs for the 2020/2021 school year.

Instruction Guidelines

MI Safe Start Phase 5



Identify students who potentially need additional support; and

Parkway Christian Resource Room Direction will proactively maintain a list of potential students who might need additional support in the upcoming school year

Share knowledge and ideas around the use and effectiveness of digital tools and resources that support remote learning.

Parkway Christian Instructional staff will collaborate and pool resources together to support remote learning.

Create a plan for professional learning and training, with goals to:
Offer restorative supports for teachers and learning around equity and implicit bias, social-emotional learning, and culturally responsive education;

Administration will schedule PD opportunities and share resources specifically addressing:

- Equity and implicit bias
- Social-emotional learning
- Culturally responsive education

Train school leaders and teachers thoroughly in the chosen digital systems and tools and their use; and

Parkway Christian Technology Team will handle all digital system training

Build school leaders' and teachers' capacity to design and develop blended and remote learning experiences that are equitable and engaging.

Administration to schedule PD opportunities related to quality, equitable and engaging remote learning



Recommended Before Schools Reopen for In-Person or Hybrid Instruction

Instruction

Ensure that every student:

- Has access to standards-aligned, grade level instruction, including strategies to accelerate student learning;
- Is assessed to determine student readiness to engage in grade-level content; and
- Is offered scaffolds and supports to meet their diverse academic and social emotional needs.

Parkway Christian Department Heads and EL and MS/HS Dean will ensure every student

- Has access to high-quality instruction and strategies to accelerate student learning
- PCS will continue with implementation of
 - MAP Testing
 - Summative and Formative assessments in the classroom
- Instructional staff/Resource Room Director and Chaplains will monitor the need and employ scaffolds as needed to support our students

Conduct checkpoints with school leaders around curriculum pacing and ongoing monitoring of student progress, specifically honing in on the growth of students who need acceleration.

PCS will continue with implementation of

- MAP Testing
- Summative and Formative assessments in the classroom

Review student data to identify overall trends and gaps in student learning to design systemic supports and interventions.

PCS will continue with implementation of

- MAP Testing
- Summative and Formative assessments in the classroom

Instruction Guidelines

MI Safe Start Phase 5



Conduct a review of each students' IEP in partnership with teachers and parents to reflect each student's evolving needs based on time away from associated services including OT, PT, and Speech while school buildings were closed.

The Parkway Christian Resource Room Director will conduct a thorough review of each students IEP specifically researching potential setbacks resulting from the 2020 school shutdown.

Procure any additional standards-aligned tools or materials to support differentiation, intervention, and remote learning, based on students' needs.

Parkway Christian Administration is committed to providing the necessary tools needed to provide high quality education and will procure additional resources as needed.

Set expectations for schools and teachers to integrate high quality digital tools and resources that are appropriate and sustainable at each grade level, to increase teachers' and students' familiarity with online learning in case of a return to remote instruction.

Parkway Christian will employ a continued implementation of and support teacher, student and parent familiarity of:

- EL Website with resources
- Google Classroom
- Google Suite
- Parkway Christian will also purchase and implement an additional student engagement platform to assist with learning in the event of a time of remote instruction

Determine and activate structures outside of the regular school day, such as summer learning options, extended day, and after-school programming, to potentially be leveraged to support students in need of additional support.

Parkway Christian Instructional staff to make recommendations to El and MS/HS Dean.

Instruction Guidelines

MI Safe Start Phase 5



Support schools to communicate regularly with families in their home language about their child's progress and the targeted plans for students in need of additional support.

Parkway Christian Administration and Communications team will collaborate to clearly and regularly engage in open communication with families regarding progress and plans for additional support. The following methods of communication will be employed when appropriate:

- Website
- EL Website
- Constant Contact
- Social Media
- RenWeb Communications



Facilities

Recommended Before Schools Reopen for In-Person Instruction

Audit necessary materials and supply chain for cleaning and disinfection supplies.

- Meeting scheduled with the building Business Manager prior to the start of school to ensure a 3 month supply of cleaning and disinfection supplies are on hand
- Building Business Manager will maintain 3 month supply at all times
- Maintain 3 month supply of classroom supplies including but not limited to clorox wipes, kleenex, and sanitizer

Coordinate with Local Emergency Management Programs (LEMP) for support with procurement of cleaning and disinfection supplies.

Parkway Christian will independently ensure procurement of cleaning and disinfecting supplies.

Advocate for ISDs to coordinate with LEMPs.

Parkway Christian will independently ensure procurement of cleaning and disinfecting supplies.

Audit any additional facilities that the district may have access to that could be used for learning.

- All rooms in the school portion of the building have been measured to determine maximum capacity for 3-6 ft social distancing
- Rooms in the church area that qualify for dual use are also being considered
- Purchased large dividers to turn Social Centrum/Cafeteria/Gym into classrooms as needed

OPERATIONS Guidelines

MI Safe Start Phase 5



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.

Parkway Christian janitorial guidelines have been updated to reflect increased measures as a response to the COVID-19 pandemic. Additional staff will be hired to increase cleaning efforts throughout the 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.

Building Business Manager will review OSHA and/or CDC guidelines for updates and then disseminate information to cleaning staff and PCS Business Administrator.

Encourage schools to convene custodial and facilities staff to review and make actionable district guidance regarding cleaning and disinfection.

- All cleaning staff will be trained in the updated Cleaning and Disinfecting Plan prior to start of school
- Cleaning Supervisor will maintain cleaning and disinfection checklist, which will be monitored by the PCS Business Administrator

Encourage schools to provide advanced training for custodial staff.

- Training will be completed during the summer by the Building Business Manager.
- Parkway Christian janitorial staff will continue to improve training with additional tools as needed.

Custodial staff should continue deep cleaning over the summer.

Enhanced cleaning is being performed over the summer under the supervision of the Building Business Manager.

OPERATIONS Guidelines

MI Safe Start Phase 5



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.

An audit has been completed and a visual graph created allowing Parkway Christian to plan for appropriate social distancing.

Audit school security protocols to decide if any process changes need to be implemented.

The Parkway Christian safety team will review security protocols and implement any necessary changes.

School security staff should follow CDC protocols if interacting with the general public.

Parkway Christian is committed to all staff following CDC protocols for interaction within our community.

Maintain facilities for in-person school operations, such as:

- Check HVAC systems at each building to ensure that they are running efficiently.
- Air filters should be changed regularly.

Parkway Christian will ensure proper maintenance of building for in-person operations, including:

- Building Facilities Manager will provide regular inspections for HVAC system
- Building Facilities Manager will maintain air filters inspection in compliance with OSHA/CDC recommendations

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.

OPERATIONS Guidelines

MI Safe Start Phase 5



Parkway Christian maintenance department will ensure cleaning supplies and equipment are in all designated areas, and the Office Manager will maintain a three month supply of classroom cleaning supplies and disinfectant.

Signage about frequent handwashing, cough etiquette, and nose blowing should be widely posted, disseminated, and encouraged through various methods of communication.

Parkway Christian will order appropriate signage for all areas of the school and the maintenance department will ensure all signs are posted in appropriate areas throughout the building.

Custodial staff should follow guidance from the CDC about the use of facial coverings and special respirators at use when performing cleaning duties.

Cleaning crew and maintenance department will be provided with facial coverings and necessary respirators and advised of proper CDC usage.

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.

An inspection date has been set before the start of school to ensure the facility is ready for in-person learning.

Procure level-1 facial coverings, including those with a transparent front, for preK-5 teachers, low- income students, and students with special needs.

Parkway Christian has a supply of facial coverings to provide for our community as needed.

Procure level-1 surgical masks for cleaning and janitorial staff.

Janitorial staff will be provided with appropriate facial coverings



Budget, Food Service, Enrollment, & Staffing

Recommended Before Schools Reopen for In-Person Instruction

Support schools in assessing student arrival protocols. This should include how students arrive at and depart from school (e.g., school bus, dropped off via car, drive themselves, walk, public transportation).

Parkway Christian Administration will reassess arrival protocols and adapt as necessary to follow proper CDC guidelines including designated entry and exit doors, denoting a separate exit for the health center, and staggered entry locations.

Support schools in conducting staff and student outreach to understand who is coming back.

- For staff, this should include a breakdown of the staff – administrators, educators, support staff, full-time nurses, part-time nurses, school counselors, etc.
- Develop a staffing plan to account for teachers and staff who are not returning or are at risk (i.e., those who are 65 years or have an underlying medical condition and decide not to return).
- For students, this should include those with preexisting conditions who may need a remote learning environment.

Parkway Christian has and continues to conduct staff and student outreach to assess who is returning to school in the fall by:

- Distributing yearly intention letter to determine what staff will be returning the upcoming school year
- Recruiting any replacement staff and faculty needed over the summer and during the school year as needed
- Maintaining ongoing communication with at risk or uncertain staff
- Proactively contacting at risk students to discuss fall plans and virtual options

OPERATIONS Guidelines

MI Safe Start Phase 5



Assess need for new or additional positions with a specific focus on student and staff wellness, technology support, and other COVID-19 related needs.

Parkway Christian has assessed our increased staff needs as a result of the pandemic and has created and will continue to create new roles as necessary. Positions will be posted on the school webpage and Indeed as needed.

Work with relevant local bargaining units to assess how job responsibilities may shift in light of COVID-19 and how new or additional responsibilities will be accounted for.

Parkway Christian will keep an open line of communication between staff and Administration regarding shifting responsibilities and COVID-19 impact.

Recruit, interview and hire new staff.

Administration will interview and hire appropriate staff.

Consider redeploying underutilized staff to serve core needs.

Parkway Christian will assess core needs and appropriately utilize all staff to serve in a variety of areas as needed.

Where possible, and in partnership with local bargaining units, identify and modify staff positions, that would enable high-risk staff to provide remote services.

Parkway Christian will support and advocate for our staff needs and adjust where possible.

Communicate any student enrollment or attendance policy changes with school staff and families.

Any and all changes will be communicated to our community.

Provide guidance to school leaders for recruiting, interviewing, and hiring staff remotely.

Parkway Christian will utilize video conferencing for any remote recruiting, interviewing or hiring processes.

OPERATIONS Guidelines

MI Safe Start Phase 5



Seek and provide guidance on use of CARES Act funding for key purchases (e.g., cleaning supplies).

Private schools are not receiving CARES Act funding in Michigan

Coordinate services with related service providers, in the school and community, to identify and address new student and adult needs.

Parkway Christian has and will continue to reach out to our community to address a variety of needs such as facial coverings, additional substitute teacher pool, social-emotional learning tools, etc.

Inventory how many substitute teachers are available.

MS/HS Administrative Assistant will maintain a list and contact information for all substitutes.

Build and send back to school communications to all relevant stakeholders (i.e., families, school staff) and include updates across all policies and procedures.

Parkway Christian will continue to communicate updated policies and procedures through multiple channels.

Verify that student and staff handbooks and planners are printed and ready for distribution and/or are available digitally. Create a master list of any changes to distribute at the first staff meeting.

Parkway Christian will:

- Distribute the current staff handbook to all staff
- Distribute the current PCS Parent and Student Handbook to all parents and also make it available on the school website
- Provide staff a list of any updates

Consult legal counsel to preemptively address liability questions, related concerns, or vendor issues relative to COVID-19 and share with school leaders.

OPERATIONS Guidelines

MI Safe Start Phase 5



Parkway Christian will continue to consult with legal counsel, especially to address additional concerns caused by COVID-19

Engage school leaders in a budgeting exercise to help plan for changing enrollment patterns, new staffing needs, and resource constraints or additional dollars.

Parkway Christian will engage additional strategies and seek leadership counsel to mitigate financial concerns in the yearly budget created by COVID-19 related expenditures and enrollment variance.

Work with school leaders to orient new school staff to any operational changes.

The Head of School and Business Administrator will disseminate any operational changes to appropriate Deans.

Create master teaching schedules, student and faculty arrival/dismissal schedules, bus schedules, lunch schedules for staff and students, and bell schedules with safety protocols in mind.

The Parkway Christian schedule team will approach all scheduling with the safety and well being of our staff, students and community and will build in increased safety and wellness protocols.

Collaborate with food service staff to ensure any necessary food handling changes are implemented based on local public health guidance.

The Kitchen Supervisor and all staff will follow the most up to date public health guidelines for food preparation and distribution.

Technology

Recommended Before Schools Reopen for In-Person Instruction

OPERATIONS Guidelines

MI Safe Start Phase 5



Survey families to collect information about the numbers, types, and condition of devices used in their homes to support remote learning.

Parkway Christian has conducted a technology survey and the IT Department will maintain 2-3 iPad carts and a Macbook cart to loan to students for remote learning.

Designate a single point of contact in each school to plan and communicate with district technology teams.

Parkway Christian School does not have multiple locations

Develop a district technology plan that includes guidance for schools. If possible, include training and support for educators to adapt remote learning for the classroom.

Parkway Christian IT Department and Tech Support staff will provide training and support for teachers, parents, and students during the remote learning period.

Identify a device and/or general technology support lead for each school. Consider elevating that position to a more formal role and providing additional support potentially with parent volunteers.

Parkway Christian has a dedicated technology team in place to address increased technological concerns.

Assign technology process leaders to key efforts and publish their contact information on the district intranet and/or internet.

Parkway Christian will publish contact information to our website.

Where practical given demands on parents or guardians, consider identifying family technology liaisons to support communication regarding the use of technology. (For example, the existing parent organization may be able to fulfill this role).

Parkway Christian has established specific liaisons for technology use at home including, but not limited to, Google Classroom, Zoom, etc, and will also publish this contact information on the school website.

OPERATIONS Guidelines

MI Safe Start Phase 5



Develop district-wide procedures for return and inventory of district owned devices as part of a return to school technology plan. The procedures should include:

- Safely bagging devices collected at schools;
- Sanitizing the devices prior to a repair or replacement evaluation;
- Ordering accessories that may be needed over the summer; and
- Conducting prepared maintenance routines to remove malware and fix standard issues including, screen, keyboard, or battery replacement.

Parkway Christian has created enhanced procedures for the IT Department to use for all aspects of collecting, sanitizing, and maintaining all IT equipment.

Identify an asset tracking tool.

Parkway Christian will continue to use Mosyle to track all technology devices.

Identify a vendor to assist with processing, returning, and maintaining devices, if needed.

Parkway Christian will continue to handle this process internally.

Develop on-site triage of staff and student devices to minimize the time that staff may be without a device.

- Parkway Christian IT Department will maintain a supply of iPads and Macbooks to loan to staff should their devices break and need repair/replacement
- Parkway Christian IT Department will maintain 2-3 iPad carts and a Macbook cart to loan to students for remote learning
- Students can return the damaged device to the IT department, who will then replace it. The damaged device will be assessed for repair/replacement by the IT department

Prepare the Infrastructure Evaluation process. Every WiFi access point and wired network device should be tested.

OPERATIONS Guidelines

MI Safe Start Phase 5



The Parkway Christian IT Department will maintain all access points and wired network devices through Mosyle allowing for 24/7 monitoring of these devices.

Develop a technology support plan for families.

The Parkway Christian technology team will meet to discuss and create a plan that addresses technology support for our community as well as a system to track any technology concerns.

Where possible, consider implementing live streaming of classrooms for students who are medically vulnerable.

Parkway Christian will work to support our community to the best of our ability.

Transportation

Strongly Recommended Before Schools Reopen for In-Person Instruction

Inventory buses, contractors, including any vehicles used for transporting students to/from school or to other school events, and students riding buses. Address questions, such as:

- How many buses are or could be made available in the district?
- How much variation is there in the size and maximum capacity of buses in the district?
- How have the buses been currently or historically used (i.e., transportation to/ from school, transportation for multiple schools, athletic events, food service delivery)?
- How many drivers will be returning? How many are in the training pipeline? What is the plan to address any shortage of drivers?

Assess whether any bus contractors have been impacted by COVID-19 (i.e., closed or opt-out from current routes).

Inventory bus drivers to understand the extent of high-risk populations.

OPERATIONS Guidelines

MI Safe Start Phase 5



Finalize bus procedures for bus drivers and students that are informed by public health protocols.

Encourage close collaboration between transportation and IEP teams to monitor changes to students' IEPs and implement accordingly.

All bussing is provided by our local public school district, who is actively working on their fall 2020 reopening plans.



PERSONAL PROTECTIVE EQUIPMENT

Strongly Recommended

Facial coverings must always be worn by staff except for meals. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Any staff member who cannot medically tolerate a facial covering must not wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering.

- PreK-5 and special education teachers should consider wearing clear masks.
- Homemade facial coverings must be washed daily.
- Disposable facial coverings must be disposed of at the end of each day.

Parkway Christian staff will wear the appropriate facial coverings except for meals.

Facial coverings must always be worn in hallways and common areas by preK-12 students in the building except for during meals. Any student that is unable to medically tolerate a facial covering must not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.

- Homemade facial coverings must be washed daily.
- Disposable facing coverings must be disposed of at the end of each day.
- Note: Students with significant disabilities preventing the use of facial coverings are referred to forthcoming guidance from MDE.

All Parkway Christian students will wear a face covering in the hallways and all common areas. A form will be signed by parents denoting if their student is medically incapable of wearing a mask and washing regulations on homemade masks will be communicated.

Recommended

Facial coverings should be considered for K-5 students and students with special needs in classrooms.

Parkway Christian K-5 students may choose (or by their parent's request) to wear a face covering even though it is not required because students will be in cohort groups.

Safety Protocols Guidelines

MI Safe Start Phase 5



Facial coverings should be considered for preK students and students with special needs in hallways and common areas. Facial coverings are not recommended for use in classrooms by children ages 3 and 4.

Unless specifically requested by parent/guardians, Parkway Christian PK4 and PS3 students will not wear a face covering throughout the school day.

Facial coverings should never be used on children under age 2.

Parkway Christian preschool starts at age 3

Facial coverings should be considered for K-5 students and students with special needs in classrooms, especially if students and teachers are not placed in cohorts.

Parkway Christian will be utilizing cohorts.

Facial coverings must be worn in classrooms by all students grades 6-12. Any student who cannot medically tolerate a facial covering must not wear one. Any student who is incapacitated, or unable to remove the facial covering without assistance, must not wear one.

Medically capable Parkway Christian students grades 6-12 will wear a face covering.

Gloves are not required except for custodial staff or teachers cleaning their classrooms.

HYGIENE

Strongly Recommended

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).

Parkway Christian will support healthy hygiene behaviors by:

- Setting up hand sanitation stations throughout the school
- Purchasing additional touchless soap dispensers for bathrooms
- Posting proper handwashing signs

Safety Protocols Guidelines

MI Safe Start Phase 5



- Maintain classroom supply of hand sanitizer, paper towel, tissues, band-aids, cough drops, etc in an effort to decrease the need to go to the office
- Promoting additional health conscious habits such as healthful food, proper exercise and time outside

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.

Parkway Christian will make video tutorials to teach and reinforce handwashing and safe use of hand sanitizer. Videos will be shown frequently to students by homeroom teachers as reminders throughout the year.

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.

Parkway Christian will make video tutorials to teach and reinforce proper cough and sneeze etiquette, followed by proper hand cleaning procedure. Videos will be shown frequently to students by homeroom teachers as reminders throughout the year.

Students should wash their hands or use hand sanitizer after changing any classroom; teachers in the classroom should wash their hands or use sanitizer every time a new group of students enters their room.

Parkway Christian students and teachers will be trained on proper cleaning protocols and will be expected to wash their hands or use hand sanitizer before and after each class.

Recommended

Systematically and frequently check and refill soap and hand sanitizers.

Parkway Christian has hired additional janitorial staff to handle the increased guidelines and a custodial team member will systematically and frequently check and refill soap and hand sanitizers.

Students and teachers must have scheduled handwashing with soap and water every 2-3 hours.

Safety Protocols Guidelines

MI Safe Start Phase 5



Parkway Christian EL and MS/HS Deans will design and implement a schedule to incorporate intentional time for handwashing with soap and water periodically throughout the school day.

Limit sharing of personal items and supplies such as writing utensils.

Parkway Christian will purchase and distribute school supplies to each student and teachers will appropriately manage supplies for individual student use.

Keep students' personal items separate and in individually labeled cubbies, containers, or lockers.

Parkway Christian is reorganizing our facilities to accommodate enhanced separation between students and their belongings and teachers will appropriately manage supplies for individual student use.

Limit use of classroom materials to small groups and disinfect between use, or provide adequate supplies to assign for individual student use.

Parkway Christian Administration team will train their staff members on limiting use of classroom materials and proper sanitization between use.

Procure portable handwashing and/or hand sanitizing stations to set up throughout school buildings

Parkway Christian will set up hand sanitation stations throughout the school.

SPACING, MOVEMENT, AND ACCESS

Recommended

Space desks 6 feet apart in classrooms. Class sizes should be kept to the level afforded by necessary spacing requirements.

Parkway Christian will space desks/tables 3-6ft apart in classrooms and will limit the number of students allowed in each class based on the recommended guidelines.

In classrooms where large tables are utilized, space students as far apart as feasible.

Safety Protocols Guidelines

MI Safe Start Phase 5



Parkway Christian will space students at large tables 3-6ft apart, as feasible.

As feasible, arrange all desks facing the same direction toward the front of the classroom.

Parkway Christian will arrange all desks facing the front of the classroom, as feasible.

Teachers should maintain six feet of spacing between themselves and students as much as possible.

Parkway Christian teachers will maintain 3-6ft of spacing between themselves and students as feasible and Administration will train teachers and staff on proper social distancing protocols.

Post signage to indicate proper social distancing.

- Floor tape or other markers should be used at six-foot intervals where line formation is anticipated.
- Provide social distancing floor/seating markings in waiting and reception areas.
- Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.
- Post signs on the doors of restrooms to indicate proper social distancing.

Parkway Christian will make and post signage to indicate proper social distancing throughout the school.

If a classroom has windows that can open, they should be open as much as possible, weather permitting. Considerations should be made for students with allergy-induced asthma.

Parkway Christian teachers will open up windows as available and weather permitting.

As able, schools should try to cohort groups of students to isolated hallways or areas that can be monitored for positive cases if there is a COVID-19 exposure.

Parkway Christian will utilize all reasonable space for cohorting students.

As able, "specials" (like art, music, and library) should be brought to the classrooms instead of having students move to different locations.

Safety Protocols Guidelines

MI Safe Start Phase 5



Parkway Christian Administration will determine which special's teachers will travel to classrooms and create a master schedule reflecting those changes. Parkway Christian students will wear a face covering when traveling in the hallways.

Flow of foot traffic should be directed in only one direction, if possible. If one-way flow is not possible, hallways should be divided with either side following the same direction.

Parkway Christian will use signage and proper training to direct traffic flow in hallways.

Efforts should be made to keep six feet of distance between people in the hallways. Staggered movements at incremental intervals should be used if feasible to minimize the number of persons in the hallways as able.

Parkway Christian will use stanchions for hallways as needed and as feasible and will work to use incremental intervals for scheduling.

Have staff monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their classrooms and vice-versa.

Parkway Christian administration will develop a plan to safely monitor arrival and dismissal procedures.

SCREENING STUDENTS, STAFF, AND GUESTS

Strongly Recommended

Every school should identify and designate a quarantine area and a staff person to care for students who become ill at school.

Parkway Christian has a designated quarantine space and will hire a healthcare professional to run the Health Center and manage students who become ill. Policies and procedures will be put in place for the Health Center and symptomatic students or staff.

Students who become ill with symptoms of COVID-19 should be placed in an identified quarantine area with a surgical mask in place until they can be picked up. Identified school

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staff caring for these children should wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required.

- Parkway Christian healthcare employees will wear the appropriate mask
- Parkway Christian will have any student with symptoms wait in Health Center area with a mask on until they can be properly picked up
- Parkway Christian Administration team will identify additional procedures that may need to be established

Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.

Administration team will identify additional procedures that may need to be established when a student is sent home with symptoms

Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.

- Parkway Christian visitors will fill out COVID-19 questionnaire before entering the building.
- Visitors will be limited and will be required to provide advanced notice with a reason for the visit verified and approved by administration.

Recommended

Staff should conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they should stay home.

Parkway Christian staff will be trained on daily self-examination protocols required.

Any parents or guardians entering the building should wash or sanitize hands prior to entry.

Parkway Christian will provide a hand sanitizer station at the main office entrance.

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Parents or guardians are not allowed in the school building except under extenuating circumstances as determined by school officials. Only one parent or guardian per child should be allowed to enter except under extenuating circumstances as determined by school officials.

Parkway Christian will communicate to parents that they are not allowed in the building except under extenuating circumstances as determined by school administration. Only one parent or guardian should be allowed to enter under extenuating circumstances as determined by school administration.

Parents or guardians are encouraged to check their children's temperature at home every morning using oral, tympanic (ear), or temporal scanners; students with a temperature of 100.4 or greater should stay home and consider coronavirus testing if no other explanation is available.

Parkway Christian will provide training for our Parkway Christian parents and clearly identify expectations for their role.

Parents or guardians are encouraged to ask their children or monitor for symptoms of COVID-19, including cough, congestion, shortness of breath, or gastrointestinal symptoms every morning. Any positives should prompt parents or guardians to keep the student home from school.

Parkway Christian will provide training for our Parkway Christian parents and clearly identify expectations for their role.

Entrances and exits should be kept separate to keep traffic moving in a single direction.

Parkway Christian will continue to have and use clearly identified entrance only and exit only doors.

TESTING PROTOCOLS FOR STUDENTS AND STAFF AND RESPONDING TO POSITIVE CASES

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Strongly Recommended

Students who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing.

Student will remain isolated and masked in the health center until a parent or guardian is able to pick up the child.

Staff who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported for off-site testing.

Parkway Christian Staff members that become ill with a fever at school will wear a mask while exiting the building.

Parents and guardians should be notified of the presence of any laboratory positive or clinically diagnosed cases in the classroom and/or school to encourage closer observation for any symptoms at home.

Parkway Christian administration will communicate with appropriate groups of any laboratory positive cases of COVID-19 to encourage closer observation for any symptoms at home.

Symptomatic students and staff sent home from school should be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.

Parkway Christian students and staff who are sent home will need to self-isolate for 10 days prior to returning to school or submit evidence of negative test results, before returning to school.

In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts should be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. Students and staff should be closely monitored for any symptoms of

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COVID-19. At this time, empiric testing of all students or staff members in the class is not recommended. Only those that develop symptoms require testing for COVID-19.

Parents will be notified of a positive case of COVID-19, and advised to monitor for symptoms. 10 day self quarantine will be at parents' discretion.

Recommended

Parents or guardians are encouraged to check student's temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 greater must stay home and consider COVID-19 testing if no other explanation is available. Parents or guardians are encouraged to monitor for symptoms of COVID-19, including any cough, congestion, shortness of breath, or gastrointestinal symptoms every morning. Any positives should prompt the parent or guardian to keep the student home from school and seek out testing.

Parkway Christian will train parents to take student's temperature every morning and to be watching for symptoms of COVID-19 and what to do if their student has symptoms.

RESPONDING TO POSITIVE TESTS AMONG STAFF AND STUDENTS

Strongly Recommended

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.

- The Local Health Department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self quarantine for up to 14 days after exposure. Local health officials, depending on the situation, may identify other contacts who require quarantine. Schools can help the local health department by collecting data and contact information of those exposed.
- Note: schools should provide staff with guidance on confidentiality laws and statutes that protect student and staff health information. Student communicable disease related information is protected health information. (Even if a family/

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student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test).

- Parkway Christian will notify local health officials, and appropriate staff of any possible cases of COVID-19 while maintaining confidentiality consistent with the ADA and other applicable federal and state privacy laws.
- Parkway Christian staff will train their staff on confidentiality laws and statutes that protect student and staff health information.

Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.

Parkway Christian will follow CDC guidelines for staff members returning to work after a confirmed case of COVID-19.

Recommended

Cleaning staff should wear a surgical mask, gloves, and a face shield when performing cleaning of these areas.

Parkway Christian cleaning crew will wear appropriate face covering and gloves while cleaning infected areas.

If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles.

When possible, Parkway Christian will wait 24 hours before cleaning.

FOOD SERVICE, GATHERING, AND EXTRACURRICULAR ACTIVITIES

Strongly Recommended

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Serving and cafeteria staff should use barrier protection including gloves, face shields, and surgical masks.

Parkway Christian will train cafeteria staff on proper sanitation protocols and cafeteria staff will use appropriate gloves and face coverings.

Students, teachers, and food service staff should wash hands before and after every meal.

Parkway Christian will train staff and students on proper sanitation protocols for before and after lunch.

Parkway Christian students and staff will wash hands before and after every meal.

All gatherings, including those that occur outdoors (e.g., graduations) should comply with current and future executive orders that set caps on congregations of people.

Parkway Christian will comply with current and future executive orders regarding all gatherings, indoor and outdoor.

If field trips occur, they should comply with transportation guidelines within this document, including mandatory facial covering.

Parkway Christian students/staff will use a face covering when traveling for a field trip with a non-family member(s)

Recommended

If possible, classrooms should be used for eating in place, taking into consideration food allergies.

If cafeterias need to be used, meal times should be staggered to create seating arrangements with six feet of distance between students.

Parkway Christian students will eat lunch in their homeroom class, cafeteria or outside when weather permits, and students will remain 3-6ft apart.

If possible, school-supplied meals should be delivered to classrooms with disposable utensils.

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Parkway Christian Cafeteria Director will develop a plan for delivering lunches as needed.

Schools should offer telecasting of assemblies and other school-sanctioned events if able. Parkway Christian will work alongside the tech department to implement telecasting of assemblies and other school events when necessary.

Students and teachers should wash hands before and after every event.

Parkway Christian students and teachers will wash their hands frequently throughout the school day.

After-school programs may continue with the use of facial coverings.

Parkway Christian After school activities may continue with the use of facial coverings and social distancing.

ATHLETICS

Strongly Recommended

Indoor spectator events are limited to 50 people. Large scale outdoor spectator or stadium events are limited to 250 people. Spectators not part of the same household must always maintain six feet of distance from one another.

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.

- Parkway Christian staff, students, teachers, and parents will fill out the COVID-19 questionnaire before attending any athletic practice and/or event.
- Parkway Christian staff, students, teachers, and parents will use proper hand hygiene techniques before and after every practice, event, or other gathering.
- Parkway Christian indoor events will not exceed 50 people, and people not part of the same household will maintain 6ft of distance from one another.

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- Parkway Christian will mark off bleacher rows to clearly identify where spectators may sit.
- Parkway Christian outdoor events will not exceed 250 people, and people not part of the same household will maintain 6ft of distance from one another.

All equipment must be disinfected before and after use.

Parkway Christian Athletic Director and coaches will disinfect all equipment before and after use.

Buses must be cleaned and disinfected before and after every use, as detailed in the subsequent "Busing and Student Transportation" section.

N/A

Each participant should use a clearly marked water bottle for individual use. There should be no sharing of this equipment.

Parkway Christian athletes will have clearly identified water bottles for individual use.

Recommended

Indoor weight rooms and physical conditioning activities are allowed. Social distancing of six feet between participants should be maintained while indoors and sharing equipment should be avoided.

Parkway Christian weight rooms and equipment will be used following strict guidelines. Each piece of equipment will be cleaned before and after each use, and 6ft between participants will be maintained while indoors.

Handshakes, fist bumps, and other unnecessary contact should not occur.

Parkway Christian athletes will continue to refrain from unnecessary contact.

CLEANING

Safety Protocols Guidelines

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Strongly Recommended

Frequently touched surfaces including light switches, doors, benches, bathrooms, must undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.

All Parkway Christian frequently touched surfaces will undergo routine 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 must undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.

Parkway Christian specials teachers will disinfect their classroom after every class period using either an EPA-approved disinfectant or diluted bleach solution.

Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.

Parkway Christian classrooms and student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.

Playground structures must continue to undergo normal routine cleaning, but using an EPA approved disinfectant is unnecessary.

Parkway Christian playground structures will be routinely cleaned.

Athletic equipment can be cleaned with either an EPA-approved disinfectant or diluted bleach solution before and after each use.

Athletic equipment will be cleaned before and after each use using an EPA-approved disinfectant or diluted bleach solution.

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.

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Parkway Christian will 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.

Recommended

Staff must wear gloves, surgical mask, and face shield when performing all cleaning activities.

Parkway Christian staff will wear gloves and face covering when performing all cleaning activities.

BUSING AND STUDENT TRANSPORTATION

Strongly Recommended

Require the use of hand sanitizer before entering the bus. Hand sanitizer must be supplied on the bus.

Parkway Christian will provide hand sanitizer to our students for use as they enter their bus before and after school.

The bus driver, staff, and all students in grades preK-12, if medically feasible, should wear facial coverings while on the bus.

Parkway Christian students riding on the bus will wear a face covering when medically feasible.

Clean and disinfect transportation vehicles regularly. Children should not be present when a vehicle is being cleaned.

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Bussing is provided through our local public district, who is actively working through the return to school roadmap as well. Our understanding is bus drivers will maintain cleaning and disinfecting vehicles and students will not be present at the time of cleaning.

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.

Bussing is provided through our local public district, who is actively working through the return to school roadmap as well. Our understanding is bus drivers will maintain cleaning and disinfecting vehicles before and after every transit route, to include frequently touched surfaces inside the bus.

Clean, sanitize, and disinfect equipment including items such as car seats and seat belts, wheelchairs, walkers, and adaptive equipment being transported to schools.

Bussing is provided through our local public district, who is actively working through the return to school roadmap as well.

Create a plan for getting students home safely if they are not allowed to board the vehicle.

Parkway Christian students that develop symptoms during the school day will not be permitted to ride the bus home, alternative plans will need to be arranged.

If a student becomes sick during the day, they should not use group transportation to return home and should follow protocols outlined above.

Parkway Christian students that develop symptoms during the school day will not be permitted to ride the bus home, alternative plans will need to be arranged.

If a driver becomes sick during the day, they should follow protocols for sick staff outlined above and should not return to drive students.

Bussing is provided through our local public district, who is actively working through the return to school roadmap as well and it is our understanding that they are following all necessary protocols.

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Recommended

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

Bussing is provided through our local public district, who is actively working through the return to school roadmap as well. Our understanding is as weather permits, windows will be kept open while cleaning the vehicle and between trips to let the vehicles thoroughly air out.

Weather permitting, consider keeping windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe.

Bussing is provided through our local public district, who is actively working through the return to school roadmap as well. Our understanding is as weather permits, bus drivers may keep the windows open while the vehicle is in motion to help reduce the spread of the virus by increasing air circulation, if appropriate and safe.

MEDICALLY VULNERABLE STUDENTS AND STAFF

Highly Recommended

Systematically review all current plans (e.g. Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19.

- Parkway Christian Health Center Supervisor will systematically review all current health-related plans as needed to decrease their risk for exposure to COVID-19.
- Resource Room Director, will systematically review all IEP and 504 plans as needed to decrease their risk for exposure to COVID-19.

Safety Protocols Guidelines

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Create a process for students/families and staff to self-identify as high-risk for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements or work reassignments.

- Parkway Christian Health Center Supervisor will develop a process to identify high-risk students/families due to COVID-19.
- Parkway Christian Administration will put together a plan to address requests for remote learning options.

Recommended

Staff caring for children and providing any medical care that include aerosol generating procedures (e.g., nebulizers) should have N95 masks.

Parkway Christian will provide N95 masks for applicable staff members.

Enable staff who are high-risk for severe illness to minimize face-to-face contact and to allow them to maintain a distance of six feet from others, modify job responsibilities that limit exposure risk, or to telework if possible. Meaningfully engage and consult with local bargaining units.

Parkway Christian administration will work with staff members who are high-risk for severe illness.

Mental & Social-Emotional Health

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All items are recommended. However, it is our belief that even if we reach Phase 5 before schools open, the trauma to students, staff and families has already occurred. Therefore, we will still do all of the things strongly recommended in Phase 4.

Encourage schools to implement a mental health screening for all students by a trained professional, if possible.

- Any screening should be compliant with HIPAA and FERPA policies. Screening instructions (offered verbally to younger students) should provide age-appropriate and transparent disclosure of protocols in place to protect confidentiality while adhering to mandated reporting guidelines.

Parkway Christian will create a user friendly and age appropriate form to assess students' mental health that encompasses the following:

- Level of trauma experienced during the lockdown
- Fears with the return to school
- Specific areas of concern with the return to school

We are committed to addressing trauma associated with COVID-19, and as always are honored to partner with you in the education of your child; please communicate with us if you know your child has struggled significantly.

Establish and communicate to all staff guidelines for identification and rapid referral of at-risk students to appropriate building-level support teams.

Parkway Christian will:

- Conduct a COVID-19 response Professional Development by August 24
- Create and share a presentation regarding COVID-19 response
- Create a flowchart of intervention protocols for identifying at risk students
 - Share virtually and provide printed copy for all staff
- Share age based mental health concern symptoms infographic with all staff for identification assistance
 - Share virtually and provide printed copy for all staff
- Conduct specific post COVID-19 trauma training before school starts

Mental & Social-Emotional Health

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Provide all staff with timely, responsive, and ongoing training/PD as well as needed tools, resources, and implementation support, focused on a variety of topics, including: social-emotional learning, trauma-informed best practices, identification of students at risk and proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.

Parkway Christian will:

- Conduct detailed trauma training for all staff at the start of the school year
- Create a shared folder with available resources
- Provide ongoing support to our staff regarding increasing social-emotional learning in the classroom and community
- Continue to share holistic wellness resources throughout the year

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.

Parkway Christian will assign two staff members to manage mental health referrals, communication with families and organize community wellness efforts.

Establish a comprehensive crisis management plan that leverages available internal and external/ community-based resources, which can be activated efficiently as needed following an acute incident (e.g., loss of student, loss of a school staff member).

Parkway Christian has a team in place to implement crisis management plans as needed.

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.

Parkway Christian has a staff member coordinating and updating all of our mental health resources.

Mental & Social-Emotional Health

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Establish ongoing reporting protocols for school staff to evaluate physical and mental health status.

Parkway Christian has a staff member creating and implementing appropriate protocols for staff physical and mental health evaluations.

Provide resources for staff self-care, including resiliency strategies.

In conjunction with our trauma training, staff will have access to self-care tools and resources.

Designate a mental health liaison (school-based) who will work across the district, local public health agencies, and community partners.

Parkway Christian has designated a staff member to work as a mental health liaison between our EL, MS, HS and public health agencies and community.

Leverage MDE resources for student and staff mental health and wellness support.

Parkway Christian has designated a staff member to research and compile resources from the MDE to assist in addressing student and staff mental and social-emotional health.

Activate communication channels for district stakeholders to address mental health concerns resulting from COVID-19 (for example, a telephone hotline or a designated email).

Parkway Christian will be creating a specialized COVID-19 contact form as well as clearly indicating on our website all COVID-19 related information.

Communicate with parents and guardians, via a variety of channels, return to school transition information including:

- Destigmatization of COVID-19;
- Understanding normal behavioral response to crises;
- General best practices of talking through trauma with children; and
- Positive self-care strategies that promote health and wellness.

Mental & Social-Emotional Health

MI Safe Start Phase 5



Parkway Christian will create coordinated communication efforts to share relevant information to ease the transition to school.

In addition to the above plans in direct response to Michigan Return to School Roadmap ideas, Parkway Christian will work to support our community's mental and social-emotional health with the following:

- Potential back to school event before school begins to be completed with proper social distancing protocols in place.
- Potentially begin the year with last year's class to provide emotional closure for our students and staff.
- Find 2-3 independent counselors who are willing to work with Parkway as needed
 - On call for Parkway Christian throughout the year
 - Present 1-2 days a week at the start of the year
 - Availability for students and staff
- Reduce classes for chaplains to increase their availability for student intervention and mental health needs
- Incorporate faith based responses to our efforts to support the mental health and social-emotional needs of our community
- Create additional ways to celebrate success of staff
- Create additional ways to celebrate success of students
- Policy review has been done and changes enacted in an effort to ease burdens for our families including:
 - Parent participation fee waived for 2020/2021 school year
 - Parkway provided school supplies for 2020/2021 school year
 - Dress Code reviewed and updated to boost student morale, lessen financial burden for parents and lessen administrative discipline concerns.
 - 2020/2021 Dress Code Changes
 - Allow students to wear tennis shoes instead of dress shoes
 - Allow students to wear socks of any color/design
 - Knee highs will continue to be required with skirts
 - Colors no longer limited