



LAKE SUPERIOR
ACADEMY

Parent COVID-19

Back-to-School Handbook

TABLE OF CONTENTS

PAGE 3 - Daily Schedules

PAGE 4 – Personal Protective Equipment

PAGE 5 - Hygiene

PAGE 6 – Spacing, Movement and Access

PAGE 7 – Cleaning

PAGE 8 - Screening Students

PAGE 9 – Responding to Positive Tests

PAGE 10 – Instruction

DAILY/WEEKLY SCHEDULES

HYBRID

½ students will attend full days Monday and Tuesday

½ students will attend full days Thursday and Friday

Wednesdays will be a sanitizing day at the school and all students will participate in online sessions.

During the students' "off days," they will complete work that was given to them to take home. Students will use their at-home Montessori materials to complete the work. A teacher will be available online during work hours to answer questions, and videos will also be available to watch for many of the materials and works.

REGULAR

All students will attend:

Monday – Thursday 8:00 – 3:30

Friday 8:00 – 11:30.

FULLY ONLINE

Whenever students attend school, whether in a hybrid or regular format, the following guidelines will be followed. These guidelines follow the required, strongly recommended and recommended practices set by Michigan's Governor in the Safe Schools Roadmap issued in July, 2020.

PERSONAL PROTECTIVE EQUIPMENT

PHASES 1-3 – N/A

PHASE 4

- Facial coverings will be worn by staff.
- Facial coverings can be homemade and need to be washed daily.
- Disposable masks may be worn and must be disposed of at the end of each day.
- Students MAY wear facial coverings anytime during the day, but are not required to except for the following circumstances:
 - Facial coverings must be worn by students if they comingle with other classes andcannot social distance.

PHASE 5

- Although facial coverings are not required to be worn by staff, facial coverings will be worn by staff.
- Facial coverings can be homemade and need to be washed daily.
- Disposable masks may be worn and must be disposed of at the end of each day.
- Students MAY wear facial coverings anytime during the day, but are not required to except for the following circumstances:
 - Facial coverings must be worn by students if they comingle with other classes and cannot social distance.

HYGIENE

PHASES 1-3 – N/A

PHASE 4

- Adequate supplies to support healthy hygiene will be provided within the school.
- Teaching and reinforcing handwashing with soap and water will be practiced.
- Staff and students will be taught and encouraged to cough and sneeze into their elbows or into a facial tissue. Tissues will be thrown away and hands will be washed immediately.
- Personal items will be kept in individually labeled containers and should be limited only to items that are necessary for the school day – outdoor gear, lunches and any medical supplies needed for the day. Back packs will not be allowed within the school.
- Each child will be given a pencil box with several pencils, pencil sharpener and eraser. These continually used items will not be shared with other students.
- Students will be taught and required to sanitize hands prior to beginning a shelf work and after the work is completed. Any item from that work that can be wiped with disinfectant will be cleaned by the student upon completion of the work.
- There will be portable handwashing and hand sanitizing stations set up throughout the classroom.

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SPACING, MOVEMENT AND ACCESS

PHASES 1-3 – N/A

PHASE 4

- Family members or other guests are not allowed in the school building except under extenuating circumstances determined by the Head of School.
- If an adult needs to enter the building, he/she will be screened for symptoms, wear a facial covering and wash/sanitize hands prior to entering.
- Students will choose a location to complete work during the day. Proper spacing between individual work areas will be verified.
- A limited number of students will be able to work at each table.
- Outdoor classroom times will be scheduled to limit cross contamination between classrooms.

PHASE 5

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- A limited number of students will be able to work at each table.
- Outdoor classroom times will be scheduled to limit cross contamination between classrooms.

CLEANING

PHASES 1-3 – N/A

PHASE 4

- Frequently touched surfaces including light switches, doors, benches and bathrooms will be cleaned every four hours with approved disinfectant or diluted bleach solution.
- Student work areas will be wiped down prior to and after lunch and again prior to the return from morning and afternoon outdoor classroom time.
- Staff will wear gloves, mask and face shield when performing all cleaning activities.

PHASE 5

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SCREENING STUDENTS

PHASES 1-3 – N/A

PHASE 4

- If a child becomes ill at school, a designated and staffed quarantine area will be used.
- If a child is demonstrating Covid-19 symptoms, after parental notice has been given, will wear a mask until he/she is picked up.
- Symptomatic students sent home from school should be kept 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 respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they will stay home.
- 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.

PHASE 5

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- continued -
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RESPONDING TO POSITIVE TESTS - coming from CCHD

PHASES 1-3 – N/A

PHASE 4

If a student or staff tests positive for the COVID virus, the Chippewa County Health Department will be notified and although the identify of the person will be kept confidential, families will be notified of the test results.

The CCHD will work with LSA to identify those who were in contacted with the infected individual, and the CCHD will notify those who may have been exposed.

See the attachment from the CCHD for further details.

PHASE 5

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See the attachment from the CCHD for further details.

INSTRUCTION

PHASES 1-3

Online instruction will be available during Phases 1-3. A Handbook for Online Instruction will be provided to those who opt for this format and to all parents if online instruction is required for all students.

PHASE 4

LSA will follow its normal instructional methods during this phase. However, if a hybrid schedule is followed, it will consist of two days in-person, one day fully online, and two days with Montessori materials at home to complete assignments. Online support will also be available during the two “off” days, if needed.

PHASE 5

LSA will follow its normal instructional methods during this phase.

<https://docs.google.com/document/d/1SH-AdfAlnqB4nZKdXUSmQjWJquhvCk7IZfG-IQctEfQ/edit>