



Concordia Lutheran School

www.ConcordiaLutheranSchool.org

Elementary Campus - 20805 Middlebelt Road, Farmington Hills 48336 (248) 474-2488

Middle School Campus - 9600 Leverage, Redford 48239 (313) 937-2233

Mrs. Pat Schultz, Principal PSchultz@ConcordiaLS.org

Dear Concordia Families,

I hope this letter finds your family well and safe. This document will present the plan for Concordia Lutheran School to open school classes with students present in the building.

Given the recent news from Governor Gretchen Whitmer that she expects schools across Michigan will be permitted to reopen for in-person learning this fall, we are now ready to share the plan to ensure the health, safety, and welfare of Concordia community.

Per Governor Whitmer's Executive Order MI 2020-142, all public and nonpublic schools in the State of Michigan that are in operation during Phase 4 and Phase 5 of the MI Safe Start Plan are required to establish a COVID-19 Preparedness and Response Plan. The following COVID-19 Preparedness and Response Plan establishes the requirements that Concordia Lutheran School will implement to meet the Governor's MI Safe Schools 2020-21 Return to School Roadmap. This plan describes the policies that the school will follow when the region in which the school is located is designated as being in Phase 4 and Phase 5 of the MI Safe Start Plan.

The plan was developed with guidance from the Michigan Department of Health, the CDC, and the Michigan Department of Education and with discussion with the Superintendent of Lutheran Schools for the Michigan District and the Michigan Association of Non-public Schools.

With the positive impact that mitigation efforts have had on our statewide and metropolitan area over the last several months, I hope that these trends continue so we may welcome students back to our school this fall.

I have enclosed a letter from Travis Grulke, the Superintendent of Lutheran Schools. Please contact me if you have questions or comments about this plan.

Patricia Schultz, Principal
Concordia Lutheran School
Redford/Farmington Hills
pschultz@concordials.org

*A ministry of the Congregations
of the
Association of Concordia Lutheran School*

Lutheran School Families, Educators, and Friends,

We hope you are enjoying your summer and staying safe during this challenging time. We know many of you have questions about what school will look like this fall, and we appreciate your patience and understanding as we look to make sound decisions on what is best for our Lutheran schools and all those we serve.



Your favorite administrators and school leaders have been wrestling with all the items pertaining to school opening this fall and what that means for students, teachers, and parents. The governor's office has shared the MI Safe Start Plan that has guided our discussions and has required several protocols our schools must follow. The following document is intended to outline the plan for your local Lutheran school for phase 4 and 5.

I am grateful for the collaboration among our Lutheran school principals as well as our partnerships within the Michigan Association of Nonpublic Schools (MANS). It is reassuring to know we are supported by our brothers and sisters in our parochial schools throughout the state.

We will continue to pray boldly that the Good Lord works a miracle and eradicates this virus from our communities, country, and the world. And at the same time, we will rely on Him for guidance, wisdom, and peace as we move through these ever-changing times. God's richest blessings on the upcoming school year and may His love continue to flow to us and through us no matter the circumstances!

Serving Him,

Travis Grulke
Superintendent of Schools
Michigan District, LCMS

Concordia Lutheran School Plan for Reopening - Phase 4

If Concordia is located in a Phase 4 MERC District, as described in the MI Safe Start Plan, these requirements will be followed:

Personal Protective Equipment

- All staff will wear facial coverings when in **classrooms**, except (1) during meals and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician.
- All passengers and drivers will wear facial coverings when on **the school shuttle**, unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician, with parental consent.
- All staff and all students in grades kindergarten through grade 8 will wear facial coverings when in **indoor hallways and common areas**, except (1) during meals and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician, with parental consent for students.
- All staff and students will wear facial coverings when in **classrooms**, except (1) during meals and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician, with parental consent.
- Students in grades kindergarten through 4 will wear facial coverings in their **classrooms**, except during specific lessons while sitting at their desks with proper distancing. (Specific lessons will include learning letters and sounds and reading, when seeing the mouth is important.)
- *Facial coverings may be homemade or disposable level one/basic-grade surgical masks.*

Hygiene

Concordia Lutheran School will

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

Spacing, Movement and Access

Concordia Lutheran School will

- Space students as far apart as feasible in classrooms, whether desks or tables are utilized.
- Post signage to indicate proper social distancing.
- Place markers at six-foot intervals where line formation is anticipated.
- Provide social distancing markers in waiting and reception areas.
- Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.
- Restrict entrance to the school to students and staff only, with the following allowances: Family members or other non-staff adults are not allowed in the school building except under extenuating circumstances determined by school officials. All non-staff adults entering the building must be screened for symptoms using a monitoring form, wear a facial covering, and wash/sanitize hands prior to entering.

Strict records, including date and time, should be kept of all non-staff adults entering and exiting the building.

Screening Students and Staff

Concordia Lutheran School will

- Cooperate with the local public health department regarding implementing protocols for screening students and staff.
- Identify and designate a quarantine area and a staff person to care for students and staff who develop signs or symptoms of COVID-19 at school.
- Place students and staff who become ill with signs or symptoms of COVID-19 in an identified quarantine area with a facial covering in place, if able, until they can be picked up. Identified person caring for these children/staff will wear a facial covering.
- Require symptomatic students and staff sent home from school to stay home until they have tested negative or have completely recovered according to CDC and county health department guidelines.
- Require staff to conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any new or unusual symptoms as reported on the COVID-19 school monitoring form, they will stay home. Staff member will contact the school principal.

Testing Protocols for Students and Staff and Responding to Positive Cases

Concordia Lutheran School will

- Cooperate with the local public health department regarding implementing protocols for screening students and staff.
- Require symptomatic students and staff to stay home until they have tested negative for COVID-19 or have been released from isolation according to CDC guidelines.
- Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home. Identity of students and/or staff who test positive will not be released in accord with privacy laws.

Responding to Positive Tests Among Staff and Students

Concordia Lutheran School will

- Cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present at the school. The Local Health Department will initiate contact tracing, following regular public health practice.
- Notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.

Food Service, Gathering, and Extracurricular Activities

Concordia Lutheran School will

- Prohibit indoor assemblies that bring together students from more than one classroom.
 - Chapel services will be allowed provided that all congregation worship guidelines are followed.
- Use classrooms or outdoor areas for students to eat meals at school. Each student will bring a lunch from home.
- Prohibit sharing or trading lunch items or eating utensils among students.

Athletics

Concordia Lutheran School will

- Comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).
- Require students, teachers, and staff to use proper hand hygiene techniques before and after every practice, event, or other gathering.
- Require every participant to confirm that they are healthy and without any symptoms prior to any event. On non-school days Monitoring Form needs to be completed by all participants (this includes all adult volunteers, coaches and administrators)
- Plan for all equipment to be disinfected before and after use.
- Require participant to use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
- Prohibit handshakes, fist bumps, and other unnecessary contact.
- Require that all physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.
- Large scale indoor spectator events are suspended. Large scale outdoor spectator or stadium events are limited to 100 people, and people not part of the same household must maintain six feet of distance from one another.
- 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.

Cleaning

- Frequently touched surfaces including light switches, doors, benches, bathrooms, will undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.
- Libraries, computer labs, arts, and other hands-on classrooms will undergo cleaning after every class period or when cohorts change classrooms, with either an EPA-approved disinfectant or diluted bleach solution.
- Student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period, or when cohorts change classrooms.
- Playground structures will continue to undergo normal routine cleaning but using an EPA-approved disinfectant is unnecessary.
- Safe and correct use and storage of cleaning and disinfection products are required, including storing products securely away from children, and with adequate ventilation when staff use products.

Safety and Cleaning for the Shuttle

- Concordia Lutheran School will require the use of hand sanitizer before entering a school bus. Hand sanitizer will be supplied on the bus.
- The bus driver, staff, and all students in grades K-8, if medically feasible, will wear facial coverings while on the bus. Note: there may be situations where it is not safe for the bus driver to wear a facial covering. Decisions about these situations should be made on a case-by-case basis with local public health officials.
- Concordia Lutheran School will require that the shuttle is cleaned and disinfected before and after every transit route. Children will not be present when a vehicle is being cleaned.
- Concordia Lutheran School will require that 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) are cleaned and disinfected prior to morning routes and prior to afternoon routes.

- Concordia Lutheran School will create a plan for getting students home safely if they are not allowed to board the vehicle.
- If a student becomes sick during the day, that student will not use group transportation to return home and must follow protocols outlined above. If a driver becomes sick during the day, the protocols for sick staff outlined above will be followed.
- Weather permitting, doors and windows will be open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.

Mental & Social-Emotional Health

- Concordia Lutheran School will identify a point person or establish an access navigator to facilitate mental health referrals, communications to families/ students, and public-facing wellness materials.
- Concordia Lutheran School will provide all staff with timely, responsive, and ongoing training/professional development.

RESOURCES

General

Executive Order - [EO 2020-142.pdf](#)

Roadmap - [MI Safe Schools Return to School Roadmap](#)

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

State of Michigan: COVID-19 response – https://www.michigan.gov/mde/0,4615,7-140-37818_53456---,00.html

CDC: Resources for Childcare, Schools, and Youth Programs – <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

Federal OSHA – www.osha.gov

Hygiene

Handwashing video translated into multiple languages – www.youtube.com/watch?v=LdQuPGVcceg

CDC Prevention: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

CDC Hygiene Etiquette: www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Housekeeping

CDC Disinfecting: www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

CDC Cleaning: www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Environmental Protection Agency (EPA): www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Employees exhibiting signs and symptoms of COVID-19

CDC Sickness Steps: www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

OSHA Training

Federal OSHA: www.osha.gov/Publications/OSHA3990.pdf

Social Distancing

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

Social distancing calculator: <https://www.banquettablespro.com/social-distancing-room-space-calculator>

If Concordia is located in a Phase 5 MERC District, as described in the MI Safe Start Plan, the following requirements will be followed:

Phase 5 Requirements

Personal Protective Equipment

- Face coverings are optional for students and staff when in classrooms. If a staff member or student has been identified to be at increased risk of illness by their physician, face covering should be worn.
- All passengers and drivers will wear facial coverings when on the shuttle, except (1) when eating and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician, with parental consent.
- All staff and all students in grades pre-kindergarten and up will wear facial coverings when in indoor hallways and common areas, except (1) during meals and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician, with parental consent for students.

Hygiene

Concordia Lutheran School will

- Provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).
- Systematically and frequently check and refill soap and hand sanitizers.
- Daily, provide opportunities for handwashing with soap and water by students and teachers.
- Limit sharing of personal items and supplies such as writing utensils.

Spacing, Movement and Access

Concordia Lutheran School will

- Space students as far apart as feasible in classrooms, whether desks or tables are utilized.
- Post signage to indicate proper social distancing.
- Place markers at six-foot intervals where line formation is anticipated.
- Provide social distancing markers in waiting and reception areas.
- Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.
- Restrict entrance to the school to students and staff only, with the following allowances: Family members or other non-staff adults are not allowed in the school building except under extenuating circumstances determined by school officials. All non-staff adults entering the building must be screened for symptoms using a monitoring form, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, should be kept of all non-staff adults entering and exiting the building.

Screening Students and Staff

Concordia Lutheran School will

- Cooperate with the local public health department regarding ongoing protocols for screening students and staff.
- Maintain a quarantine area and a staff person to care for students and staff who develop signs or symptoms of COVID-19 at school.
 - Students and staff who become ill with signs or symptoms of COVID-19 will be placed in an identified quarantine area with a facial covering in place, if able, until they can be picked up. Identified person caring for these children/staff will wear a facial covering.

- Symptomatic students and staff sent home from school will stay home until they have tested negative or have completely recovered according to CDC guidelines.
- Staff will conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any new or unusual symptoms as reported on the COVID-19 school monitoring form, they will stay home. Staff member will contact the school administrator.

Testing Protocols for Students and Staff and Responding to Positive Cases
Concordia Lutheran School will

- Cooperate with the local public health department regarding ongoing protocols for screening students and staff.
- Require symptomatic students and staff to stay home until they have tested negative for COVID-19 or have been released from isolation according to CDC guidelines.
- Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.

Responding to Positive Tests Among Staff and Students
Concordia Lutheran School will

- Cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present at the school. The Local Health Department will initiate contact tracing, following regular public health practice.
- Notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.

Food Service, Gathering, and Extracurricular Activities
Concordia Lutheran School will

- Concordia Lutheran School prohibit indoor assemblies that bring together more students than the latest Executive Order allows.
 - School chapel services will be allowed provided that all congregation worship guidelines are followed.
- Use classrooms or outside space for students to eat meals at school. Students will eat lunch brought from home.

Athletics

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

Cleaning

- Frequently touched surfaces including desks, light switches, doors, benches, bathrooms, and hands on classrooms will undergo frequent cleaning with either an EPA-approved disinfectant or diluted bleach solution.

Busing and Student Transportation (including extra-curricular activities and athletics)

- Concordia Lutheran School will require the use of hand sanitizer before entering a school bus. Hand sanitizer will be supplied on the bus.
- The bus driver, staff, and all students in grades K-8, if medically feasible, will wear facial coverings while on the bus. Note: there may be situations where it is not safe for the bus driver to wear a facial covering. Decisions about these situations should be made on a case-by-case basis with local public health officials.
- Concordia Lutheran School will require that the shuttle is cleaned and disinfected before and after every transit route. Children will not be present when a vehicle is being cleaned.
- Concordia Lutheran School will require that 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) are cleaned and disinfected prior to morning routes and prior to afternoon routes.
- Concordia Lutheran School will create a plan for getting students home safely if they are not allowed to board the vehicle.
- If a student becomes sick during the day, that student will not use group transportation to return home and must follow protocols outlined above. If a driver becomes sick during the day, the protocols for sick staff outlined above will be followed.
- Weather permitting, doors and windows will be open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.

Mental & Social-Emotional Health

- Schools are to maintain a point person or establish an access navigator to facilitate mental health referrals, communications to families/ students, and public-facing wellness materials.
- Concordia Lutheran School will provide all staff with timely, responsive, and ongoing training/professional development.