

COVID-19 Preparedness and Response Plan

Heronwood Field Station

Our Commitment to Health and Safety

Heronwood Field Station is committed to protecting the health of our students, families, staff, and community. The following policies were designed in response to guidance from the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap, Michigan Departments of Licensing and Regulatory Affairs (LARA) and Health and Human Services, in accordance with best practices from the Centers for Disease Control and Prevention, and with everyone's well being in mind.

To limit the potential spread of COVID-19, we will be making some temporary changes to our programming that include robust cleaning and disinfecting procedures and minimising 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 we 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.

Changes to Our Physical Spaces and Classroom Environment

We will use the following strategies in our class and facilities to minimize the spread of illness:

- Spacing tables out in the classroom to minimize the number of students at each table, whenever possible.
- When indoors, keeping windows and doors open to the extent that does not pose safety risks
- The class will be held in outdoor spaces whenever possible, except during inclement weather and to the extent that this does not pose safety risks.
- Due to the event of exposure of COVID-19 programming may close for a limited amount of time.

Guidance on Communication

Heronwood staff will be in regular contact with students, parents/legal guardians and staff. The Heronwood Field Station Lead Instructor will be the primary contact for students, parents/legal guardians and staff. In the event that the Lead Instructor is not available or needs additional support the Heronwood Director will be a secondary contact.

Student Communication

The first day of class

Orientation documents on COVID-19 safety will be distributed to students. ***Documents related to COVID-19 must be signed by a parent or legal guardian no later than the following Thursday of class.*** Students who are at a higher risk for complications related to COVID-19 will be provided additional precautionary measures when necessary and related to their health concerns.

Ongoing throughout the school year

Instructors will provide the necessary training to students to ensure that they are in compliance with safety guidelines outlined in this document

- Students will be given direction on when they should wash and sanitize their hands as well as hygiene etiquette
- How to practice social distancing in various situations (indoors, outdoors, gathering materials)
- Which symptoms to look for, when to report them, to who they should report symptoms
- Procedure for confirmed or suspected cases and contact tracing
- When to stay home
- Other Heronwood, program specific, policies or guidelines

In the case of a confirmed, suspected cases or potential exposure

- A designated Heronwood instructor will interview the confirmed or suspected case and begin contact tracing.
- Staff must maintain confidentiality and will not provide the name or any potentially identifying information of the confirmed or suspected case.
- Students will be contacted through the Remind app if they are not to attend class

Parents/Legal Guardians Communication

Ongoing throughout the school year

- Parents/legal guardians will be informed about the precautions and procedure Heronwood has implemented/will implement to minimize the risk of COVID-19.
- Parents/legal guardians will be updated on changes to health and safety precautions as new information is provided by state guidelines
- Heronwood Instructors will keep parents and guardians informed if a decision to dismiss or end Conservation Biology early is made.
- Communication will be made by phone and by email

In the case of a confirmed, suspected cases or potential exposure

- Heronwood Instructors will immediately inform parents/legal guardians about potential contact their child(ren) may have had with suspected (someone in the household test positive) or confirmed (student test positive) cases with guidance from the health department
- Heronwood Instructors will immediately inform parents/legal guardians if their child(ren) are experiencing any symptoms.

Staff Communication

Prior to the start of school

- KNC will provide training and education materials including administration responsibilities as they relate to COVID-19, workplace controls, and their individual roles and responsibilities as they relate to COVID-19.

Ongoing throughout the school year

- Staff will work to support participants to adhere to safety guidelines, and proper use of PPE.
- Staff will be available to hear concerns and answer questions related to COVID-19 in addition to Heronwood-specific guidelines

Communicating with Local Partners

Communicating with local health officials

- Heronwood staff will coordinate with local health officials when appropriate, and will be utilized to provide strategic assistance in the decision-making response to the COVID-19 pandemic.
- Heronwood staff will inform local health officials of suspected and confirmed cases as soon as possible.
- Heronwood staff will seek guidance to determine whether to dismiss or end class early if necessary

Communicating with home schools and KRESA

- Heronwood staff will contact home schools and KRESA if a student or staff member has a suspected case or there has been a potential exposure
 - Heronwood staff will contact counselors to be placed on call list when a suspected case or potential exposure has occurred at their school
 - Home schools and KRESA will be contacted if an instructor has a suspected case, potential exposure, or a confirmed COVID-19 test.
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Safety Protocols

Facial Covering

Facial covering can include homemade or disposable level surgical masks and cover the mouth and nose. If staff members and students do not have a mask they will be provided a disposable mask upon entering the building. The disposable mask must be disposed of, and a new one will be issued the following school day if needed. Homemade masks should be washed and cared for regularly.

Required protocol:

- Facial covering must always be worn by staff and students in indoor classroom settings.
- Facial covering are not required to be worn by staff and students in outdoor settings
 - Anyone is welcome to continue to wear a face mask outside if they choose
 - Social distancing will remain in place during outdoor class
- Facial covering must be worn by students and staff during bus transportation

Students and staff who cannot otherwise wear a mask will need to provide documentation by a physician. Students who show non-compliance may be removed from the class and placed into a remote location for independent study.

Use of Gloves

Students and staff will wear gloves in a manner consistent with existing licensing rules (for example, gloves should be worn when handling contaminants, and cleaning). Students and 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.

Hygiene

Class will be supplied with hygiene products (such as paper towels, soap, hand sanitizer, tissues, trash receptacles) and will be checked daily and restocked. Signs reinforcing proper handwashing and mask wearing techniques will be posted. Students will be provided a locker to place personal belongings that are not shared with other students. Hand washing will be frequently encouraged, or as often as necessary, with soap and water will be encouraged.

Required protocol

- Wash hands with soap and water for 20 seconds after using classroom materials
- Alcohol-based hand sanitizer with at least 60% alcohol will be provided in multiple locations in the classroom and will be used frequently during class
- Washing hands with soap and water after coughing, sneezing, or blowing your nose.
- Hands must be washed after using the restroom.

- Cough or sneeze into a tissue or elbow, and avoid touching their mouth, nose, and eyes.

Cleaning and Disinfecting Surfaces

Required protocol in accordance with CDC recommendations:

- Daily cleaning/ Disinfecting of high-touch surfaces (e.g. sinks, toilets, light switches, door knobs, counter and tabletops, chairs).
- Staff must wear disposable gloves to perform cleaning, disinfecting, trash pick-up, followed by hand washing.
- Dirty surfaces will be cleaned 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.
- We will ensure proper ventilation during use of cleaning supplies to prevent inhalation of toxic fumes.

Bathrooms

Two bathrooms are located downstairs in the classroom and will be open for use to students ONLY. Heronwood staff and other KNC staff and employees will utilize bathrooms located upstairs. The class will be divided and assigned a bathroom for use.

We will use the following guidelines to reduce the spread of illness:

- Bathrooms will be thoroughly disinfected between each class.
 - Students and staff should always wear a facial mask when inside the bathroom.
 - Students and staff are required to wash their hands after bathroom use.
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Guest Speakers and Field Trips

To maintain the quality of technical training the utilization of guest speakers and field trips will be permitted in accordance to:

- Guest speakers must follow safety protocols outlined in this document.
 - There may be a limited number of field trips this year to mitigate exposure
 - Transportation for field trips may not be able to be provided by KNC (TBD)
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Screening Staff, Families, Students

Before arrival to the program, staff, families and students are required to report if they or anyone in their household: have received positive COVID-19 results; been in close contact with someone who has COVID-19; and/or have experienced symptoms such as persistent cough, fever, difficulty breathing, chills, change in smell or taste, diarrhea, and/or vomiting. If a positive test, or any symptoms listed here are present in a family member or staff, please call to report to Heronwood Field Station and stay home.

Required protocol for staff:

Staff will be required to complete the KNC wellness questionnaire before starting their work day.

Screening will include, but not limited to the following:

- If a staff member has any symptoms or has been in contact with a person who has COVID-19, they must stay home or will be sent home immediately..
- Staff should report contact with anyone outside of work who has had a documented case of COVID-19.
- If it is found that any staff member has had recent symptoms (in the last 24 to 48 hours) they must stay home or will be sent home immediately.

The employee *must* remain at home until:

- They are symptom free for 72 hours (3 full days) without the use of fever reducing or other symptom-altering medicine (e.g., cough suppressants). AND
- Other symptoms have improved AND
- At least 10 days have passed since their symptoms first appeared or since they tested positive for COVID-19.
- Staff should also follow CDC guidance: [What to do if you are sick](#).

Required Protocol for students:

Pre-screening prior to attending class: We ask families to work together to keep each other safe by considering positive tests or symptoms a risk to other students and families as well as staff. If you or anyone in your family shows symptoms, tests positive, or has been in contact with someone who tested positive, please stay home.

Daily in-class screening will include the following:

- Visual checks for the presence of symptoms (fever of 100.4 or greater, cough, chest pain, shortness of breath, diarrhea, fatigue, headache, muscle aches, nausea, loss of taste or smell, sore throat, vomiting, ect.)
- If a student has any symptoms or has been in contact with a person who has COVID-19, they will be sent home or quarantined from class until they can be picked up by a parent or guardian.

- If it is found that a student has had recent symptoms or a temperature of 100.4 or more, they will be sent home immediately or quarantined from class until they can be picked up by a parent or guardian. It is at KNC's discretion to deny admission for any related concern of perceived risk to the health of staff or other students.

The student *must* remain at home until:

- They are symptom free for 72 hours (3 full days) without the use of fever reducing or other symptom-altering medicine (e.g., cough suppressants). AND
- Other symptoms have improved AND
- At least 10 days have passed since their symptoms first appeared or since they tested positive for COVID-19.
- Staff should also follow CDC guidance: [What to do if you are sick](#).

Reporting Exposure

Parents and Guardians and staff should contact Allie Spring, Heronwood Field Stations Lead Instructor, to report illness if anyone in their household shows symptoms or has tested positive for COVID-19, including the child, staff, roommate, or family member if they or their children experience possible symptoms or have a positive test. If a student or staff is flagged during the pre-screening process, Heronwood staff will follow-up with the family and make a plan. The family will be asked to keep their student/s home and staff will be asked to stay home.

If a student, staff member, family member, or visitor to our program shows COVID-19 symptoms or tests positive for the virus, we will contact our local health department and licensing consultant. Based on the guidance of the local health department, we will determine whether to close our facility for the duration of the quarantine period, outline next steps, and develop safe reopening plans. When communicating with families and staff about any COVID cases, we will respect the privacy of individuals and not share health information of a specific person.

Our local health department can be reached at: 269-373-5267

Responding to Symptoms and Confirmed Cases

Responding to COVID-19 Symptoms On-Site

If a Student or staff member has symptoms such as persistent cough, difficulty breathing, chills, diarrhea, or vomiting, **they will be sent home or asked to be picked up by a parent or guardian immediately** with the recommendation to contact their primary care physician/ medical provider. If anyone shows emergency warning signs (e.g. trouble breathing, persistent pain/pressure in the chest, new confusion, inability to wake or stay awake, or bluish lips or face), we will seek medical care immediately. Students who are sent home for exhibiting these symptoms will be asked to take a COVID-19 test before returning to school.

If a student develops symptoms during school hours:

- Parents will be contacted for prompt pick-up
- The student will be isolated from other students and as many staff as possible (the student will not be left alone) until they are picked up.
- If a student warrants further clinical evaluation, the parent/legal guardian will make arrangements to do so, either in-person or via telehealth.

If a staff member develops symptoms during care hours:

- They will be asked to go home immediately.
- Staff who go home for exhibiting signs of COVID-19 will be asked to take a COVID-19 test before returning to work.

If a student or staff member develops symptoms or is exposed to COVID-19 outside of school hours:

- Staff and families are required to notify the Lead Instructor if they become symptomatic, receive positive COVID-19 test results, or have been in close contact with someone who tests positive outside of school hours.
- When notifying parents/guardians that COVID-19 is present at Heronwood, staff will respect the privacy of the individuals in our care by not sharing health information or a specific person.

Contacting local health departments

- If someone becomes symptomatic at Heronwood Field Station, a staff member will call local health departments to report exposure and determine whether close contacts need to leave camp.
- Contact tracing procedures will be utilized advised by the health departments and following the guidance of local health departments.
- Students and staff who are determined as close contacts will be isolated and sent home as soon as possible.
- The local health department will also advise KNC on when these close contacts can return. They will likely require the sick individual to test negative for COVID-19 before close contacts (staff and students) can return to Heronwood

When to seek Emergency Medical Attention

Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake

- Bluish lips or face

★ NOTE: This list is not all possible symptoms. Please call a medical provider for any other symptoms that are severe or concerning. Call 911 or call ahead to the local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

Returning to the Program After Experiencing Symptoms and/or a Positive COVID Test

If a staff member or student has a fever or a cough (but no other symptoms), must be fever free for 24 hours before returning to school.

If a staff member or student exhibits multiple symptoms of COVID-19, possible exposure is expected, OR an individual tests positive for COVID-19, the individual must stay home until; they have been fever free for at least 72 hours without the use of medicine that reduces fevers, other symptoms have improved, at least 10 have passed since their symptoms first appeared, they have a negative COVID-19 test.

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 student ratios.

If staff become ill during the school day we will utilize our list of substitute teachers to cover absences in other situations

Guidance on Staff and Students with Pre-Existing Medical Conditions

Students and staff members with any of the following pre-existing conditions will be required to receive clearance from their primary care physician before working for or participating in CTE classes at Heronwood Field Station.

- People with chronic lung disease or moderate to severe asthma
- People who have serious heart conditions
- People who are immunocompromised (ie cancer treatment, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or aids, prolonged use of corticosteroids and other immune weakening conditions)
- People with severe obesity (BMI 40+)
- People with diabetes
- People with chronic kidney disease undergoing dialysis

Partnering and Communicating with Families & Staff

Communicating with Staff and Families

We will actively communicate with staff and families to discuss concerns or questions, Share new policies and expectations, and Confidently discuss any extenuating circumstances that have emerged and/or any health concerns/conditions that may elevate risk for complications if exposed to COVID-19.

Please refer any questions to Allie Spring, the Lead Instructor, regarding outreach for families and staff to: aspring@naturecenter.org

Training Staff

To support staff in effectively engaging in best practices and making personal decisions, we will provide learning opportunities to help all of us understand how COVID-19 is transmitted, the distance the virus can travel, how long the virus remains viable in the air and on surfaces, signs and symptoms of COVID-19, and out new policies and procedures as outlined in this plan.

Supporting Student's 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 will work together to support all students, families, and caregivers.

We will have the following resources available for staff and families to support students:

[Talking with Children about COVID-19](#) from the CDC

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 support necessary during this time of reintegration, and in the months ahead. 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 children internalise the stress of the adults who care for them, we know it is vitally important to provide support and services to ensure the emotional well-being of our staff. Staff will be encouraged to give feedback on how the new policies are working and share any concerns at any time.

Contact Information

Allie Spring, Lead Instructor: aspring@naturecenter.org

Amber Hejl, Director of Heronwood Field Station and Student Support: AHejl@naturecenter.org

Heronwood Field Station office phone number: (269) 459-8500