



Madison Academy COVID-19 Preparedness and Response Plan

Address of School District: Elementary: 6170 Torrey Rd. Flint, MI 48507, High School: 3266 S. Genesee Rd. Burton, MI 48519

District Code Number: 25911

Building Code Number(s): 25911

District Contact Person: Ms. Jenna Badgley

District Contact Person Email Address: jbadgley@therominegroup.com

Local Public Health Department: Genesee County Health Department

Local Public Health Department Contact Person Email Address: Kelli Pleasant;
kpleasant@gchd.us

Name of Intermediate School District: Genesee Intermediate School District

Name of Authorizing Body: Bay Mills Community College

Date of Adoption by Board of Directors: August 04, 2020



Assurances

- The Academy will cooperate with local public health authorities if a confirmed case of COVID-19 is identified and, in particular will collect the contact information for any close contacts of the affected individual from two days before he or she shows symptoms to the time when he or she was last present at the Academy.
- The Academy acknowledges that it is subject to the rules governing workplace safety established in section 1 of Executive Order 2020-114 or any successor order, and has adopted a Workplace Preparedness Plan. A copy of this plan is attached.
- The Academy will be or is closed to in-person instruction when the region in which it is located in is in Michigan Safe Start Plan Phases 1-3.
- The Academy's sponsored inter-school, after school activities and athletics will be suspended when the region in which it is located in is in Michigan Safe Start Plan Phases 1-3.
- The Academy will comply with guidance from the United States Department of Education, including its Office of Civil Rights and office of Special Education and Rehabilitative Services, and the Michigan Department of Education concerning the delivery of alternative modes of instruction to students with disabilities in light of the impact of COVID-19.
- The Academy will provide for the continued pay of school employees while redeploying staff to provide meaningful work in the context of the Preparedness Plan, subject to any applicable requirements of a collective bargaining agreement if applicable.
- The Academy prohibits indoor assemblies that bring together students from more than one classroom during Michigan Safe Start Plan Phase 4.



President of the Board of Directors

08/04/2020

Date



Introduction and Overview

Welcome to Madison Academy, an educational community full of promise, driven by powerful connections amongst staff and students. Our goal to provide students with an unparalleled educational experience remains paramount even through this time. Madison Academy anticipates that you may have questions and concerns about our efforts to manage Coronavirus. Even though cases in the county are declining, we still take the threat of illness very seriously. Each day, the Academy closely monitors and analyzes developments from local, national and international health agencies, and we are taking actions to comply with directives that are rooted in facts and medical science. There is no issue more important than the effective management of this situation. We will do all we can to insure the safe return of our staff and students. Our mission to demonstrate academic excellence and wellness, positive character development, a knowledge with interest in fine arts, a love for lifelong learning and service to others will stand true during this time as we seek collective and collaborative effort to create the safest learning environment possible.

The following plan will explain in fine detail the heightened measures Madison Academy will exhaust to maintain a safe learning community and ease the concern of its stakeholders. While being cognizant of the guiding principles, our team identified three: 1. The health and safety of our students and staff members will remain at the forefront of every decision we make. 2. We will offer flexibility and options for our parents and students, to meet the varying levels of comfort that different families and individuals have and 3. We will continue to maintain high academic expectations and rigor, while meeting the diverse needs of all of our students. The academy leadership in conjunction with other principals under our Educational Service Provider collaborated to gather meaningful feedback and identify best practices. The team was comprised of the following: Superintendent, Assistant Superintendent, multiple Principals, Instructional Coaches, MTSS Coordinator, Board of Directors, Teachers and Parents.



Plan for Operating during Phases 1, 2 or 3 of the Michigan Safe Start Plan

Phase 1, 2, or 3 Safety Protocols

All Phase 3 “required” and “strongly recommended” guidelines from the Governor’s Roadmap will be followed. The school building will be closed for in-person instruction and will not be utilized for child-care. The school building will be open to teachers and staff only, for the purpose of recording instructional videos, maintaining necessary daily office routines, and passing out meals. Masks and gloves will be required by all who work in the building. Teachers will only need access to their own classroom and will not need to be present in common areas. Classroom disinfecting will be done daily. Common areas and office spaces will be disinfected twice, daily. A special campus-wide deep disinfecting of all rooms, surfaces, and contact points will be completed at the end of each week. Food service will be distributed at the main entrance of the building and will not require building access by our parents and students. Food service will also take place at targeted off-campus locations for our families who do not live in close proximity to our campus. All athletics and bussing will be immediately suspended.

Phase 1, 2, or 3 Mental & Social-Emotional Health

All “strongly recommended” guidelines from the Roadmap will be followed.

The teachers will be the first line of defense. They are directly communicating with each student multiple times a week checking on academics in addition to their well-being. If a teacher discovers a mental health issue they will communicate the concern and the need to administration. We will tailor all responses, as no situation is alike. We understand during a crisis situation many negative characteristics of an overwhelmed household may surface. Parents have been communicated with about various systems of support in and around the city to help during these troubled times. We will exhaust multiple tactics as comfort, trust, and established relationships are huge factors in servicing community mental health.

We will employ the following:

1. The Mental Health Liaison (MHL) and School Social Workers (SSW) will reach out to the families for screening and provide any resource needed for mental health.
2. The SSW will maintain their caseload via personal phone calls.
3. The Community Health Worker (CHW) will maintain their caseload and provide resources and referrals for mental and physical health.



4. Various school support personnel will maintain their pre-determined caseloads. (Families that have already produced indicators of distress)
5. Support personnel will hold ZOOM calls as needed one-on-one or in groups.
6. Grief counseling will continue to occur weekly.
7. The Genesee Health System offers a 24-hour crisis hotline at 810-257-3740 or sending a text to 741741. The National Suicide Prevention Lifeline can be reached by calling 1-800-273-8255.
8. Appropriate school officials are available anytime to speak with students.
8. Staff will be provided with PD and resources on self-care, SEL, vicarious trauma, etc., including [resiliency strategies](#).
9. Communication with parents and guardians through all-call, email, instructional applications, school website and social media will take place on the return to school transition information including:
[Destigmatization of COVID-19](#), understanding normal behavioral response to crises, general best practices of talking through trauma with children, positive self-care strategies that promote health and wellness.

Phase 1, 2, or 3 Instruction

All “strongly recommended” guidelines from the Roadmap will be followed.

Governance

The Academy has implemented a Return to Learning (RTL) work group, led by the Superintendent and composed of a broad group of stakeholders on the district and school level to gather feedback from families, teachers, students and school leaders about their experiences with remote learning through online surveys and/or virtual focus groups or conversations. Since the MICL Plan was created in April, the RTL has revised their district’s remote learning plan to incorporate feedback and input from the education community to improve its effectiveness. The remote learning plan has been shared with all involved stakeholders.

Remote Instruction

The Academy’s certified grade level teachers have created standard-based video lessons by subject area. The teachers plan to activate remote learning by utilizing the Google Classroom platform to integrate synchronous and asynchronous learning and best practices that promote student engagement, consistency, and differentiation. All students will be NWEA tested at the beginning, middle and end of the year to assess growth and deficit areas. Students will also be assessed by using the district’s 30-day Assessment tool in order to resume early intervention on grade level skills not mastered within that months’ pacing.



Annual IEPs and 504 plans will be reviewed in coordination with general and special education teachers to reflect the child's needs based on assessment data and parent feedback.

Accommodations will match services accordingly. The special education team will commence online intervention and support services Monday through Friday from 9:00 a.m. to 3:00 p.m. Designated time slots will be strategically chosen to avoid sibling overlap. *The academy does not currently serve an ESL population so translated documents are not needed at this time.

*GSRP students will also be served remotely.

Communication & Family Supports

The academy will continue to communicate with its stakeholders through various avenues, as the importance of relationship maintenance is critical to student success. The academy will utilize the following:

- YouTube channels for storytelling to maintain educational normalcy.
- Zoom.com for personalized well-being calls.
- Community Health Worker continues to make phone calls to parents to assess needs for student success.
- InTouch student all call system to seek needs and provide an avenue to offer resources.
- Food distribution program weekly providing one week's worth of breakfast and lunch for every student.
- Athletic department coaches reaching out to their perspective players.
- Support service staff will maintain certain caseloads, mainly students with additional barriers to education to mitigate issues.
- Utilization of parent communication tools such as PowerSchool, Class Dojo, ClassTag, and the Remind application.

Training on accessing and using the school's digital systems and tools, and workshops for families to build digital literacy.

Professional Learning

Teachers will continue to engage in professional learning and training through virtual modes for educators to: Share knowledge, continuously learn, and exchange ideas, successes and failures around remote learning; Share information and data about students' assessment results, progress, and completed assignments; Learn how to use the school's digital systems and tools appropriately and sustainably; and Build capacity around high-quality remote learning; Utilize structures, such as professional learning communities, for educators to collaborate on prototypes for a week's worth of instruction to establish consistency and an appropriate workload.



Monitoring

The academy will utilize various assignments during the week that explicitly checks for understanding of new concepts and student accountability. They are as follows:

1. The Illuminate platform will be utilized to developed rigorous well-aligned assessments to monitor progress.
2. I-Station utilization for grades k-5
3. Also the 30-day assessments will continue to happen monthly to assess understanding of the previous months standards. This may be manipulated a bit as we matriculate through these uncharted waters. However, the idea is to maintain normal “in-school” procedures as best as possible. These assessments are generally due to be completed by the first week of each month.
4. Student attendance in the ZOOM calls and Google classroom will be maintained via Google Drive.
5. Teachers will keep a log of assignments and student completion rate in Google Drive.
6. Teachers will input assignments in PowerSchool
7. Teachers will monitor grades via PowerSchool

Phase 1, 2, or 3 Operations

All “strongly recommended” guidelines will be followed.

We have been conducting family surveys to continue learning about their level of access to technology in their homes. While the vast majority of our families have some technological device in their home, the variance in type of device, and capabilities of that device, is vast. For this reason, we are purchasing a device for each of our students.

With exception to food service, cleaning service, and technology support, all other building operations will be suspended until we progress from phase 3.

Plan for Operating during Phase 4 of the Michigan Safe Start Plan

Phase 4 Safety Protocols

All “required” and “strongly recommended” guidelines will be followed.

PPE:



- The expectations for wearing of face coverings and how to obtain clean face coverings will be included in all district to parent communications, all student orientations, and all staff orientations.
- Signage will be prominent throughout all school facilities.
- While students will be asked to provide their own face covering each day, the school will be ready to provide them for students who forget or lose their face covering.
- Fabric and clear face coverings will be provided to teachers, with the requirement to wear one of them at all times.
- Parents will be informed that fabric face coverings must be washed daily, and disposable coverings must be disposed of daily.
- Individuals (staff or students) who claim medical exemption will need to meet with the district administrative team to provide rationale and documentation. (Exempted individuals will be recorded in a master database and issued a sticker to display on their student or staff ID indicating this exemption).
- K-5 students will be required to have a face covering but will not be required to wear a face covering once they are situated in the classroom, unless the classroom activity places them in close proximity (2 feet or less) to other students.
- Students who are capable of wearing a face covering and refuse to do so in an area where a face covering is required, will be issued a face covering by a school official (teacher, paraprofessional, administrator, school safety staff, etc.) and asked to put the face covering on. The instance will be documented as a log entry in PowerSchool.
- Students showing patterns of non-compliance will be removed from the school building and placed into remote instruction, until the student agrees to comply with this safety protocol. Parents will be notified of each instance of non-compliance by the administration. Continued removals from the school building will result in permanent placement into remote instruction with the student being banned from coming to the school site.
- Staff who are capable of wearing a face covering and refuse to do so will be addressed by the school administrator and could face progressive disciplinary measures up to and including termination.
- Guests to the school building (presenters, substitute teachers, etc.) will be issued a disposable face covering (if needed) upon signing in at the main office and will be instructed to wear the face covering at all times. Instances of non-compliance will result in the guest being escorted from the building by the school safety officer or building administrator.



- In instances of uncertainty about individuals not wearing face coverings, these matters will be relayed to the building administration for review and decisive action.

Hygiene:

- Every classroom will be supplied with a touch-free, hand sanitizer station and disinfecting kit.
- All classrooms and office areas will be provided spray bottles with EPA-approved disinfectant, paper towels, face shield and gloves in order to address new cleaning protocols. Staff must wear gloves, a mask and face shield when cleaning.
- All special classrooms i.e. art, music, gym and media centers will have EPA-approved cleaning supplies stored in the classroom away from students. The teacher of record for the area will wipe down all frequently used materials after each class has exited with EPA-approved disinfectant. This will occur prior to the entrance of the next class.
- Classroom teachers will wipe down the students desks every time students exit the room at the elementary or after every period at the secondary level with EPA-approved disinfectant.
- Supplies (paper towels, soap, hand sanitizer, tissues, trash receptacles) will be checked daily and restocked in the classroom.
- Teachers will contact the office immediately if supplies run low during the school day.
- Each elementary classroom will have a hand-washing schedule. All 6-12 classrooms will utilize passing times for hand-washing breaks.
- Teachers will teach students the following on the first day of school
 - Proper handwashing on the first day of school and reinforce weekly or more often if needed.
 - How to cough and sneeze into their elbows, or to cover with a tissue and dispose of it in the trash.
- Proper mitigation strategies including hand washing and sneezing will be communicated to families via newsletters, web pages, bulletin boards, and the like. Parents and caregivers will be asked to review and reinforce with their students.
- Custodial staff will
 - Procure adequate soap, hand sanitizer, paper towels, tissues by Sept 1, November 20, February 20, and May 20.
 - Post signage related to cleaning and hygiene strategies in common areas, restrooms, and throughout the hallways by August 24.
 - Monitor hygiene supplies and refill as needed.



- Sharing school supplies will be limited. Any shared supplies will be disinfected between uses.
- Playground equipment will be thoroughly disinfected twice a week.

Screening and Reporting:

- Each student and staff member will have their temperature checked before entering the building. If a fever of 100.4 or higher is noted, that person will not be granted access to the building. Each grade level will have a specific entry point/door to be used for entrance and exit.
- The school will identify a remote and secluded room, to serve as an isolation area. Students with fevers greater than 100.4 will wait in this room for a parent to pick them up. They will not be left unattended.
- Parent communication will be made immediately with clear and concise directions on where and how to pick up the student and where to report for testing.
- School staff members who are unable to report to work due to COVID-19 symptoms will be monitored on a spreadsheet and will be asked to get tested and show testing results, prior to returning to work.
- Positive tests for staff members will result in a required quarantine away from school for 14 days. Days of quarantine for COVID-19 positive results will NOT count against employee sick time allocations.

Spacing and Moving:

- All classrooms will be arranged to keep students and desks as far apart as possible and facing the same direction. In most cases, we plan to support a distance of 6-feet apart, depending on the instructional decisions of our families (virtual vs face-to-face). In cases where 6-feet apart is not possible, furniture will be removed to encourage the greatest distance possible. This will be the only case where we may not follow a “strongly recommended” guideline. Based on our family survey data, however, we plan on being able to meet that 6-feet apart recommendation.
- All common areas will utilize floor markings and signage to maximize social distancing.
- Open office space will utilize barriers, when necessary.
- Every other sink and bathroom urinal (if possible) will be taped off to encourage proper separation.

Assemblies/Food Service:



- All assemblies that bring together more than 1 grade level will be prohibited. Assemblies will continue virtually.
- Cafeterias and gymnasiums (and possible classrooms) will be utilized to ensure students are 6-feet apart during meal times. Weather-permitting, the outside vestibule may also be used.
- Students will be dismissed to the lunchroom in a staggered fashion to discourage long waiting lines.
- Markings will be put on the floor to designate six foot distancing as students wait in line in the café.
- All cafeteria workers will wear masks, face shields and gloves when handling food items. They will wash their hands before and after all food service according to CDC guidance. Visual guidance will be posted in the kitchen and by every sink to encourage the correct procedure for hand washing.

Athletics:

- We will comply with all MHSAA guidelines
- We will not offer any large-scale indoor athletic events. All indoor athletic events will be limited to participating athletes, coaches, and immediate family members only. Extended family members and non-participating students will be prohibited from attending.
- All attending persons must properly social distance in the stands, as well as wear a face covering. This is for both home and away fans.
- All equipment will be disinfected before and after use for both games and practices.
- Personal equipment, such as water bottles, will be individually marked and not shared
- Use of the school weight room is suspended.
- Outdoor events will have a maximum capacity of 100 people and social distancing must be followed, in addition to wearing face coverings.

Transportation:

All “required” and “strongly recommended” bussing guidelines will be followed.

- Masks and hand sanitizer will be required prior to boarding the bus.
- A temperature check will be required prior to boarding the bus. Any student with a fever of 100.4 or higher will not be allowed to board. Parents will be required to be with children if children are under the age of 12, in case that student is not allowed to board.



- Each bus will have assigned seating.
 - Buses will be disinfected between runs.
 - Two students to a seat, maximum.
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- Bus drivers, weather permitting (no precipitation, temperature above 55 degrees F), will keep windows open on the bus.

Phase 4 Mental & Social-Emotional Health

All “strongly recommended” guidelines will be followed.

The teachers will be the first line of defense. They are directly communicating with each student on a daily basis checking on academics in addition to their well-being. If a teacher discovers a mental health issue they will communicate the concern and the need to administration. We will tailor all responses, as no situation is alike. We understand during a crisis situation many negative characteristics of an overwhelmed household may surface. Parents have been communicated with about various systems of support in and around the city to help during these troubled times. We will exhaust multiple tactics as comfort, trust, and established relationships are huge factors in servicing community mental health.

We will employ the following:

1. The Mental Health Liaison (MHL) and School Social Workers (SSW) will reach out to the families for screening and provide any resource needed for mental health.
2. The SSW will maintain their caseload via personal phone calls.
3. The Community Health Worker (CHW) will maintain their caseload and provide resources and referrals for mental and physical health.
4. Various school support personnel will maintain their pre-determined caseloads. (Families that have already produced indicators of distress)
5. Support personnel will hold ZOOM calls as needed one-on-one or in groups.
6. Grief counseling will continue to occur weekly.
7. The Genesee Health System offers a 24-hour crisis hotline at 810-257-3740 or sending a text to 741741. The National Suicide Prevention Lifeline can be reached by calling 1-800-273-8255.
8. Appropriate school officials are available anytime to speak with students.
8. Staff will be provided with PD and resources on self-care, SEL, vicarious trauma, etc., including [resiliency strategies](#).



9. Communication with parents and guardians through all-call, email, instructional applications, school website and social media will take place on the return to school transition information including:

[Destigmatization of COVID-19](#), understanding normal behavioral response to crises, general best practices of talking through trauma with children, positive self-care strategies that promote health and wellness.

Phase 4 Instruction

All “strongly recommended” guidelines will be followed.

Based on stakeholder feedback, the academy will include two options for parents/students. While we will be open for five days a week, (1) face-to-face instruction, we will also allow our parents to choose a (2) full virtual, remote, instructional experience. Parents must choose their enrollment option by August 15 and we will recommend it be a semester-long decision. However, if a family meets with administration and due to circumstance would like to change their mode of instruction, that will be reviewed, considered and the appropriate adjustments will be made.

All students, regardless of the instructional method chosen, will receive their technology device at the start of the school year. Equipping the entire student body, both virtual and traditional students, with their technology devices will help us be prepared, should we need to revert back to phase 3 (remote learning for everyone). *GSRP students will also be served remotely and face-to-face, based on parent preference.

Remote Learning for K-12 students will mimic the rigorous expectations we have in our traditional classrooms and will utilize their teacher’s pre-recorded lessons (mentioned earlier) depending on the number of students who choose remote instruction. The academy will assist all remote learners with communication regarding course progress, monitoring skill mastery, and by offering academic support opportunities. MTSS for both Math and ELA will be readily available for all face-to-face learners, as well as remote learners. While we hope our virtual learning experience this Spring was effective, we realize remediation may be especially necessary this Fall. Our MTSS program will be used to address academic gaps for both face-to-face and virtual learners. IEP support and ancillary services will still be provided to all learners, regardless of the instructional method chosen.



Both K-8 and 9-12 will have a dedicated school leader (mentor) to oversee the virtual learning program and students. That leader will connect with the roster of virtual students through video chat meetings and communications methods, such as Remind101 and ClassDojo. Virtual participation in the academic program and demonstration of adequate skill acquisition (through

assessment) will be required to earn a passing grade. Attendance and interactions with our mentor will be tracked.

A district team, consisting of the Superintendent, Principals, Deans of Instruction, Virtual Program Mentors, PTO, and a selection of virtual students, will meet (virtually) to gather feedback from virtual students and families. All virtual students will have the opportunity to attend, if desired. These meetings will allow us to monitor our virtual program by examining data, identifying challenges, and continuing to maximize the effectiveness of our online program.

Parents and students who choose the remote learning option will receive training on their device and instructional program, upon picking up their device from school. Our virtual learning mentor will also conduct weekly video chat sessions to hear of potential challenges (academic or technological) that our students are facing. Parent resources will be sent home to assist with troubleshooting. A Technology and Special Projects person has also been hired to assist with remote learning creating, development and delivery.

While our phase 4 plan includes these two instructional options for our students, our district may choose to eliminate face-to-face instruction, if deemed necessary by parent feedback or otherwise.

Phase 4 Operations

All “strongly recommended” facility guidelines will be followed.

Facility access for vendors and visitors will be dependent on them following the same safety protocols we require of our staff. Facial coverings and social distancing is expected. Only essential persons and services will be allowed access to the building. Whenever possible, the needs of our visitors will be met without the entering. School personnel will have regular access to our facility, provided they follow safety protocols.



Budget provisions have been made, and will continue to be made, to allow for the acquisition of all needed PPE, cleaning supplies, or other specialized needs.

Food Service will be provided for remote learners through weekly bundled pick-ups at both the school and remote locations. On-going meetings with the food service provider and school

administration will take place to ensure campus meals are following all necessary safety protocols.

Student, Staff, and Parent surveys will be conducted monthly to gauge comfort levels and satisfaction levels. Safety procedures may be increased, if necessary.

All technology (devices and hot spots) will be passed out prior to the start of the school year. Should we need to close for in-person instruction, all students will already have their devices. The only item that will still need to be dispersed will be hot spots for students who were face-to-face students, but don't have connectivity at home. In that scenario, immediate communication with families would occur, with specific instructions for that purpose. Teacher recording equipment will already be on campus and training on that equipment will have already taken place (July/August).

School leaders will meet with transportation supervisor for assurances regarding safety protocols. On-going meetings will be scheduled to monitor the success of those protocols and identify challenges that may be noted.

In all cases, multiple modes of communication will be provided for parents and students, i.e.: Edulink, Social Media, School Website, Quarterly Newsletter, Remind101, and ClassDojo.

Plan for Operating during Phase 5 of the Michigan Safe Start Plan

Phase 5 Safety Protocols

All "strongly recommended" and "recommended" guidelines will be followed.

PPE:

- The expectations for wearing of face coverings and how to obtain clean face coverings will be included in all district to parent communications, all student orientations, and all staff orientations.



- Signage will be prominent throughout all school facilities.
- While students will be asked to provide their own face covering each day, the school will be ready to provide them for students who forget or lose their face covering.
- Fabric and clear face coverings will be provided to teachers, with the requirement to wear one of them at all times.

- Parents will be informed that fabric face coverings must be washed daily, and disposable coverings must be disposed of daily.
- Individuals (staff or students) who claim medical exemption will need to meet with the district administrative team to provide rationale and documentation. (Exempted individuals will be recorded in a master database and issued a sticker to display on their student or staff ID indicating this exemption).
- K-5 students will be required to have a face covering but will not be required to wear a face covering once they are situated in the classroom, unless the classroom activity places them in close proximity (2 feet or less) to other students.
- Students who are capable of wearing a face covering and refuse to do so in an area where a face covering is required, will be issued a face covering by a school official (teacher, paraprofessional, administrator, school safety staff, etc.) and asked to put the face covering on. The instance will be documented as a log entry in PowerSchool.
- Students showing patterns of non-compliance will be removed from the school building and placed into remote instruction, until the student agrees to comply with this safety protocol. Parents will be notified of each instance of non-compliance by the administration. Continued removals from the school building will result in permanent placement into remote instruction with the student being banned from coming to the school site.
- Staff who are capable of wearing a face covering and refuse to do so will be addressed by the school administrator and could face progressive disciplinary measures up to and including termination.
- Guests to the school building (presenters, substitute teachers, etc.) will be issued a disposable face covering (if needed) upon signing in at the main office and will be instructed to wear the face covering at all times. Instances of non-compliance will result in the guest being escorted from the building by the school safety officer or building administrator.
- In instances of uncertainty about individuals not wearing face coverings, these matters will be relayed to the building administration for review and decisive action.

Hygiene:



- Every classroom will be supplied with a touch-free, hand sanitizer station and disinfecting kit.
- All classrooms and office areas will be provided spray bottles with EPA-approved disinfectant, paper towels, face shield and gloves in order to address new cleaning protocols. Staff must wear gloves, a mask and face shield when cleaning.

- All special classrooms i.e. art, music, gym and media centers will have EPA-approved cleaning supplies stored in the classroom away from students. The teacher of record for the area will wipe down all frequently used materials after each class has exited with EPA-approved disinfectant. This will occur prior to the entrance of the next class.
- Classroom teachers will wipe down the students desks every time students exit the room at the elementary or after every period at the secondary level with EPA-approved disinfectant.
- Supplies (paper towels, soap, hand sanitizer, tissues, trash receptacles) will be checked daily and restocked in the classroom.
- Teachers will contact the office immediately if supplies run low during the school day.
- Each elementary classroom will have a hand-washing schedule. All 6-12 classrooms will utilize passing times for hand-washing breaks.
- Teachers will teach students the following on the first day of school
 - Proper handwashing on the first day of school and reinforce weekly or more often if needed.
 - How to cough and sneeze into their elbows, or to cover with a tissue and dispose of it in the trash.
- Proper mitigation strategies including hand washing and sneezing will be communicated to families via newsletters, web pages, bulletin boards, and the like. Parents and caregivers will be asked to review and reinforce with their students.
- Custodial staff will
 - Procure adequate soap, hand sanitizer, paper towels, tissues by Sept 1, November 20, February 20, and May 20.
 - Post signage related to cleaning and hygiene strategies in common areas, restrooms, and throughout the hallways by August 24.
 - Monitor hygiene supplies and refill as needed.
- Sharing school supplies will be limited. Any shared supplies will be disinfected between uses.
- Playground equipment will be thoroughly disinfected twice a week.

Screening and Reporting:



- Each student and staff member will have their temperature checked before entering the building. If a fever of 100.4 or higher is noted, that person will not be granted access to the building. Each grade level will have a specific entry point/door to be used for entrance and exit.
- The school will identify a remote and secluded room, to serve as an isolation area. Students with fevers greater than 100.4 will wait in this room for a parent to pick them up. They will not be left unattended.
- Parent communication will be made immediately with clear and concise directions on where and how to pick up the student and where to report for testing.
- School staff members who are unable to report to work due to COVID-19 symptoms will be monitored on a spreadsheet and will be asked to get tested and show testing results, prior to returning to work.
- Positive tests for staff members will result in a required quarantine away from school for 14 days. Days of quarantine for COVID-19 positive results will NOT count against employee sick time allocations.

Spacing and Moving:

- All classrooms will be arranged to keep students and desks as far apart as possible and facing the same direction. In most cases, we plan to support a distance of 6-feet apart, depending on the instructional decisions of our families (virtual vs face-to-face). In cases where 6-feet apart is not possible, furniture will be removed to encourage the greatest distance possible. This will be the only case where we may not follow a “strongly recommended” guideline. Based on our family survey data, however, we plan on being able to meet that 6-feet apart recommendation.
- All common areas will utilize floor markings and signage to maximize social distancing.
- Open office space will utilize barriers, when necessary.
- Every other sink and bathroom urinal (if possible) will be taped off to encourage proper separation.

Assemblies/Food Service:

- All assemblies that bring together more than 1 grade level will be prohibited. Assemblies continue virtually.



- Cafeterias and gymnasiums (and possible classrooms) will be utilized to ensure students are 6-feet apart during meal times. Weather-permitting, the outside vestibule may also be used.
- Students will be dismissed to the lunchroom in a staggered fashion to discourage long waiting lines.
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- Markings will be put on the floor to designate six foot distancing as students wait in line in the café.
- All cafeteria workers will wear masks, face shields and gloves when handling food items. They will wash their hands before and after all food service according to CDC guidance. Visual guidance will be posted in the kitchen and by every sink to encourage the correct procedure for hand washing.

Athletics:

- We will comply with all MHSAA guidelines.
- We will not offer any large-scale indoor athletic events. All indoor athletic events will be limited to participating athletes, coaches, and immediate family members only. Extended family members and non-participating students will be prohibited from attending.
- All attending persons must properly social distance in the stands, as well as wear a face covering. This is for both home and away fans.
- All equipment will be disinfected before and after use for both games and practices.
- Personal equipment, such as water bottles, will be individually marked and not shared
- Use of the school weight room is suspended.
- Outdoor events will have a maximum capacity of 100 people and social distancing must be followed, in addition to wearing face coverings.

Transportation:

All “strongly recommended” and “recommended” guidelines will be followed.

- Masks and hand sanitizer will be required prior to boarding the bus.
- A temperature check will be required prior to boarding the bus. Any student with a fever of 100.4 or higher will not be allowed to board. Parents will be required to be with children if children are under the age of 12, in case that student is not allowed to board.
- Each bus will have assigned seating.
- Buses will be disinfected between runs.
- Two students to a seat, maximum.



- Bus drivers, weather permitting (no precipitation, temperature above 55 degrees F), will keep windows open on the bus.

Phase 5 Mental & Social-Emotional Health

All “strongly recommended” and “recommended” guidelines will be followed.

The teachers will be the first line of defense. They are directly communicating with each student on a daily basis checking on academics in addition to their well-being. If a teacher discovers a mental health issue they will communicate the concern and the need to administration. We will tailor all responses, as no situation is alike. We understand during a crisis situation many negative characteristics of an overwhelmed household may surface. Parents have been communicated with about various systems of support in and around the city to help during these troubled times. We will exhaust multiple tactics as comfort, trust, and established relationships are huge factors in servicing community mental health.

We will employ the following:

1. The Mental Health Liaison (MHL) and School Social Workers (SSW) will reach out to the families for screening and provide any resource needed for mental health.
2. The SSW will maintain their caseload via personal phone calls.
3. The Community Health Worker (CHW) will maintain their caseload and provide resources and referrals for mental and physical health.
4. Various school support personnel will maintain their pre-determined caseloads. (Families that have already produced indicators of distress)
5. Support personnel will hold ZOOM calls as needed one-on-one or in groups.
6. Grief counseling will continue to occur weekly.
7. The Genesee Health System offers a 24-hour crisis hotline at 810-257-3740 or sending a text to 741741. The National Suicide Prevention Lifeline can be reached by calling 1-800-273-8255.
8. Appropriate school officials are available anytime to speak with students.
8. Staff will be provided with PD and resources on self-care, SEL, vicarious trauma, etc., including [resiliency strategies](#).
9. Communication with parents and guardians through all-call, email, instructional applications, school website and social media will take place on the return to school transition information including: [Destigmatization of COVID-19](#), understanding normal behavioral response to crises, general best practices of talking through trauma with children, positive self-care strategies that promote health and wellness.



Phase 5 Instruction

All “strongly recommended” and “recommended” guidelines will be followed.

Based on stakeholder feedback, the academy will include two options for parents/students. While we will be open for five days a week, (1) face-to-face instruction, we will also allow our parents to choose a (2) full virtual, remote, instructional experience. Parents must choose their enrollment option by August 15 and we will recommend it be a semester-long decision.

However, if a family meets with administration and due to circumstance would like to change their mode of instruction, that will be reviewed, considered and the appropriate adjustments will be made.

All students, regardless of the instructional method chosen, will receive their technology device at the start of the school year. Equipping the entire student body, both virtual and traditional students, with their technology devices will help us be prepared, should we need to revert back to phase 3 (remote learning for everyone). *GSRP students will also be served remotely and face-to-face, based on parent preference.

Remote Learning for K-12 students will mimic the rigorous expectations we have in our traditional classrooms and will utilize their teacher’s pre-recorded lessons (mentioned earlier) depending on the number of students who choose remote instruction. The academy will assist all remote learners with communication regarding course progress, monitoring skill mastery, and by offering academic support opportunities. MTSS for both Math and ELA will be readily available for all face-to-face learners, as well as remote learners. While we hope our virtual learning experience this Spring was effective, we realize remediation may be especially necessary this Fall. Our MTSS program will be used to address academic gaps for both face-to-face and virtual learners. IEP support and ancillary services will still be provided to all learners, regardless of the instructional method chosen.

Both K-8 and 9-12 will have a dedicated school leader (mentor) to oversee the virtual learning program and students. That leader will connect with the roster of virtual students through video chat meetings and communications methods, such as Remind101 and ClassDojo. Virtual participation in the academic program and demonstration of adequate skill acquisition (through



assessment) will be required to earn a passing grade. Attendance and interactions with our mentor will be tracked.

A district team, consisting of the Superintendent, Principals, Deans of Instruction, Virtual Program Mentors, PTO, and a selection of virtual students, will meet (virtually) to gather feedback from virtual students and families. All virtual students will have the opportunity to

attend, if desired. These meetings will allow us to monitor our virtual program by examining data, identifying challenges, and continuing to maximize the effectiveness of our online program.

Parents and students who choose the remote learning option will receive training on their device and instructional program, upon picking up their device from school. Our virtual learning mentor will also conduct weekly video chat sessions to hear of potential challenges (academic or technological) that our students are facing. Parent resources will be sent home to assist with troubleshooting. A Technology and Special Projects person has also been hired to assist with remote learning creating, development and delivery.

While our phase 5 plan includes these two instructional options for our students, our district may choose to eliminate face-to-face instruction, if deemed necessary by parent feedback or otherwise.

Phase 5 Operations

All “recommended” facility guidelines will be followed.

Facility access for vendors and visitors will be dependent on them following the same safety protocols we require of our staff. Facial coverings and social distancing is expected. Only essential persons and services will be allowed access to the building. Whenever possible, the needs of our visitors will be met without the entering. School personnel will have regular access to our facility, provided they follow safety protocols.

Budget provisions have been made, and will continue to be made, to allow for the acquisition of all needed PPE, cleaning supplies, or other specialized needs.

Food Service will be provided for remote learners through weekly bundled pick-ups at both the school and remote locations. On-going meetings with the food service provider and school administration will take place to ensure campus meals are following all necessary safety protocols.



Student, Staff, and Parent surveys will be conducted monthly to gauge comfort levels and satisfaction levels. Safety procedures may be increased, if necessary.

All technology (devices and hot spots) will be passed out prior to the start of the school year. Should we need to close for in-person instruction, all students will already have their devices.

The only item that will still need to be dispersed will be hot spots for students who were face-to-face students, but don't have connectivity at home. In that scenario, immediate communication with families would occur, with specific instructions for that purpose. Teacher recording equipment will already be on campus and training on that equipment will have already taken place (July/August).

School leaders will meet with transportation supervisor for assurances regarding safety protocols. On-going meetings will be scheduled to monitor the success of those protocols and identify challenges that may be noted.

In all cases, multiple modes of communication will be provided for parents and students, i.e.: Edulink, Social Media, School Website, Quarterly Newsletter, Remind101, and ClassDojo.

*** While our phase 4 & 5 plans include two instructional options for our students, our district may choose to adjust the mode of our offerings, if deemed necessary by stakeholder feedback or state compliance at any time.*