

COVID-19 PREPAREDNESS AND RESPONSE PLAN

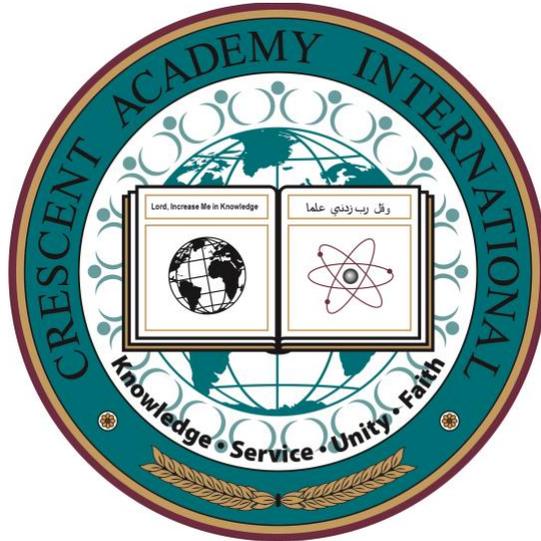


TABLE OF CONTENTS

INTRODUCTION..... 3

PREPAREDNESS PLANS ASSURANCES 3

THE FAMILY SELECTED LEARNING PLAN 4

 IN-PERSON LEARNING 4

 SCHOOLING AT HOME WITH CRESCENT 4

 PHASE 3,2,1 4

ACADEMIC PROGRAMMING..... 5

 TUITION-BASED..... 5

 TARBIYAH AT HOME & SCHOOL 5

 SHARED LEARNING MANAGEMENT PLATFORM 5

 VIRTUAL COMMUNICATION TOOL 5

 UNIFYING HYBRID SCHEDULE 6

ADMINISTRATIVE..... 7

 TUITION 7

 SCHOOL YEAR CALENDAR 7

 RETURN TO SCHOOL & ORIENTATION 7

 THE NEW DAILY SCHEDULES 7

ENRICHMENT PROGRAMING..... 8

 COMPETITIVE SPORTS 8

 BEFORE & AFTERSCHOOL ENRICHMENT 8

STUDENT LIFE PROGRAMMING..... 9

 ADVISORY/HOMEROOM PROGRAM 9

 SOCIAL-EMOTIONAL LEARNING PROGRAM 9

 SCHOOL GATHERINGS & MEETINGS 9

 STUDENT SOCIAL EVENTS 9

HEALTH & SAFETY 9

 COVID-19 COMPLIANCE & TESTING..... 9

 FACIAL MASK COVERINGS & USE OF GLOVES 11

 DAILY HEALTH SCREENINGS 12

 COVID-19 ISOLATION POLICY 15

 POSITIVE COVID-19 CASES..... 16

 CLEANING & DISINFECTING SURFACES..... 17

 HEALTH EDUCATION & TRAINING 18

 SOCIAL-EMOTIONAL SUPPORT 19

 COMMUNICABLE DISEASE POLICY 20

SOCIAL DISTANCING & CAMPUS DENSITY 21

 SIGNAGE IN SCHOOL BUILDINGS 21

 SOCIAL DISTANCING..... 21

 MORNING ARRIVAL PROCEDURES 23

AFTERNOON DISMISSAL PROCEDURES 25
CAMPUS VISITORS & VENDORS 26
FIELD TRIPS & STUDENT TRAVEL 26
PHYSICAL SPACES 26
EMPLOYEE PROFESSIONAL DEVELOPMENT 27
APPENDIX A: PANDEMIC PLANNING MATRIX..... 28
APPENIX B: COVID-19 PREPAREDNESS CONTRACT 29

INTRODUCTION

Crescent Academy International is committed to protecting the health and safety of our students, families, staff, and school community. In accordance with best practices and with everyone's well-being in mind, the following policies were designed in response to guidance from...

- [Michigan's 2020-21 Return to School Roadmap](#),
- [Michigan Department of Education Michigan Departments of Licensing and Regulatory Affairs \(LARA\)](#)
- [Public Health Division of Wayne County](#)
- [Michigan Department of Health and Human Services](#)
- [U.S. Department of Health and Human Services](#)
- [Centers for Disease Control and Prevention \(CDC\)](#)
- [National Institutes of Health](#)
- [The American Academy of Pediatrics \(AAP\)](#)

To limit the potential spread of COVID-19, we will be making some changes to our programming that include robust cleaning and disinfecting procedures and minimizing opportunities for person-to-person exposure (e.g., an infected person spreading respiratory droplets through actions such as coughing, sneezing, or talking). The following plan outlines the recommended practices and strategies will use to protect the health of our students, staff, and families while at the same time ensuring that students are experiencing developmentally appropriate and responsive interactions and environments.

PREPAREDNESS PLANS ASSURANCES

The School agrees to meet all of the following (applicable) requirements of Executive Order 2020-142

- The School assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will close its buildings to anyone except: (a) District staff or contractors necessary to conduct minimum basic school operations consistent with a Preparedness Plan, including those employers or contractors necessary to facilitate alternative modes of instruction, such as distributing materials and equipment or performing other necessary in-person functions. (b) Food-service workers preparing food for distribution to students or their families. (c) Licensed child-care providers and the families that they serve, if providers follow all emergency protocols identified by the state.

- The School assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continued pay of school staff while redeploying staff to provide meaningful work in the context of the Preparedness Plan, subject to any applicable requirements of a collective bargaining agreement.
- The School assures that during **Phase 4** of the *Michigan Safe Start Plan* it will prohibit indoor assemblies that bring together students from more than one classroom.
- The District assures cooperation with the local public health department if a confirmed case of COVID-19 is identified, and agrees to collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present in school.

THE FAMILY SELECTED LEARNING PLAN

IN-PERSON LEARNING

The school is committed to providing a healthy and safe in-person experience. Due to the talent and skill-set of our staff, the varying sizes and functionality of our learning and teaching spaces, key resources and the limited number of students in our cohort groups, and the quality of our program framework, CAI is well positioned to provide learning for all its committed students.

The school will be open for in-person learning offering a regular schedule Monday to Friday, 8 am to 3:30 pm servicing Montessori PreK through middle school Grade 8. The Childcare program will be suspended for the 2020-2021 school year.

SCHOOLING AT HOME WITH CRESCENT

Schooling at Home with Crescent affords a quality Crescent education for those students who have health concerns, live with family members who have health concerns, and/or are unable to return to campus this fall. Instead of attending classes on campus and in-person, by selecting the homeschooling option, students will experience the school's programs from home. The Schooling at Home with Crescent experience will mirror the school's in-person, face-to-face curriculum, its schedule, the cloud-based learning management platform, and a common virtual communication tool.

PHASE 3,2,1

All students enrolled in the In-Person Learning Plan will seamlessly transition to Schooling at Home with Crescent in the event Wayne County and/or the entire state slides back into Phase 3, 2, or 1, requiring all schools to shut down for students.

In this case, students will not be allowed to attend classes on campus and will have to continue their learning experiences remotely. The daily schedules that have been developed for the 2020-2021 school year are specifically created to allow for seamless transitions in-and-out of remote learning, mirroring Schooling at Home with Crescent with the In-Person Learning experience.

ACADEMIC PROGRAMMING

TUITION-BASED

The additional advantage of enrolling students in a tuition-based school is that parents agree to provide students with the necessary supplies and resources to meet the demands of the program in school and at home.

TARBIYAH AT HOME & SCHOOL

All of Crescent Academy International's students benefit from the Tarbiyah Project ©, framework for meaningful transformative learning that inspires the mind, body and soul to rise to a higher calling of knowledge, faith, unity, and service. Beyond the limits of common core towards excellence in knowing, doing, and being servants of God committed to serving the betterment of creation with goodness and grace. Crescent's legacy of educational leadership and excellence in teaching serve as the best means for mentoring students by crafting and delivering a transformative educational experience.

SHARED LEARNING MANAGEMENT PLATFORM

The school will be using Google Classroom, the school's cloud-based learning management system that is part of Google Apps for Education. This learning management platform facilitates sharing of lessons, videos, assignments, and much more. A common shared drive facilitates the management of a library of resources—class syllabus, project outlines, calendar of events, exchange of ideas, common platform for collaborative work, etc.

VIRTUAL COMMUNICATION TOOL

ZOOM is utilized as the means for in-person collaboration across cohort sections located in other classrooms or at home as well being a virtual means of facilitating school-wide assemblies and events. This virtual communication tool allows the teachers and their students to connect one-on-one sessions, small group direct instruction, and whole class interaction. Zoom is a means for synchronous (live) virtual classes as well as asynchronous recordings benefitting all students—in-person and at home.

UNIFYING HYBRID SCHEDULE

The hybrid schedule is a unifying structure. It gives students continuity of learning within the days, weeks, units, and trimesters that build a successful year of academic and spiritual growth as well social connectivity and emotional stamina.

School-wide assemblies capture the beginning, middle, and end of the day for all students. Live streamed into every cohort's classroom and every homeschooler's home a blessed opening and closing of the week in prayer and reflection, celebrating the school community and its shared experiences. The unifying schedule facilitates the homeschooler's ability to tap into the instructor and the instruction in the classroom as the teachers live stream their lessons. The schedule facilitates order and organization into the lives of students fostering motivational opportunities to collaborate and connect with their classmates and teachers whether they are in the class or at a distance.

SAMPLE SCHEDULE

SAMPLE SCHEDULE	M	T	W	Th	F
7:45	Moming Dew				
8:00	Gather for Praise & Rememberance				
8:15					
8:30	LA	LA	LA	LA	LA
8:45					
9:00					
9:15					
9:30	Special	Special	Special	Special	Special
9:45					
10:00	SS/SCI	SS/SCI	SS/SCI	SS/SCI	SS/SCI
10:15					
10:30					
10:45	Break	Break	Break	Break	Break
11:00					
11:15	Math	Math	Math	Math	Math
11:30					
11:45					
12:00					
12:15	Break	Break	Break	Break	Break
12:30					
12:45	Qu'ran Arabic/Islamics				
1:00					
1:15					
1:30					
1:45	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon
2:00	Prayers	Prayers	Prayers	Prayers	Prayers
2:15	Homeroom Study	Homeroom Study	Homeroom Study	Homeroom Study	Friday
2:30					Special
2:45					Assembly
3:00					
3:15	Closing Reminders & Prayers				
3:30					
3:45					

ADMINISTRATIVE

TUITION

Tuition for the 2020-2021 school year will remain at the current rate. The tuition rates for In-Person Learning and Schooling at Home with Crescent are the same. The school will evaluate its financial operations at the completion of the 2020-2021 school year.

SCHOOL YEAR CALENDAR

Please see the Crescent 2020-2021 school year calendar. The school year will begin on August 31 (half day of orientation for in-person students). The school calendar will be adjusted to accommodate for virtual parent, student, teacher conferences as well as for other COVID-19 related preparedness and response efforts.

RETURN TO SCHOOL & ORIENTATION

A successful year requires a successful series of orientations and trainings for staff, parents and students; starting early is key. The school will host several hour-long virtual coffee hour events to orient and engage families in addition to weeks of preparedness training for staff leading up to the August 31 student start date. Each week's parent orientation and staff trainings become the grounds of knowing better what to expect and what is expected of staff, students and parents for a safe and successful year of academic and spiritual excellence.

The before school start orientations and trainings will continue as the school provides onsite and virtual training sessions for all students during the first weeks of school that, in a developmentally appropriate way, will instruct students on health and hygiene protocols, the latest information on COVID-19, and policy and procedural changes. In addition, refresher sessions will be provided on the use of Remote Learning resources including, but not limited to, Google Classroom, Zoom, the new hybrid schedules and routines.

THE NEW DAILY SCHEDULES

While the school will continue to offer the highest quality educational experiences for students, following current best practices and the recommended guidelines from public health departments, CAI has adjusted the daily schedules.

The daily schedule has been reworked this year to allow for a modular approach and has been designed with safety in mind as students and teachers will have fewer interactions with fewer groups of students at once. While the (quality of) learning experiences will remain the same, if not enriched, the adjustments will provide for a means to excellence in teaching and learning.

Cohort grouping of students will result in multiple sections of each grade level with 15 or less students in each section. These sections are intentional consistent groups of students. The goal is to provide for six feet or more of space to work with their peers and teachers safely. The limited number of students in any one cohort with the added feature of limited student movement from classroom to classroom results in a greater concentration of focused time and deeper learning. The longer blocks of learning and lesser migratory movement mitigate cross-contamination with other groups of students in the school and minimal loss of face-to-face instructional minutes and more time for centers, labs, project based learning, and other creativity enhancing activities.

The vision is to foster micro communities comprised of nurturing relationships built on trust and companionship within each cohort strengthening connections between students and their teachers and peers. The increased flexibility and synchrony between in-person and homeschooling creates a natural transition to remote learning should it be required or should families choose to homeschool with Crescent. These modifications will best facilitate the least possible interruption to the learning process for students.

ENRICHMENT PROGRAMING

COMPETITIVE SPORTS

In-person competitive contact sports are suspended for the year.

BEFORE & AFTERSCHOOL ENRICHMENT

The school envisions providing elective and enrichment programing throughout the year. Students would safely participate in these programs within their cohort groups, in tandem with other cohort groups, or in virtual groupings via ZOOM to maintain social distancing.

HIFZ PROGRAM

The School intends to offer the Hifz Program as a virtual enrichment. Details to come for the fall term.

AFTER SCHOOL ENRICHMENT

In-person after-School Enrichment is suspended for the year.

HOMESCHOOLING STUDENT PARTICIPATION

With permission from the school, students who are participating in the Schooling at Home with Crescent experience will be permitted to participate in electives and enrichment programs. A list of these programs will be determined in the fall. Schooling at Home with Crescent students will be able to participate in most of the school's programs remotely.

STUDENT LIFE PROGRAMMING

ADVISORY/HOMEROOM PROGRAM

The school will continue to emphasize building relationships and making personal connections with students and families through the advisory and homeroom structures. In light of the current climate, these pillars of the school will be fortified by 1) scheduling more frequent ZOOM conferences with families to deepen connections and maintain effective communication, 2) scheduling and protecting time for advisory/homeroom meetings; 3.) reconfiguring Tribes to serve for building community in the middle school.

SOCIAL-EMOTIONAL LEARNING PROGRAM

The school social worker will provide educational opportunities for students, parents and faculty by hosting virtual sessions, providing teachers with age appropriate mini-lessons and workshops, and sharing external resources that address social and emotional learning, wellness and the trauma caused by the pandemic. Advisory and homeroom meetings will include opportunities for students to learn and practice self-care, balance, and wellness as they navigate school and their lives outside of it.

SCHOOL GATHERINGS & MEETINGS

It is important that we build a sense of community by organizing large group and schoolwide assemblies in a virtual format. Through virtual gatherings, the school can maintain traditions and provide shared experiences until it is safe to meet in person in large groups.

STUDENT SOCIAL EVENTS

The school will continue to provide events and opportunities for students to connect and build positive relationships. Where student social events cannot be held in-person, various fun virtual events and activities will be provided for students.

HEALTH & SAFETY

COVID-19 COMPLIANCE & TESTING

COMPLIANCE

Parents, students and staff must comply with the school's COVID-19 policies and expectations. Refusal to adhere to the school's expectations will place the stakeholder's standing with the community at jeopardy.

All parents who plan to return their students and staff to campus for In-Person Learning will be asked to sign an agreement stating that they will support the school's policies and

expectations and assure their students and students will adhere to them. Failure to sign, submit and uphold the agreement is cause for removal from the school.

The agreement must be electronically signed and returned via email to office@crescentacademy.org no later than the 30th of August to ensure access to Crescent's educational services.

MITIGATING RISK

COVID-19 policies are intended to mitigate, not eliminate, risk. No single action or set of actions will completely eliminate the risk of SARS-CoV-2 transmission, but implementation of several coordinated interventions can greatly reduce that risk.

During the two weeks prior to the opening of school, parents are asked to ensure that their students follow safe and healthy COVID-19 practices, especially social distancing. Likewise, during the two weeks prior to returning to work, staff are asked follow safe and healthy COVID-19 practices, especially social distancing.

Additionally, students and staff are asked to self-quarantine if they travel to areas designated as high-risk locations by the CDC within the two weeks before returning to school at any point during the school year.

TESTING STAFF

All staff are required to take COVID-19 viral test before returning to work after the summer. Documentation of a negative COVID-19 viral test must be submitted to the designated HR administrator. Staff are to be retested periodically thereafter as directed. The school reserves the right to require additional testing for staff at any time during the school year.

TESTING STUDENTS

As an added action to mitigate the spread of COVID-19, the school will require COVID-19 viral testing for students in grades PreK-8 prior to the start of the 2020-2021 school year. The COVID-19 viral test must have been conducted at an FDA-approved testing site. Students must be tested in time that allows for results to be submitted to the school by August 30. Students who have not submitted their COVID-19 viral test results will not be permitted to return to school.

FACIAL MASK COVERINGS & USE OF GLOVES

MASK COVERINGS

Students, staff, and visitors are required to wear clean cloth or medical face mask coverings. Cloth face mask coverings should be a minimum of 2-ply material. The face mask coverings must be worn over the mouth and nose, tight against the side of face, and under the chin to protect themselves and other community members.

Families will need to provide face mask coverings for their child. Families are encouraged to purchase ones that are well suited for their child's use, protection, and comfort. Face mask coverings that are solid colored are preferred. Face mask coverings should not bear any non-school slogans, graphics and/or messages. Manufactured logos, if present, are to be small and discrete. Face buffs, gaiters, bandanas, or scarves are not acceptable facial mask coverings. Reusable face mask coverings must be washed by families daily. Disposable face masks must be disposed of at the end of each day.

MASK TRAINING & EXPECTATIONS

The school will provide training sessions on how to properly wear facial mask coverings, maintain social distancing, and hygiene practices. All school staff will adhere to and monitor the use of PPE practices.

Facial mask coverings must be worn by all students, staff, and visitors in areas such as but not limited to classrooms, hallways, bathrooms, office, health screen locations, and drop-off and pick-up points.

It is the expectation that parents will wash cloth face coverings or dispose of disposable masks daily and the student will come to school each day with a clean face mask. The school will have extra face mask coverings available for emergencies or if students arrive at school without one.

MASK EXCEPTIONS:

- Facial mask coverings are not required for use inside the PreK classrooms by students ages 4 and under.
- Under certain circumstances, such as lunchtime, students may remove facial masks. The school will provide safe, healthy opportunities for students to have "facial mask covering breaks" during the school day. These breaks should occur when students can be six feet apart and in an open, well-ventilated space where proper hygienic practices are maintained.

- Any student that is unable to medically tolerate a facial mask covering must not wear one. These students must have medical documentation and will need to receive permission from the school. Social distancing must be maintained. Proper hygienic practices must be practiced.
- Any student that is incapacitated or unable to remove the facial mask covering without assistance, must not wear one.
- Facial mask coverings are not required during outdoor activities or in large, well ventilated spaces. However, social distancing must be maintained and proper hygienic practices must be practiced.
- Facial mask coverings should never be worn by or placed on students who are younger than two years of age.
- A facial mask covering is not required if an employee or student is working alone in a segregated workspace, such as an individual office or cubicle, or in large well-ventilated areas where they are reliably separated by more than six feet from others and proper hygienic practices are maintained.

USE OF GLOVES

Staff will wear gloves in a manner consistent with existing licensing rules (for example, gloves should be worn when handling contaminants, changing diapers, cleaning or when serving food). Staff members should wash hands before putting gloves on and immediately after gloves are removed. Gloves are not recommended for broader use and do not replace hand washing.

DAILY HEALTH SCREENINGS

NO WALK-INS

The school office will not be open to walk-in service. All individuals requesting a visit will be directed to email communications, or to schedule a call, a conference call, or a video call, or ask for a ZOOM meeting with the intended/appropriate party. **In-person appointments are restricted.**

All financial transactions and payments are to either be made remotely via electronic banking or check mailed. Parents and guardians will not be permitted to enter the building without a documented administrator approved appointment. Before an appointment will be considered all other means of communication must be exhausted. Only one other person (not an administrator) will be allowed in the office at a time.

SELF-SCREEN

To help prevent an outbreak of COVID-19 in our community, it is extremely important that all individuals displaying signs of illness remain at home and not be permitted on campus. All members of the school community should take their own temperatures and screen themselves prior to arriving at school. The school will have health screening procedures for all staff, students, and administratively approved scheduled visits.

PRIOR TO ARRIVAL: Parents and guardians must check their students' temperatures at home every morning and complete the self-screen survey app issued by the school.

Parents and guardians must check their students' temperatures using oral, tympanic (ear), or temporal scanners, and students with a temperature of 100.4°F or greater must stay home and consider coronavirus testing if symptoms of COVID-19 are present.

- If a fever-reducing medication has been administered, the student or staff must stay home
- The student or staff must be fever-free for 72 hours before returning to school if no other symptoms are present
- A persistent and uncontrolled cough requires the student or staff to stay home
- If a student or staff member exhibits multiple symptoms, or possible exposure is expected, or an individual test positive, they must stay home and seek medical care
- 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

Parents and guardians must monitor their students for symptoms of COVID-19. The presence of any symptoms, including cough, nasal congestion or runny nose, sore throat, body aches, headache, nausea, vomiting, diarrhea, new loss of taste or smell, or shortness of breath, should prompt the parent or guardian to keep the student home.

Any sign of illness should be followed up with their primary care provider and notification to the school office office@crescentacademy.org.

By sending their child(ren) to campus each day, parents are knowingly indicating that they have performed the required health screenings and attest fully that their child(ren) are symptom-free.

SCHOOL SCREENS

The school community is required to complete an electronic health screening survey daily. A designated administrator will review health reports and make all final decisions regarding individual, daily health screenings. The screening process will include:

Temperature Checks:

- Touch-free, infrared, forehead thermometers will be used. The school representative should take a person's temperature as privately as possible and keep the identity of the person's temperature results confidential.
- Visitors may be asked to confirm that no fever-reducing medication has been taken.
- Fever will be determined based on our Communicable Disease Policy (a measured temperature of 100.4°F or greater using the auxiliary method).
- If visitors record a higher than normal temperature or if there are reasons for further screening, they will be re-evaluated by a designated administrator.
- If visitors are believed to have any symptoms of illness, they will need to depart campus. Any symptomatic individuals are encouraged to call their healthcare provider.
- If visitors record a higher than normal temperature, then they will be asked to immediately depart campus.

Screening Questions:

If no fever is present, visitors may be asked select additional screening questions to determine if they have been experiencing possible symptoms of COVID-19. These symptoms include, but are not limited to:

- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Individuals necessitating the schedule of an administratively approved visit will be screened via phone call prior to their arrival if they have...

- been in close proximity to any individual who has tested positive for COVID-19
- traveled internationally or to a known COVID-19 outbreak location in the past 14 days

COVID-19 ISOLATION POLICY

Any student and/or employee who becomes ill with symptoms of COVID-19 and cannot immediately depart campus must wear a face mask covering and remain isolated in one of the designated health isolation rooms while awaiting departure. A member of the school staff will monitor and supervise the student or employee until he/she departs campus.

A parent or appointed family representative will be required to promptly come to campus to pick-up students. The parent or family representative will meet with a school administrator upon arrival. Once he/she is able to leave, the student or employee must depart campus immediately and cannot re-enter school buildings or grounds until he/she receives approval from the designated school administrator.

COVID-19 ISOLATION FACILITIES

The school has designated a specific space to serve as a health isolation room. Located near the entrance/exit and on the perimeter of school building, this space provides privacy for COVID-19 symptomatic individuals and offers isolation from the school community. This space is different from the existing infirmary spaces in the office and other rooms. Students who need medical attention and care should either be escorted to the main office by a designated employee or the office administrator should be contacted for care.

COVID-19 SYMPTOMATIC INDIVIDUALS

Parents and guardians are encouraged to monitor for symptoms of COVID-19. The presence of any unexplained symptoms, including cough, nasal congestion or runny nose, sore throat, body aches, headache, nausea, vomiting, diarrhea, new loss of taste or smell, or shortness of breath, should prompt the parent or guardian to keep the student home from school and follow up with their primary care provider.

Individuals who present symptoms of COVID-19 at school must immediately depart campus. 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 evaluation and testing. Staff who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported for off-site evaluation and testing.

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.

As per [Executive Order 2020-36](#), if staff or their close contacts have possible or confirmed cases of COVID-19, staff will be allowed to remain home without penalty of discharge, discipline, or other retaliation. To accommodate for the potential need to quarantine staff or allow for longer absences from work than normal, we will implement the following staffing plan to ensure we can meet staff to child ratios:

- Support staff will fill in for the staff members if they are sick or need to stay home to care for sick family members within their household.
- Staff members who may have been exposed and are in self-quarantine up to 14 days awaiting clearance will be required to...
- take two COVID-19 tests over a three-day period, both negative, to return to work (CDC recommendation)
- to work from home to some capacity so long as their health condition permits

Because child care staff members are part of Michigan's essential workforce, they are eligible to be tested for COVID-19. Staff can [visit this resource](#) to locate a nearby test site.

POSITIVE COVID-19 CASES

REPORTING EXPOSURE

The school will cooperate with the local public health department if a case of COVID-19 is identified within the school community. The school will 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 school's local health department is the Wayne County Public Health Division and they can be contacted at: 734-727-7078.

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.

Staff 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.

When a COVID-19 case is identified, the school will temporarily close campus spaces in which the positive individual may have occupied to perform deep cleaning and disinfecting. If possible, these spaces will remain closed for at least 24 hours before cleaning to minimize the risk of any airborne particles. During the time of temporary closure students and staff will transition to the remote learning platform.

Duration of quarantine for a positive test is 14 days from the test date. Student or staff needs two negative tests over a three-day period to return (CDC recommendation). Parents are to notify administrators and teachers that their student will be in remote learning while in quarantine.

CONTACT TRACING

Contact tracing is a key strategy to prevent the further spread of COVID-19. The local health department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the infected case (less than six feet apart for 15+ minutes) will be asked to self-quarantine for up to 14 days whereas the last three days have to be symptom free. (The specifics of the quarantine details are subject to CDC determination.) Local health officials, depending on the situation, may identify other contacts who require quarantine. The school may be asked to confidentially help the health department by collecting data and contact information of those exposed.

CLEANING & DISINFECTING SURFACES

The target goal is to decrease the number of high-touch points throughout the school building while increasing the frequency of cleaning and disinfecting.

CDC RECOMMENDED PRACTICES

In addition to the school's regular daily cleaning schedule:

- Surface areas, including sinks, restrooms, door knobs, and other high-touch points, will be sanitized at least twice each school day by custodial personnel
- The school will meet state requirements asking for cleaning within 4-hour time periods
- School buildings will also be cleaned and disinfected at night
- All cleaning products used by the school meet CDC standards for effectiveness against COVID-19
- Use of a schedule for regular cleaning and disinfecting tasks
- Regular cleaning and disinfecting of electronics (e.g., keyboards, parent/staff check-in kiosks) according to manufacturer's instructions

- Normal routine cleaning of outdoor spaces, with special attention to high-touch plastic/metal surfaces (e.g., grab bars, railings)
- Ensuring staff wear disposable gloves to perform cleaning, disinfecting, laundry, and trash pick-up, followed by hand washing
- Cleaning dirty surfaces using detergent or soap and water prior to disinfection
- Use of CDC-recommended disinfectants such as EPA-registered household disinfectants, diluted bleach solution, and/or alcohol solutions with at least 70% alcohol
- Keeping cleaning products secure and out of reach of students, avoiding use near students, and ensuring proper ventilation during use to prevent inhalation of toxic fumes

CLEANING AND DISINFECTING TOYS

We will engage in the following best practices to clean and disinfect toys in the preschool:

- clean toys frequently, especially items that have been in a child's mouth
- set aside toys that need to be cleaned (e.g., out of students' reach in a dish pan with soapy water or separate container marked for "soiled toys")
- clean toys with soapy water, rinse them, sanitize them with an EPA-registered disinfectant, rinse again, and air-dry

FRESH AIR CIRCULATION

The ventilation (HVAC) systems will be calibrated to provide for the maximum amount of outdoor air circulation in school buildings. All HVAC equipment will be inspected and evaluated by certified technicians to ensure proper air flow and functioning. Weather permitting and where feasible intake of fresh air will be facilitated by additional means.

HEALTH EDUCATION & TRAINING

All staff and students will participate in COVID-19 awareness and training sessions. This includes, but is not limited to, proper health and hygiene practices, recognizing COVID-19 symptoms, and how to mitigate transmission.

HEALTH & HYGIENE PROTOCOLS

Staff and students will be trained on proper handwashing technique. Sinks are available in bathrooms and in all PreK classrooms. Hand sanitizer stations will be provided in areas

such as classrooms, stairwells, hallways, and building entrances. Individuals are encouraged to wash hands as part of a scheduled practice, a regular habit. Individuals are encouraged to use hand sanitizer if unable to properly wash hands with soap and water.

Staff and students are encouraged to keep their hands away from their faces and to wash hands or use sanitizer frequently throughout the school day, especially before and after eating meals as well as before and after being outdoors.

The hard surfaces, including desk and table tops, chairs, door knobs and any shared materials, when used, will be cleaned and disinfected after each cohort group exits a classroom. In addition,

- Staff and students will wash hands often with soap and water for at least 20 seconds.
- Soap and water are the best option, especially if hands are visibly dirty. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available
- Staff and students should cover all surfaces of their hands with hand sanitizer, rubbing them together until they feel dry
- Staff should assist students with hand washing (especially infants who cannot wash hands alone) and use of hand sanitizer to ensure proper use and prevent ingestion.
- Staff and students (with frequent reminders and support) will cover coughs and sneezes with a tissue or sleeve and wash hands immediately after
- Wearing gloves does not replace appropriate hand hygiene.
- Hand hygiene is especially important after blowing one's nose, going to the bathroom, before eating or preparing food (or helping students do any of these actions).

SOCIAL-EMOTIONAL SUPPORT

The school social worker is available to provide social-emotional support and care for students. Students and families can make appointments by directly contacting the school social worker either by email (socialworker@crescentacademy.org). The school will introduce the social worker to all students during the first week of school.

Self-care and resiliency strategies will be provided to staff, students, and families. A list of wellness resources will also be available for both staff and students.

SUPPORTING STUDENTS' SOCIAL-EMOTIONAL NEEDS

Staff and families will partner together to support the needs and emotional reactions of students during this time. We anticipate that students will experience a wide range of feelings during this transition period. Whatever the reactions, we acknowledge that staff and families may need some new tools in their toolkit to assist the student with emotional regulation and we will work together to support all caregivers.

The following are a sample of resources available for staff and families to support students:

- [Crisis Parent and Caregiver Guide](#), from the Michigan Children's Trust Fund
- [Talking with Students about COVID-19](#), from the CDC
- [Helping Young Students Through COVID-19](#), from Zero to Thrive (includes Arabic translations)
- [Georgie and the Giant Germ](#), from Zero to Thrive and Tender Press Books

SUPPORTING STAFF MEMBERS' SOCIAL-EMOTIONAL NEEDS

To ensure the well-being of the students, it is also imperative to ensure the well-being of their teachers and caregivers, and to provide them with the emotional and administrative supports necessary during this time of re-integration, and in the months ahead.

As essential workers in the COVID-19 pandemic, we understand our staff may have worries about their own physical or psychological health, and the potential risk to their family members at home. Because young students internalize the stress of the adults who care for them, we know it is vitally important to provide supports and services to ensure the emotional well-being of our staff.

Strategies to "help the helpers" include, but are not limited to, professional development support such as access to behavior health consultation, and reflective consultation, which can help providers remain emotionally available, sensitive, and responsive to the needs of the students they care for.

COMMUNICABLE DISEASE POLICY

The school follows the Wayne County Public Health Division guidelines with regards to communicable diseases. The school's local health can be contacted at: 734-727-7078.

Students with any diagnosed communicable disease are asked to share that information with the school administration admin@crescentacademy.org. The school will follow its Pandemic Planning Matrix (Appendix A) during any pandemic outbreak.

SOCIAL DISTANCING & CAMPUS DENSITY

SIGNAGE IN SCHOOL BUILDINGS

All entrances to CAI buildings and facilities will have signage indicating required health and safety precautions. Additional signage will be posted throughout the interior of school buildings as well as on the playground and field area. All members of the school community are expected to read and comply with the school's documented expectations. Individuals unwilling to follow guidelines or the school's policies will be asked to depart campus.

SOCIAL DISTANCING

NO WALK-INS

The school office will not be open to walk-in service. All individuals requesting a visit will be directed to email communications, or to schedule a call, a conference call, or a video call, or ask for a ZOOM meeting with the intended/appropriate party. **In-person appointments are restricted.**

All financial transactions and payments are to either be made remotely via electronic banking or check mailed. Parents and guardians will not be permitted to enter the building without a documented administrator approved appointment. Before an appointment will be considered all other means of communication must be exhausted. Only one other person (not an administrator) will be allowed in the office at a time.

SOCIAL DISTANCING AT SCHOOL

CAI has taken major precautionary steps in school buildings to separate and distance individuals. Due to its large-sized and flexible spaces, the school is able to safely return students to campus for In-Person Learning while satisfying, if not exceeding, the social distance recommendations by the State of Michigan.

The school will use floor markings to separate all hallways in school buildings into two lanes for human traffic (general rule: stay on the right, single file, 6 feet apart). Floor markings will also be used to appropriately space people apart in specific areas around campus. Additionally, staircases will be one-directional (up or down) or identified for use by a designated level of the building (i.e. ground level, first level, second level) to reduce close human contact in those areas.

SCHOOL LUNCH SERVICES

The school has suspended all hot lunch serves and will not serve hot lunch. Microwaves will not be available for use.

School lunch spaces will host only one cohort group at a time, thus a limited few will occupy the whole of the space. The lunch tables in the lunchrooms will allow for students to be either spaced apart 6 feet or will have plexiglass partitions to provide social distancing. Each lunchroom has its own entry and exit door directly to the outside of the building. Classroom may be utilized as a space to eat lunch.

BATHROOMS

Individuals will be expected to practice social distancing in bathroom spaces. The number of people allowed at a time in bathrooms will be limited. Some bathroom fixtures, i.e. sinks, will have plexiglass partitions installed to provide social distancing in those areas. Hand dryer units will be disabled and paper hand towel dispensers will be installed.

PERSONAL BELONGINGS & CLASS MATERIALS

Students' personal belongings will need to be kept separate and in individually labeled cubbies, containers, or lockers. Teachers will limit use of select classroom materials to small groups within cohort and disinfect between use, or provide adequate supplies to assign for individual student use. Middle school lockers will be in use; open lockers will alternate with disabled lockers to allow for adequate social distancing. The lockers will only be accessed in staggered schedules for the purpose storing coats and lunches. Resources and books will remain with the students in the class.

STUDENT COHORTS

The school constructed new schedules in each grade level and each level of the building with a goal to minimize student movements and decrease the number of classes each day.

In addition, to further minimize the amount of contact each day between students, the school has decided to divide those students into intentionally smaller consistent groups or "cohorts." Students in each cohort will interact only with others in their cohort as much as possible each day that they are at school and will remain in specific areas of their respective school buildings.

As much as possible, all classes and activities will continue to meet in set, designated areas in school buildings, in addition to outdoor spaces whenever possible. Outside of their scheduled classes and activities, students' interactions with teachers and other adults in the community will be minimized as much as possible.

To support these smaller consistent group sizes, the number of sections for the cohorts has been increased. Staff members roles and/or assigned duties will be adjusted. The building space used to its fullest scope to allow for social distancing.

SCHOOL EVENTS & COMMUNITY MEETINGS

Indoor school events and community meetings will be modified to become virtual events. This includes in-school student assemblies, parent programs, staff meetings, open houses, and others. Many events will take place in a new format to allow for appropriate social distancing. More information about specific school events will be communicated throughout the school year.

SCHOOL COMMON SPACE USAGE

Large common space areas used by the community as gathering and/or social areas will be closed. Due to social distancing reasons, these spaces may be repurposed for additional, larger classroom spaces.

SCHOOL PLAYGROUNDS & OUTDOOR CLASSROOMS

Students will be allowed to use playgrounds and other outdoor spaces. High-touch surfaces on playground structures will undergo normal routine cleaning. The school has identified safe areas for outdoor classrooms.

Outdoor play areas and other activity spaces where students from multiple classrooms are typically combined are now restricted to a staggered schedule limiting cross interaction.

MORNING ARRIVAL PROCEDURES

NO WALK-INS

The school office will not be open to walk-in service. All individuals requesting a visit will be directed to email communications, or to schedule a call, a conference call, or a video call, or ask for a ZOOM meeting with the intended/appropriate party. **In-person appointments are restricted.**

All financial transactions and payments are to either be made remotely via electronic banking or check mailed. Parents and guardians will not be permitted to enter the building without a documented administrator approved appointment. Before an appointment will be considered all other means of communication must be exhausted. Only one other person (not an administrator) will be allowed in the office at a time.

DRIVE BY, DROP OFF ONLY

Parents must complete and submit the health and temperature check survey via the School designated app **before** leaving for school in the morning.

Most students will arrive between 7:55-8:10 AM and will use different entrance doors. Families are encouraged to drop-off their students in a safe and timely manner. The drop-off queue will be worked by campus safety personnel, administration, and support staff.

- Students in Pre-K will enter from front doors A1
- Staff will greet students and family's curbside and walk students in and out of the building.
- Students in grades KG-1 will enter from front doors A1
- Students in grades 2-8 will enter from back doors A4
- Families with more than one student should drop-off all of their students at the door designated for their youngest.

Families are encouraged to drop-off their students in a safe and timely manner. The drop-off queue will be worked by campus safety personnel, administration, and support staff.

PRE-K, KG AND GRADE 1:

Parents will drive in from Palmer Road and drive through the fire lane (at the front of the building) towards the main doors of the Academic Building.

- Students in Pre-K will enter from front doors A3
- Students in grades KG-1 will enter from front doors A1
- Families with more than one student should drop their students off at the door designated for their youngest.

GRADE 2-8:

Parents will drive in from Palmer Road and drive through to the playground fire lane (**back** end of buildings).

- Students in grades 2-8 will enter from back doors A4
- Families with more than one student should drop their students off at the door designated for their youngest.

AFTERNOON DISMISSAL PROCEDURES

NO WALK-INS

The school office will not be open to walk-in service. All individuals requesting a visit will be directed to email communications, or to schedule a call, a conference call, or a video call, or ask for a ZOOM meeting with the intended/appropriate party. **In-person appointments are restricted.**

All financial transactions and payments are to either be made remotely via electronic banking or check mailed. Parents and guardians will not be permitted to enter the building without a documented administrator approved appointment. Before an appointment will be considered all other means of communication must be exhausted. Only one other person (not an administrator) will be allowed in the office at a time.

DRIVE BY, PICK UP ONLY

Most students will be dismissed between 3:30-3:50 PM and will use their designated exit doors.

- Students in Pre-K will exit from front doors A1 (The doors they entered from)
- Students in grades KG-1 will exit from front doors A1 (The doors they entered from)
- Students in grades 2-8 will exit from back doors A4 (The doors they entered from)
- Families with more than one student should pick-up their students at the door designated for their youngest.

Families are encouraged to pick-up their students in a safe and timely manner. The pick-up queue will be worked by campus safety personnel, administration, and support staff.

PRE-K, KG & GRADE 1:

Parents will drive in from Palmer Road and drive through the fire lane (at the **front** of the building) towards the main doors of the Academic Building.

- Students in Pre-K will exit from front doors A3
- Students in grades KG-1 will exit from front doors A1
- Families with more than one student should pick-up their students at the door designated for their youngest.

GRADE 2-8:

Parents will drive in from Palmer Road and drive through to the playground fire lane (**back** end of buildings).

- Students in grades 2-8 will enter from backside doors A4
- Families with more than one student should pick-up their students at the door designated for their youngest.

CAMPUS VISITORS & VENDORS

NO WALK-INS

The school office will not be open to walk-in service. All individuals requesting a visit will be directed to email communications, or to schedule a call, a conference call, or a video call, or ask for a ZOOM meeting with the intended/appropriate party. **In-person appointments are restricted.**

All financial transactions and payments are to either be made remotely via electronic banking or check mailed. Parents and guardians will not be permitted to enter the building without a documented administrator approved appointment. Before an appointment will be considered all other means of communication must be exhausted. Only one other person (not an administrator) will be allowed in the office at a time.

Parents and guardians should not enter school buildings and all appointments will be held virtually.

FIELD TRIPS & STUDENT TRAVEL

Off-site field trips are temporarily suspended. Crescent will not participate in or host any student travel initiatives and/or programs for the foreseeable future.

PHYSICAL SPACES

DE-DENSIFY CLASSROOM SPACES

The school conducted an audit of all classroom and other learning spaces. Non-essential furniture and belongings will be removed from these areas, allowing greater capacity for increased social distancing of individuals in these spaces.

SOCIAL DISTANCE IN LEARNING SPACES

Classrooms and other learning spaces will be arranged to provide at least six feet of social distance for individuals. CAI benefits greatly from the sizes, layouts, and numbers of its learning spaces.

RE-PURPOSING OF LEARNING SPACES

The school has large common spaces including gyms, libraries, lounges and outdoor areas that, if/when needed, can be used to safely hold larger-sized classes.

CLASSROOM SAFETY PROCEDURES

Social distancing will be practiced in all classroom settings. CAI benefits from intentionally small class sizes. Non-essential items will be removed from classroom spaces and desks or tables will be arranged so that they face in the same direction. Desks and tables in classrooms and shared materials/equipment will be cleaned and sanitized in-between different student groups.

EMPLOYEE PROFESSIONAL DEVELOPMENT

All staff will participate in required professional development programs to better prepare them for the school year. The professional development work will focus on remote learning and teaching, social-emotional learning, use of teaching resources/programs, and fostering communication and community in a socially distant world. In addition, staff will be trained on COVID-19 policies and procedures.

APPENDIX A: PANDEMIC PLANNING MATRIX

Level 1/2/3: High Risk: At least one case in the school community and/or local and state health department recommendation	Level 4: Low/medium risk, but precautions needed: Limited cases in school's area; no school families known to be infected	Level 5: Low risk: No confirmed cases in school's area	Level 6: Post-pandemic normal operations: Low Risk (Pre-planning, preparing for spread)	Risk Level (MI Safe Start Levels)
Campus closed to students	Faculty and staff return first to prepare for students, followed by resumption of normal operations with modifications for social distancing and other precautions. Only students, faculty and staff on campus. Others by appt. only. Students not allowed off campus during school day. Admissions tours and in-person school community events suspended.	Only students, faculty and staff on campus. Visitors and vendors screened. Parents should not enter the building at drop-off.	Students, faculty and staff stay home if sick	Campus Access Control
Online / virtual school programming offered under distance learning parameters as defined in pandemic plan.	Regular school program with social distancing and other precautions; preparation for possible online delivery	Regular school program – Homework for quarantined students to be provided via Google Classroom	Regular school program. Emphasis on hygiene and handwashing	Educational Delivery
Cancellation of all co-curricular events	Screening of visitors, evaluate all large gatherings for social distancing. Follow guidelines of local and state agencies. Possible cancellation of events	No change, community wide notification emphasizing hygiene, handwashing and staying away if ill	Resumption of full schedule	Co-Curricular Program
Cancellation of all community events. Campus closed to students.	Community gatherings of more than 100 prohibited, administrative clearance required for any community event	No change	Resumption of full schedule	Community Events
All field trips cancelled	All field trips cancelled, without administrative exemption	Case by case evaluation of field trips	Allowed	Field Trips
Full campus deep cleaning of all facilities.	Increased cleaning, manual disinfectant by facilities team; High touch areas cleaned every 4 hours. Classroom areas cleaned after each class.	Increased cleaning, manual disinfectant by facilities team	Increased cleaning, manual disinfectant by facilities team	School Operations
All staff report to campus to serve essential services i.e. distance learning program and instruction.	Normal operations, all faculty and staff report to work unless symptomatic	Normal operations, all faculty and staff report to work unless symptomatic	Normal operations, all faculty and staff report to work unless symptomatic	Personnel
Normal emergency medical protocols subject to authorities advising what care facilities are available	Normal emergency medical protocols subject to authorities advising what care facilities are available	Normal emergency medical protocols, traveling students, faculty and staff tracked and monitored	Normal emergency medical protocols	Emergency Care
Daily updates on webpage and via email. Additional communication via Google Classroom	School webpage updates, email blasts, text and Google Classroom updates	School webpage updates, email blasts, text and Google Classroom updates as needed	Normal operation of communication protocols	Communications

APPENIX B: COVID-19 PREPAREDNESS CONTRACT

As a Crescent Academy International community member, I understand that my family's choices and habits have an effect on my immediate family and on the constituents of Crescent Academy. For that reason, I promise to uphold the following practices and expectations in order to honor the trust of being a protective guardian over the community.

SELECT RESPONSIBILITIES:

- Follow the public health outlines for hygienic practices which include but are not limited to properly wearing the approved face coverings, frequent washing of hands, maintaining social distance, etc.
- Be watchful for any possible COVID-19 symptoms, stay home if not well, and promptly communicate symptoms to the administration
- Monitor my family's health and well-being through daily temperature checks
- Partake in virtual meetings or events as much as possible avoid in-person contact
- Be socially conservative two weeks prior to any return to campus
- Abide by and uphold all responsibilities and expectations communicated by the school

SCHOOLING OPTIONS:

In my commitment to being a responsible member of the Crescent community, I hereby choose the following schooling options for my child(ren):

Student's Full Name	Schooling Option	Grade Level
	<input type="checkbox"/> Schooling at Home with Crescent <input type="checkbox"/> In-Person Schooling with Crescent	
	<input type="checkbox"/> Schooling at Home with Crescent <input type="checkbox"/> In-Person Schooling with Crescent	
	<input type="checkbox"/> Schooling at Home with Crescent <input type="checkbox"/> In-Person Schooling with Crescent	

Please initial each point below witnessing that...

- I have read, understand, and **agree** to uphold the COVID-19 Preparedness Contract and the measures in the COVID-19 Preparedness and Response Plan.
- I understand the COVID-19 Preparedness and Response Plan and the COVID-19 Preparedness Contract only mitigate the risk of COVID-19 and does not fully eliminate the risk of COVID-19.
- I have chosen the schooling option that best meets the needs of my family, and I promise to honor the trust of being a protective guardian by upholding my responsibilities and consistently reinforcing the expectations of the school.

Name (Print): _____ Signature: _____

Identify Role (parent, student, staff): _____ Date: _____