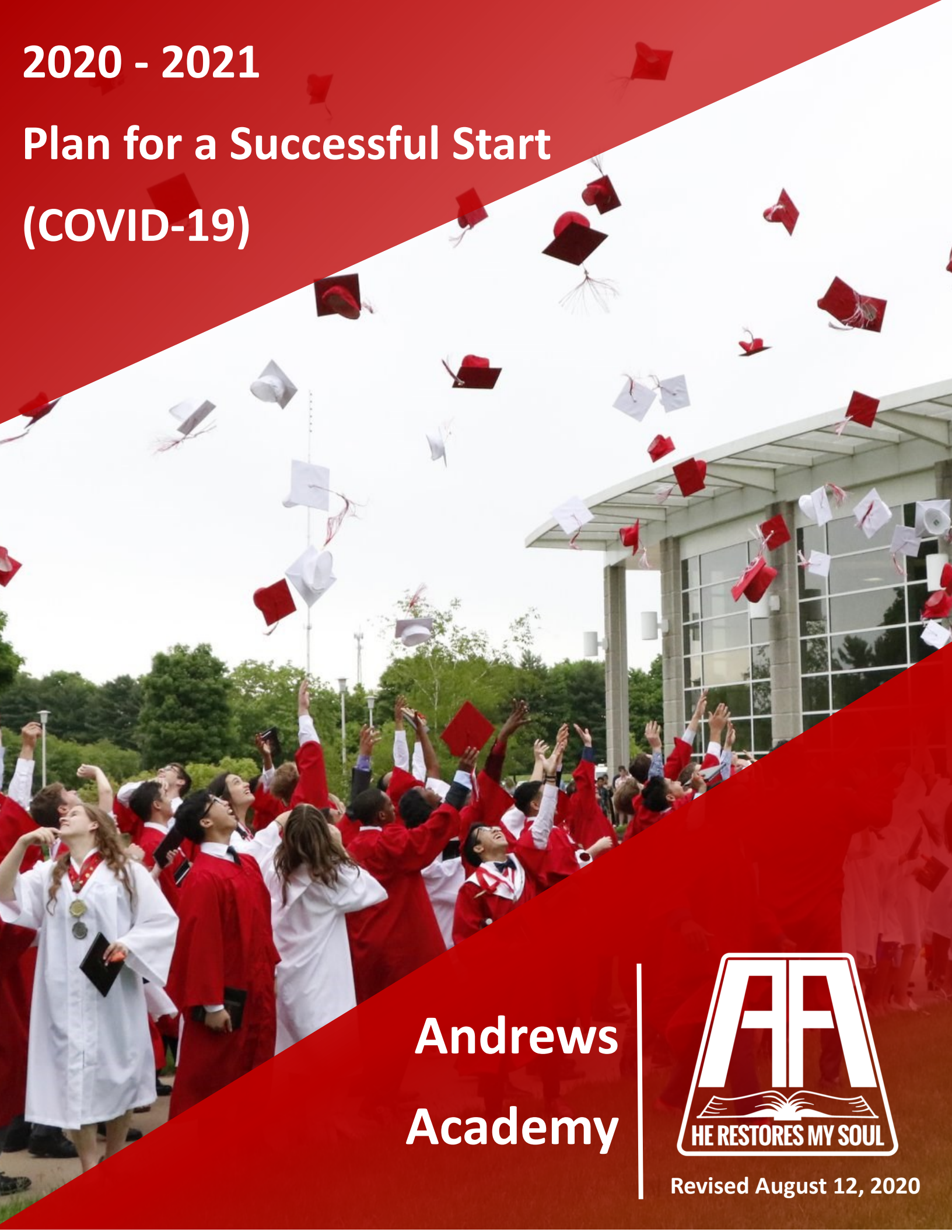


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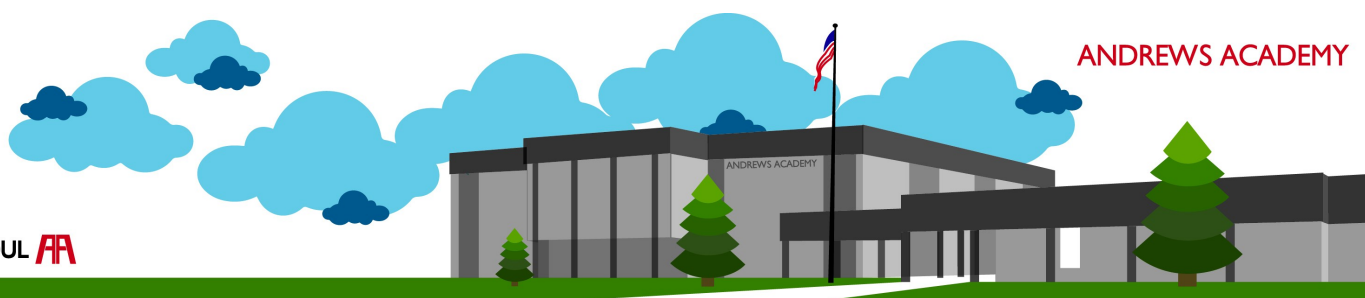
# **Plan for a Successful Start (COVID-19)**



**Andrews  
Academy**



Revised August 12, 2020



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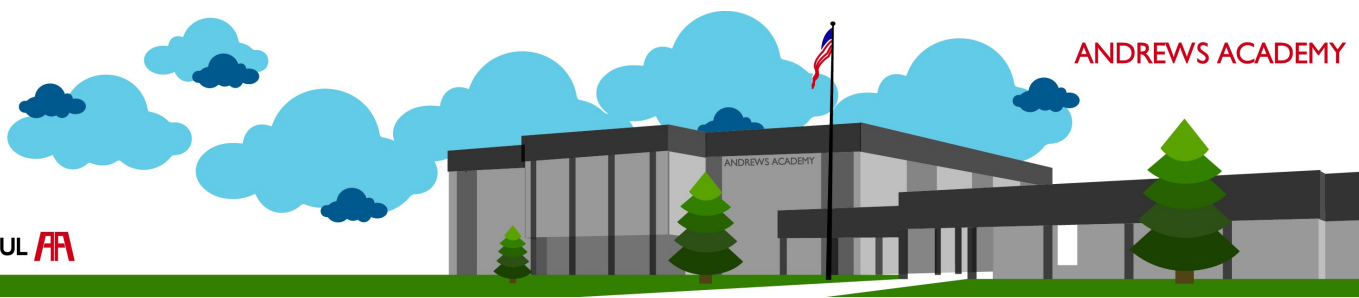
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**Walk by faith, not by sight.**

**2 Corinthians 5:7**

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## Overview

The following plan to reopen Andrews Academy has been developed based on guidelines and requirements provided by [Michigan's 2020-21 Return to School Roadmap](#), the CDC, and the [Berrien County Health Department](#).

As new guidelines and practices become available, we will communicate any changes to parents. Our ability to provide on-site education will be determined by Michigan's Governor or the Berrien County Health Department.

## Attendance

We believe in the value of every student attending every class daily. Regular attendance is necessary if students are to receive full benefit from their educational experiences. The benefits of class discussion, individual student participation, teacher interactions, and other classroom activities cannot be made up by those who are absent. Even though remote school students are not physically present, remaining proactive in daily learning responsibilities is an essential part of student accountability and academic growth. School attendance is the joint responsibility of the students, parents, and school.

Andrews Academy's goal is to have students learning in school as often as possible while abiding by state health and safety guidelines. The Academy will continue trying to balance the needs of our families, hoping to reduce the stress of this pandemic by amending our attendance policy in efforts to keep the school going.

**Remote Learning Only:** Students who registered for remote learning are still required to report to their scheduled class at the designated time indicated on the student's class schedule, or as outlined in their class syllabus. Students will be required to participate in live virtual instruction and will be required to check in online at the start of each class for tracking attendance. Failure to report on time or not at all will result in a tardy or absence.

## Screening Students & Staff

The Berrien County Health Department recommends that parents perform a daily health screening for their children prior to sending their kids to school for the day. Having parents screen their child prior to sending them to school prevents sick children from mingling with other children. Andrews University will be using an app for faculty, staff, and students to report their health each day, and AA students are strongly encouraged to use it as well. AA will also provide parents with printed information that will help with screenings.

### Your child should stay at home and will be sent home if they have any of the following:

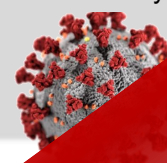
- They appear or complain of feeling unwell or they have a suspected communicable disease.
- A temperature of 100.4° F (38° C) or higher, or other COVID-19 symptoms
- Your child should stay at home if they have had close contact with someone who has COVID-19 as defined by the CDC: Individual who has had close contact (less than six feet) for more than 15 minutes.
- If students come to school with fever, they will be isolated until they can be picked up by their parent/guardian.
- Please refer to **page 6** of the Berrien County Health Department's [Return to Learn Handouts for Schools & Families](#) information on how to screen your child before school each day.

### Return to school after illness/fever related to COVID-19 or exposure to COVID-19:

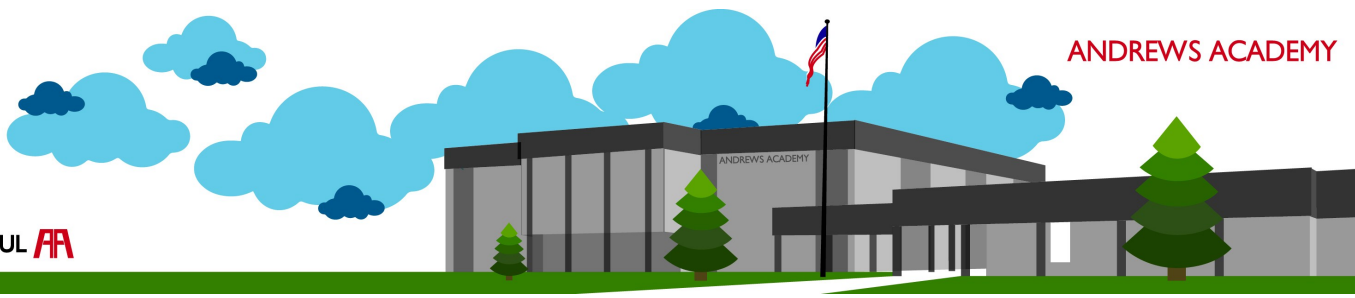
- Please refer to **page 7** of health department [document](#) for the latest information to determine when your child should return to school.

### Faculty & Staff Screening

- Andrews Academy faculty and staff daily health screenings will be reported to AU.







## Process for Handling COVID-19 Cases

Andrews Academy will work directly with the Berrien County Health Department and Andrews University if a case of COVID-19 is identified at AA.

### ***Process for a Handling a COVID-19 Case at School***

- Please refer to **page 2** of the health department [document](#) for the step-by-step procedures.

### ***COVID-19: Notification & Contact Tracing***

- Please refer to **page 3** of the health department [document](#) for the step-by-step procedures.

## Physical Distancing

In order to maintain high standards of safety and hygiene, everyone in the school community must take responsibility for themselves and for each other. As such, expectations for social distancing and hygiene will be communicated and reinforced throughout the school.

### **In the Classroom:**

- Seating and desks will be facing the same direction and arranged in accordance with physical distancing guidelines as recommended by the state.
- Some larger group activities such as choir and band may be held in other locations on campus if the class size requires a larger space.
- Physical Education activities will follow the guidelines provided by the State of Michigan. Currently only non-contact activities are allowed.

## Non-Classroom Spaces & Activities

### **AA Campus:**

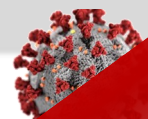
- Every effort will be made to keep students physically distanced on the AA campus.
- Some areas may not be available for use, such as tennis courts, football field, and track.

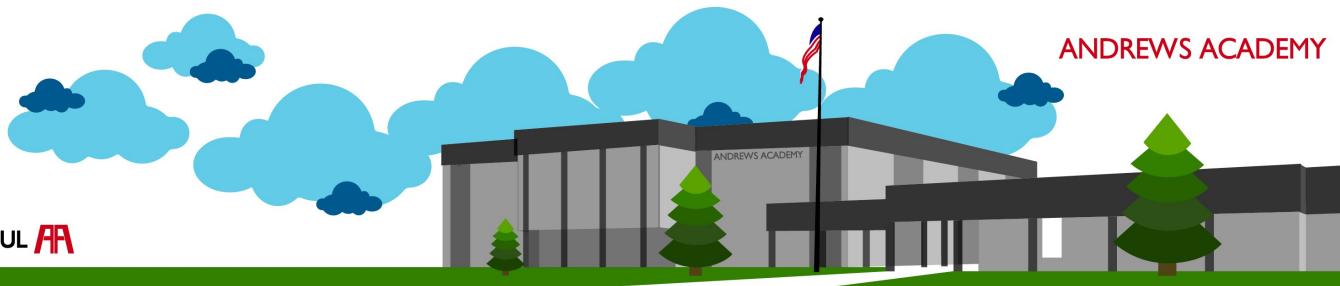
### **Arrival:**

- AA students are to maintain physical distance as they enter the school.
- During the 7:45 - 8:00 AM rush, students may enter by three doorways. The two doors on the left and right side of the front entrance and the one door from the parking lot near the cafeteria of the Commons.

### **Dismissal:**

- During the 3:30 - 3:45 PM rush, students may exit by three doorways. The two doors on the left and right side of the front entrance and the one door from the parking lot near the cafeteria of the Commons.
- AA students are to maintain physical distance as they are waiting outside to be picked up.
- AA will be closed at 4:00 PM. Due to liability and insurance, no student can remain inside the building or campus without supervision.
- AA provides no student supervision past 3:30 PM, Monday through Thursday; after classes on Friday; and after early dismissal unless the student has been invited for a meeting, practice, work, or tutoring, and is under direct faculty/staff supervision.



**Trips, Field Trips, & Concerts:**

- Most trips, field trips, and intergroup activities may be virtual through the first semester. Second semester plans for field trips and activities will be evaluated in the fall.

**Lunch:**

- Hot lunch will continue to be available as individually boxed meals.
- Lunchtime will be divided into three lunch groups to reduce numbers in the cafeteria for physical distancing.
- Seating at lunch tables will be in accordance with physical distancing guidelines as recommended by the state, with students facing the same direction.
- Tables will be disinfected before each use.

**Chapel Programs & Assemblies:**

- Some chapel & assembly programs will be live-streamed to every classroom simultaneously in an interactive manner.
- Some chapel programs will be led by individuals in each of the classrooms.

**Campus Access:**

- Access to the campus will be limited to the front office for parents and guardians. Parents and guardians may visit the office from 8:15 - 3:15.
- Face coverings/masks will be required for all people entering the building.

**Lockers:**

- Having a locker is not mandatory this year, but lockers will be assigned to those students who would like to have one.

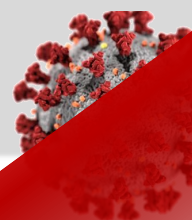
## Health & Safety, Hygiene Procedures, & Mental Health Needs

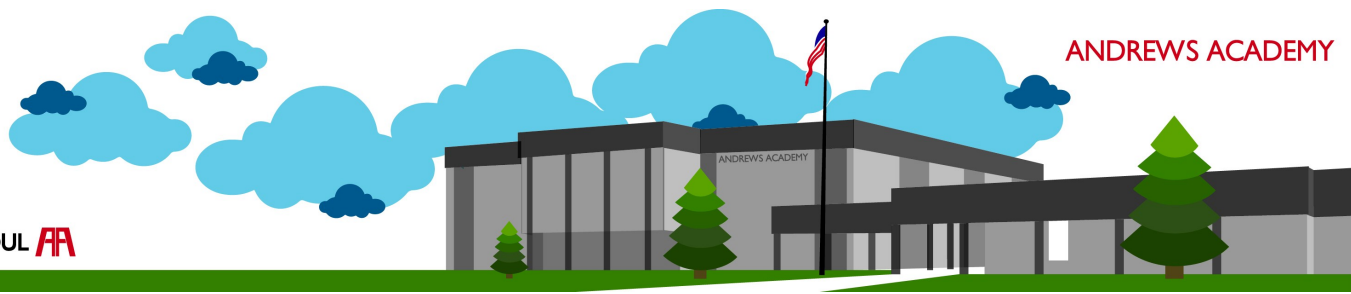
**Facial Coverings/Masks:**

- Facial coverings/masks must always be worn by staff and students while in the building and may also be required when physically active outside for PE.
- Andrews Academy will provide each student with two masks.
- Face coverings/masks must have at least two layers of material and cover both the mouth and nose (no bandanas). They must be worn securely against the individual's face.
- Face shields or goggles may be worn *in addition to a mask*.
- Face coverings/masks should not include images, logos, or slogans (unless provided by AA or AU).
- Students may remove face coverings while eating meals during lunch time.
- Reusable/homemade face masks must be washed/changed daily.
- Disposable face masks must be disposed of at the end of each day.
- Music: Masks will be required for the choir program, bells, and strings. Band students need to wear a mask when they are not playing their instrument.

**Hygiene - Preventive Guidance:**

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with people who are sick.
- Avoid handshakes.
- Maintain appropriate physical distance from others when in public places.
- Stay home when you are sick.





### Mental Health Needs:

This is a difficult time for everyone. It is important now more than ever that you take some time to take care of your mental health in addition to your physical health. We're in this together.

- **Reach out for support**
- **Stay connected** to your loved ones and community as we engage in physical distancing to keep each other safe.
  - Call or video-chat family or friends. Science shows that hearing a loved one's voice comforts the brain.
  - Join virtual gatherings, like community meetings or free fitness classes and concerts.
- **Routines** help us feel more grounded when things feel out of our control.
  - Staying active with things that feel productive and fun can help us manage the extra stress and anxiety.
  - Make a schedule for how you'll structure today to balance work with time for self-care, relaxation, and (safe/virtual) social connection.
- **Limit information overload.**

## Cleaning, Disinfecting, & Ventilation

### Cleaning & Disinfecting:

- Classrooms will be cleaned and disinfected daily. All touch points will be disinfected with a CDC-approved product.
- Frequently touched surfaces throughout the campus will be disinfected regularly throughout the day.
- Classroom procedures will be developed to disinfect touch points throughout the day. These surfaces include but are not limited to desks, tables, chairs, dividers, keyboards, phones, headsets, door knobs, faucet handles, lockers, PE equipment, and light switches.

### Ventilation:

- AA's HVAC system is maintained regularly and equipped with appropriate filters to maintain clean air in the building.
- As much as possible and where it is safe to do so, teachers will introduce outdoor air into the classroom.

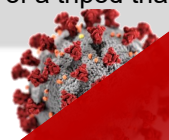
## Remote Learning Option Details

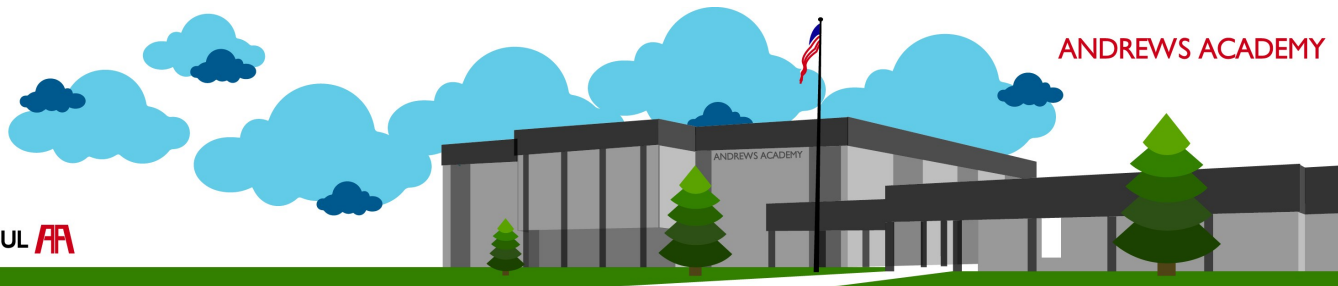
### *While our county is in Phase 4 or 5 and in-classroom instruction can occur:*

Swivl Classroom camera technology has been purchased so that families with at-risk students who have chosen remote learning education can still participate in classroom experiences. We also anticipate there will be times that some students will have to stay home due to illness, and this remote learning will allow students to continue their education while at home.

The remote option will be very different from the "emergency remote learning" we were thrown into last March when the COVID-19 pandemic hit our area. We have made major changes compared to last spring. Everyone will be using the same learning platform, Google Classroom, with everyone on one domain (andrews.edu) to avoid the multiple platforms and multiple domains of last spring. Faculty had a series of Google Classroom training sessions throughout the month of July. Students will be trained to use the online platform at the beginning of the school year.

There will be meaningful, substantive, enriching, and synchronous learning (utilizing Swivl and Zoom technology) as students are part of the classroom while at home. Swivl classroom camera technology consists of a tripod that holds an iPad, iPhone, or other device that rotates as the teacher moves.





So if the teacher is using a whiteboard and is pointing to a certain concept on the whiteboard, the camera turns to that so that those at home can see it. There are multiple mics, one worn by the teacher, the others located at strategic locations around the room, so those at home can hear comments of classmates in the classroom. The first Swivl is to arrive at AA this week to experiment with. The others are to arrive in a few weeks. Please see the [Swivl promotional video](#) to observe how this technology works. Swivl technology allows remote students to not only follow along with classroom discussion and activities, but it also makes it possible for them to participate in classroom discussion and seek clarification/teacher input in real time.

Teachers will have regular office hours that will be posted for all, including virtual office hours for those who are learning at home.

### ***If our county has to return to Phase 3 and remote learning is required for all:***

Andrews Academy teachers and administration have put plans in place and will communicate procedures at the beginning of the year to ensure that any mandated transition to remote learning happens smoothly and effectively.

These transition plans include the consistent use of one main online platform (Google Classroom) to communicate and house tools for learning, as well as a daily schedule for direct online instruction. In order to support a seamless transition, the same online platform will be used to communicate throughout the regular school year. Students will be trained to use the online platform at the beginning of the school year.

To ensure uninterrupted instruction, in the event that AA needs to transition to distance learning, the new daily schedule will include a full day of synchronous and asynchronous instruction with students being connected and interacting with their teacher(s). This will be a combination of screen time, breaks, and off-screen activities. For example, Zoom may be used for synchronous teaching in which students and teachers can communicate in real time with each other for significant portions of virtual learning. While on another day, or maybe within a given class period, asynchronous learning may occur. For example, time may be given to read or work on various assignments without everyone connected to Zoom. The use of synchronous and asynchronous learning will vary depending on the nature of the class. However, regular and consistent interaction will occur with teachers and students while in Phase 3 remote learning. Teachers, now equipped with valuable experience and better technology, are prepared to offer an enriching remote learning experience through a streamlined, single platform, and a stable online presence.

We have made plans and continue to work on details to adapt our teaching to whatever phase we may experience.

## Notes & References

**Note:** All streaming is for educational purposes only. No screenshots may be taken and used to distort or defame Andrews Academy, its students, or faculty. Please remember Zoom etiquette and wear appropriate clothing.

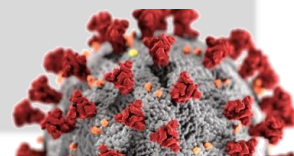
\* This is a **living document** and includes the latest information that we have as of August 12, 2020.

\*\* Information for this document is derived from various sources:

Andrews University - <https://www.andrews.edu/services/safety/resources/covid19>

Berrien County Health Department - <http://www.bchdmi.org/1718/Schools-Daycares>

Michigan Government - [https://www.michigan.gov/documents/whitmer/MI\\_Safe\\_Schools\\_Roadmap\\_FINAL\\_695392\\_7.pdf](https://www.michigan.gov/documents/whitmer/MI_Safe_Schools_Roadmap_FINAL_695392_7.pdf)



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