



## **Countryside Academy COVID-19 Preparedness and Response Plan**

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Address of School District: 4800 Meadowbrook Rd. Benton Harbor, MI 49022

District Code Number: 11901

Building Code Number(s): 09427 & 08450

District Contact Person: Sarah Brookshire

District Contact Person Email Address: [sbrookshire@countrysideacademy.org](mailto:sbrookshire@countrysideacademy.org)

Local Public Health Department: Berrien County Health Department- Nikki Britten

Local Public Health Department Contact Person Email Address: [nbritten@bchdmi.org](mailto:nbritten@bchdmi.org)

Name of Intermediate School District: Berrien County RESA

Name of Authorizing Body: Central Michigan University

Date of Adoption by Board of Directors: 08/12/2020



August 13, 2020 [via email]

Ms. Sarah Brookshire  
Countryside Academy  
4800 Meadowbrook Road  
Benton Harbor, MI 49022-9629

Re: Approval of COVID-19 Preparedness and Response Plan (“Plan”)

Dear Ms. Brookshire:

I am pleased to inform you that the Plan for Countryside Academy (“Academy”) has been approved by The Governor John Engler Center for Charter Schools at Central Michigan University and has been transmitted by our office to the State Superintendent of Public Instruction and the State Treasurer. The Plan is effective as of the date indicated in the Plan.

To fulfill one of the required assurances, immediately add a copy of the approved Plan to the Academy’s Home Page of its website. An approved copy of the Plan is attached and can be found in Epicenter. The approved Plan constitutes a Charter Contract amendment and remains in effect as long as the Plan remains in effect.

If the Academy requires an amendment to the Plan, please contact Amy Densmore, Director of Charter Accountability, at (989) 506-0355 or via email at [avanatten@thecenterforcharters.org](mailto:avanatten@thecenterforcharters.org) to initiate that process. Thank you for all your efforts to keep student learning moving forward in these trying times. If you have any further questions or need additional support, please do not hesitate to contact us.

Sincerely,

A handwritten signature in black ink that reads "Corey Northrop". The signature is written in a cursive, flowing style.

Corey Northrop  
Executive Director

cc: George McManus, Board President

Attachment:

Approved COVID-19 Preparedness and Response Plan

**RESOLUTION APPROVING THE COVID-19 PREPAREDNESS AND RESPONSE PLAN (“PREPAREDNESS PLAN”) AND APPROVAL OF CHARTER CONTRACT AMENDMENT**

Countryside Academy

A regular meeting of the Academy Board of Directors was held on the 12 day of August , 2020, at 6:30 p.m.

The meeting was called to order at 6:31 p.m. by Board Member G. Mc Manus :

Present: C. Cayo, G. Mc Manus, J. Singer, T Zuhl, L. Pica

Absent: Sherman Reed

The following preamble and resolution were offered by Board Member Mc. Manus and supported by Board Member Cayo :

**BACKGROUND**

On June 30, 2020, in response to the novel coronavirus (COVID-19) pandemic affecting our state, Governor Gretchen Whitmer issued Executive Order 2020-142 (the “Order”) that, provides a structure to support all schools in Michigan as they plan for a return of preK-12 education in the fall. Under the order, all schools must adopt a COVID-19 Preparedness and Response Plan (“Preparedness Plan”) laying out how they will cope with the disease across the various phases of the Michigan Safe Start Plan. Under the Order and the Michigan Safe Schools: Michigan’s 2020-2021 Return to School Roadmap developed by the COVID-19 Task Force on Education Return to School Advisory Council (“Return to School Roadmap”), Schools retain flexibility to tailor their instruction to their particular needs and to the disease conditions present in their regions.

Acting under the Michigan Constitution of 1963 and Michigan law, the Order and the Return to School Roadmap state:

1. Coronavirus relief funds under the Coronavirus Aid, Relief, and Economic Security Act will be provided and may be used to aid in developing, adopting, and following a COVID-19 Preparedness Plan under section 2 of the Order.
2. Every school must develop and adopt a Preparedness Plan that is informed by the Return to School Roadmap.
3. By August 15, 2020 or seven days before the start of the school year for students, whichever comes first: the Academy Board must approve its Preparedness Plan.
4. By August 17, 2020, the Academy’s authorizing body, Central Michigan University, must collect the Preparedness Plan and transmit such plan to the Superintendent and to the State Treasurer.

5. By August 17, 2020, the Academy must prominently post its approved Preparedness Plan on the Academy's website home page.

The Academy submitted its Preparedness Plan to Central Michigan University ("Authorizer") for review and approval.

The Academy Board of Directors ("Academy Board") is required to approve the Academy's Preparedness Plan by August 15, 2020 or seven days before the start of the school year for students, whichever comes first, and is required to approve the Academy's Preparedness Plan as a charter contract ("Contract") amendment.

**THE ACADEMY BOARD THEREFORE RESOLVES THAT:**

1. The actions taken by Academy representatives to prepare and submit the Academy's Preparedness Plan to Authorizer are ratified.
2. The Preparedness Plan, as approved by the Authorizer, is approved by the Academy Board as the COVID-19 Preparedness Plan and as the COVID-19 Preparedness Plan Amendment to the Contract. This Contract Amendment shall remain in effect as long as The Preparedness Plan remains in effect. The Board President is authorized to sign and submit the Contract amendment to the Authorizer for approval.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.
4. The Academy will deliver from time to time such information regarding the implementation of the Academy's Preparedness Plan as the Authorizer or Michigan Department of Education may reasonably request.
5. Any Board policies or provision of Board policies that prohibit or impede the Academy's compliance with The Preparedness Plan or Executive Order 2020-142 are temporarily waived, suspended or altered.
6. Any actions or actions taken by authorized Academy representatives in the development, submission and implementation of The Preparedness Plan are (to the extent such actions or actions are not inconsistent with the delegation of authority provided under this resolution) ratified and confirmed in all respects.
7. This Resolution shall take immediate effect and continue through the end of the state of emergency and disaster declared in Executive Order 2020-127 and any subsequent executive order declaring a state of emergency or disaster in response to COVID-19 or the end of the 2020-2021 school year, whichever is sooner.

Ayes: 5 Nays: 0

Resolution declared adopted.

Lynn Pica  
Secretary, Academy Board

LYNN PICA  
Print Name:

## 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 is in a 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 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.

George McManus

President, Board of Directors

Board Approved: 08/12/2020

## Introduction and Overview

The purpose of this document is to provide Countryside families with in-depth information on how Countryside Academy (CA) will operate under the presence of COVID-19. As information and guidelines related to COVID-19 continue to change, CA will continue to follow local, state, and national guidelines and recommendations related to COVID-19. Our local Berrien County Health Department will be our primary source of information and guidance.

The following plan stems from two main resources: [MI Safe Schools Michigan's 2020-2021 Return to School Roadmap](#) and [Executive Order \(EO\) No. 2020-142](#). The following plan will be broken down into three phases; Phase 1-3, Phase 4, and Phase 5. The way instruction is delivered will be dependent on the phase our region or state is in at the time through-out the 2020-2021 school year. Regional phase information can be found at the following [link](#). Please be mindful that CA may be required to transition back and forth between Phases 1-3 and Phases 4-5 throughout the 20.21 school year. The Academy administration and Board of Directors will retain the authority to move between phases of the Safe Start Plan as dictated by school and family needs.

Phases 1-3: Distance Learning (DL)- Classroom teachers will provide instruction while students are at home

Phase 4: In-Person and Distance Learning- with high-level protocols and procedures in place to keep students and staff safe from COVID-19 including the use of mask for students and staff

Phase 5: In-Person Instruction and Distant Learning- with moderate protocols and procedures in place to keep students and staff safe from COVID-19.

In regard to the format of the plan, the plan is broken down into subsections that include the following:

- Safety Protocols
- Mental & Social-Emotional Health
- Instruction
- Operations

Within each subsection the following degree of compliance is assigned

- Required- all Michigan schools must implement listed protocols
- Strongly Recommended-optional, schools may choose to implement listed protocols

- Recommended- optional, schools **may** choose to implement listed protocols

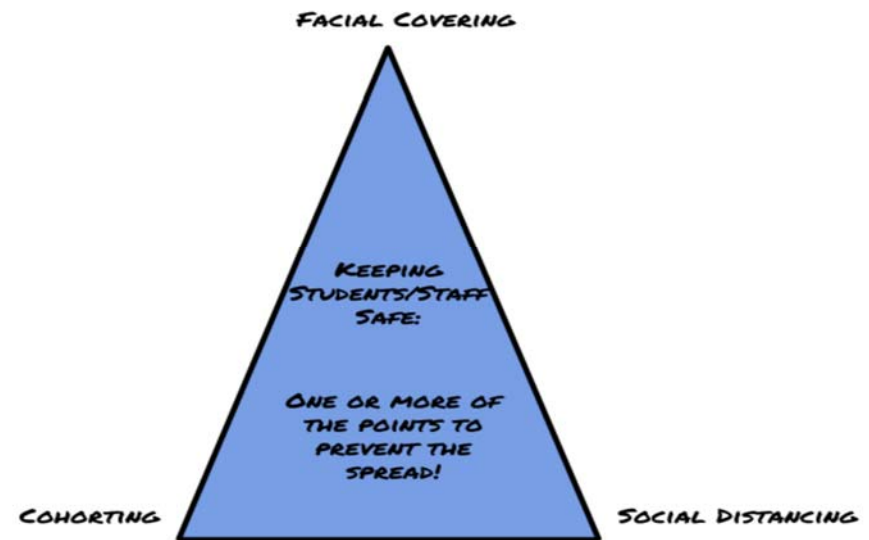
Countryside Academy’s mission is to inspire students academically and socially to become productive citizens by educational experience utilizing FARE (Food, Agriculture, Renewable Resources, & Environment) based activities.

**Guiding Principles**

1. Equitable access to learning is a right for each child.
2. In collaboration with parents, students, and teachers, schools will use data and evidence to prioritize resources for each child.
3. Teachers and staff will prioritize deep, meaningful relationships to create safe learning environments for each child.
4. Teachers and staff will empower the value, cultivation of relationships, and belonging of student and parent voice in all aspects of learning and emotional support for families.

Upon completion of the 2019-2020 school year, families and staff were surveyed related to our Spring 2020 Continual Learning Plan and Return To School plan. Prior to strengthening our Distance Learning plan for Phases 1-3 and planning for the return of in-person instruction with COVID precautions, the date and comments from the two surveys were reviewed by the administrative team. As the plan was developed, considerations from the two surveys were implemented into the Fall 2020 Return To School plan.

The Fall 2020 Return to School plan was developed by stakeholders from all areas of the academy. The planning was completed by one district level committee that included K-12 staff members, in addition to building level subcommittees. Various departments were represented on all committees; guidance counselor, special education teachers, EL teacher, technology, pupil accounting, business office, food service coordinator, custodial, classroom teachers, intervention staff, and administration



This plan will be shared with stakeholders via our website: [www.countrysideacademy.org](http://www.countrysideacademy.org), facebook, an all district staff meeting, in parent letters, and our school messenger system. Hardcopies will be provided upon request.

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

**Phase 1, 2, or 3 Safety Protocols: Schools are closed for in-person instruction. Distance Learning will take place, therefore teachers will be providing instruction online.**

<p><b><u>Phase 1-3 Safety Protocols</u></b> (CA will Implement all recommended protocols)</p>	<ul style="list-style-type: none"><li>● <b>Personal Protective Equipment and Hygiene</b><ul style="list-style-type: none"><li>○ PPE is required for any persons entering the facilities.<ul style="list-style-type: none"><li>■ Face masks and frequent handwashing and sanitizing are required.</li><li>■ Students will not be permitted to enter the facilities.</li></ul></li><li>○ CA will follow the direction from the Berrien County Health Department on the process of alerting stakeholders of positive Covid-19 cases.</li></ul></li><li>● <b>Spacing and Movement</b><ul style="list-style-type: none"><li>○ School employees and contractors are permitted to be physically present in school buildings for purposes of conducting basic school operations including instruction, as determined by school administration.<ul style="list-style-type: none"><li>■ Administrative Staff- 1-2 times a week</li><li>■ K-12 Classroom Teachers- 1-2 times a week</li><li>■ Additional Support Staff (SPED, EL, Intervention)- 1-2 times a week</li></ul></li><li>○ Custodial Staff will be present in the school buildings 1-2 times a week in order to maintain functional school buildings and assist with food distribution as needed.</li><li>○ CA does not operate a licensed child care facility</li><li>○ Transportation will be suspended due to Distance Learning. The operation of busing will only occur if needed to deliver meals to CA families.</li></ul></li></ul>
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**Phase 1-3 Safety Protocols Cont.**

- Athletics, interschool and after school activities- Suspended
- **Food Service, Gatherings, and Extracurricular Activities**
  - Weekly meal pick up times will be provided to CA families. Our food contractor (JA) will assist with the weekly meal distribution which will be led by lunch coordinator Deb Harris

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

**Phase 1-3 Mental and Social-Emotional Health**

- **Governance**
  - CA has assembled a Return to School team that consists of:
    - Administration, General and Special Ed. Teachers, and Interventionists
  - Families, stakeholders and staff were surveyed following the 2019.2020 continual learning plan via google forms.
  - Staff has revised the Distance Learning Plan and incorporated the feedback from the survey results.
  - This plan will be shared with stakeholders via our website: [www.countrysideacademy.org](http://www.countrysideacademy.org), facebook, in an all district staff meeting, in parent letters, and our school messenger system. Hardcopies will be provided upon request.
  - Local RESA trained staff will provide ongoing support and professional development.
  - MS/HS Implementation of Social Emotional Learning Curriculum.
  - K-5 At-Risk Interventionist on site for student & staff support.
  - A Mental Health Screener will be provided by Berrien RESA.
    - Students and staff will have access to the screener.
  - A protocol has been established for staff members to report any student/family concerns to administrators and/or guidance counselors.

**Phase 1-3 Mental and Social-Emotional Health Cont.**

- Comprehensive Crisis Management Plan
  - CA will utilize Berrien RESA's team if necessary.
- The Academy Guidance Counselor will
  - Serve as the designated mental health liaison
  - Communicate tools and resources to CA families related to children dealing with COVID-19 related issues.
  - Compile and provide resources to students and staff as needed.

**Not Implemented**

- Will leverage MDE resources for student and staff mental health concerns.
  - Rather CA will utilize in-house staff and work with our local health department and RESA to determine

**Phase 1, 2, or 3 Instruction**

**Phase 1-3 Instruction**

**Distance/Continual Learning Plan**

- **Governance**
  - CA has assembled a Return to School team that consists of:
    - Administration, General and Special Ed. Teachers, and Interventionists
  - Families, stakeholders and staff were surveyed following the 2019.2020 continual learning plan via google forms.
  - Staff has revised the Distance Learning Plan and incorporated the feedback from the survey results.
  - This plan will be shared with stakeholders via our website: [www.countrysideacademy.org](http://www.countrysideacademy.org), facebook, in an all district staff meeting, in parent letters, and our school messenger system. Hardcopies will be provided upon request.

**Phase 1-3 Instruction Cont.**

- **Remote Instruction**

- The distance learning provided during the spring of 2020 was a quickly established and implemented emergency plan. In the event that CA must move to Distance Learning during the 2020-2021 school year, families and students should be prepared for a higher level of accountability and rigor. This includes but isn't limited to; grades, attendance, required hourly/daily participation, and high level engagement from all students.
  - Materials Students will need (families will be supplied with listed material upon request. Items can be picked up at meal pick up times):
    - Paper & Pencils
    - Individual devices
    - Consumables/Workbooks
    - Crayons/Markers
  - Materials/Information CA Families will need:
    - Internet Connection (Parking lot hotspots available for families without internet)
    - Persistent monitoring of child's progress
    - Support schools to get child/children academically and socially-emotionally assessed (in grades K-12), during the first few weeks of school --using a screener, diagnostic, or formative assessment that may be given online or conducted virtually via a conference call.
  - Staff will provide the needed materials, through material pick-ups at the school and/or during meal distribution.
  - Students will be assessed to help us gauge where they are to ultimately inform instructional decisions for teachers, students, and families.
- All auxiliary services (OT, PT, etc.) will include coordinated efforts with Berrien RESA to meet those specific student needs.

**Phase 1-3 Instruction Cont.**

- The SPED department will continue to service students via online platforms or phone calls attempting to meet the needs of the students while following all IEPs to the best of our ability.

- **Communicating & Family Supports**

- When necessary and possible, virtual meetings will be used to convene special education procedural meetings, such as reevaluation, eligibility, IEP teams, etc.
- Private google meet sessions (invite only), Google form, email, Google Voice (call or text), class dojo (El. & MS), monthly parent letters by admin., robocalls, etc.
- Virtual assemblies K-12
- Monthly update recording shared with teachers and posted on google classroom for students to see/hear.
- Staff will communicate and provide resources & best practices for talking through trauma/behavioral responses to crises, and self-care strategies with families.
- At-Risk Interventionist & school counselor will provide further resources and strategies for families/classroom teachers to utilize within the classroom and at home.

- **Professional Learning**

- Staff Professional Development (PD) in the fall will focus on, but will not be limited to, effective distance learning strategies for students and staff.
- Professional development will still be held and required, but will likely be structured differently to allow for an appropriate amount of social distancing. Some PD possibilities include, but aren't limited to: focused small group sessions, virtual sessions or whole group virtual training, individual direction led, pre-planned pre-recorded content, module based, etc., in the areas of.
- Staff Professional Development (PD) in the fall on health and wellness for students and staff.
- Additional PD on restorative circles to build cohesiveness, provide another avenue for students to share, and to talk about hot topics (COVID, Human Rights, etc

- **Monitoring**

**Phase 1-3 Instruction Cont.**

- Teachers will be contacting families once per week.
  - Elementary: Contact is defined by reaching out to each family once per week (email, phone call, Class Dojo)
    - Call families based on cohorts.
  - MS/HS: Contact is defined by reaching out to all first hour students once a week.
    - First hour teachers in contact with other teachers if a parent or student asks for such.
- CA will monitor student device and connectivity through the technology plan detailed below
- Staff will utilize GoGuardian to monitor student engagement.
- Attendance will be taken (per usual) via our Powerschool platform.
- Student work should be reviewed daily with adequate feedback provided.
- Teachers **MUST** contact the student’s parent/guardian if the student has not completed an assignment.

**Phase 1, 2, or 3 Operations**

**Phase 1-3 Operations**

- **Facilities**
  - Cleaning supplies have been purchased and supplies will be maintained to ensure all surfaces are cleaned by various staff members throughout the day --as recommended by the CDC guidelines. The school continues to be maintained in good working order.
  - The Academy will be available for essential actions, such as child care, food distribution, etc.
- **Technology**
  - During the Spring 2020 Continual Learning Plan CA deployed over 100 Chromebooks to students. Upon review of the parent survey mentioned above, CA families are in need of additional Chromebooks within their household. Parents stated households with one or more students within the home had difficulty sharing a device.

**Phase 1-3 Operations Cont.**

- Before Schools Reopens
  - Ordered 400 new Chromebooks
  - Equipped each campus with parking lot wifi
  - Upgraded staff devices
  - Purchases online monitoring system
  - Professional Development for online programming
  - Provided parents with internet provider information
- The Academy's Tech Director will be designated the point of contact
  - A technology lead teacher will be assigned in each building for staff to reach out to.
    - If a student has a tech issue, they will be directed to reach out to a specific lead teacher or the tech director.
- CA will monitor student devices and connectivity through the technology plan detailed below.
- Staff will utilize GoGuardian to monitor student engagement.
- Issue of school devices in order to complete assignments from home
  - Each CA household will receive a survey to determine the need for technology within their home. Including types, numbers, and condition of devices.
  - All CA students within the household that are in need of a device, will receive an individual Chromebook
  - Immediately following notification of Distance Learning, Chromebooks will be sent home to those students in need or if needed, various times/dates will be provided to CA families to pick up their device from school.
- CA Families Without Home Internet:
  - Students will have WiFi access in all campuses parking lots
  - Students will be able to download Google document assignments while they have WiFi access, complete assignments offline, and upload again with WiFi access.

**Phase 1-3 Operations Cont.**

- Students will be provided consumables (i.e. Go Math books). Parents can contact teachers via phone or communication app for assistance as needed.
- For students and families without access to home internet or WiFi access points, their individual needs will be assessed by building level principals to determine a plan of action to ensure adequate access to instruction. The plan will be developed in conjunction with parents/guardians. For example, at home learning packets.
- When Schools Re-Reopen
  - Students will continue to use their assigned device for in person instruction
- **Budget, Food Service, Enrollment, and Staffing**
  - Additional monies will go towards funding additional cleaning supplies in our buildings, supplying and restocking PPE material, modifying food distribution techniques to safely group students, upgrading the main campus washer and dryer, etc.
  - CA will provide meals for all students during scheduled food pickup times.
  - CA will continue to process enrollment applications.
    - Applications may be found via our website.
  - Staff will be assigned to tasks as needed. For example, paraprofessionals could assist with meal pick up times.

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

## Phase 4 Safety Protocols

### Phase 4 Safety Protocols

(CA will not implement all strongly recommended protocols)

### Phase 4 Safety Protocols Cont.

- **PPE/-Facial Coverings/Mask-Required**
  - All Staff will wear masks during the school day, except during meals, while alone in a room, or for those that cannot medically tolerate.
  - Students will wear facial coverings:
    - K-12: On the bus at all times
    - K-12: Common Areas (i.e. Hallways, Restrooms, Lines) at all times
    - K-12 Cafeteria- While eating students can remove their mask. Masks can be removed once a student sits down at the table to eat. Upon completion of eating, students are required to re-apply the mask.
    - 6-12: Classroom- must be worn in the classroom at all times
  - Families must supply their own child(ren) with a mask. CA will not supply students with a mask unless determined by admin or case by case scenario
    - Students must come to school with a clean mask daily
    - Disposable masks must be disposed of daily
    - Students are advised to bring a spare mask
  - Staff or Students medically unable to tolerate a facial covering must provide a doctor's note indicating such prior to the first day of school.
  - Mask Dress Code:
    - Plain or Patterns
    - No Wording
- **PPE/-Facial Coverings/Mask-Strongly Recommended**
  - K-5: Classroom- Optional- If parents wish to have their child wear a mask



**Phase 4 Safety Protocols Cont.**

- **Hygiene:**
  - An adequate supply of hand sanitizer, with at least 60% alcohol, and soap in classrooms and common areas will be provided and frequently checked and refilled as needed
    - Sanitizing stations located in common areas including cafeteria line, entrances to buildings, & offices
  - K-5 students will be provided their own materials container with pencils, crayons, markers, etc to eliminate sharing of materials.
  - The suggested back-to-school supplies listed on our website and sent via email, are for individual use only. Families are asked to label all student supplies with each child's first name and last initial to further support this goal. Frequently used items within the classroom will be assigned to individual students and used exclusively by that student only throughout the school day whenever possible (e.g. some textbooks, devices, etc.). Other items within the classroom will be cleaned, disinfected, and/or sanitized as required per the Return to School Roadmap.
  - Teach and reinforce hand washing and use of hand sanitizer
    - Scheduled Handwashing-
      - K-5
        - Utilize sink in classroom and part of the daily schedule
        - Students will be required to wash their hands before lunch and after recess.
      - 6th-12th-
        - Students are to wash their hands or utilize hand sanitizer before and after breakfast and lunch, and again after using the bathroom. If need be, students will be required to wash their hands after each science class too.
- **Spacing, Movement, and Access**
  - Restroom Breaks-

**Phase 4 Safety Protocols Cont.**

- Millburg-Each classroom will be assigned a designated time to use the restroom.
- Upper EI-Students will take a whole class restroom break after their special classes. While in the classroom students may use the restroom on an as needed basis.
- Middle/High School- Permission only from teacher. Students are not allowed to use the facilities during transitional periods.
  - Wash hands before leaving science class
- Drinking Fountains-
  - K-12: Fill bottles at fountains only, no actual drinking from them will take place.
- Student Desk-
  - Must be facing same directions
  - Spacing as much as possible between students/desk in some cases 6 feet will not be possible.
  - Desks should be used over tables if possible
  - Assigned seats are required- limited amount of moving of seats daily or weekly.
- Lockers
  - Upper Elementary: Sibling will share lockers.
  - MS: Every other locker ( $\frac{7}{8}$ )
    - Families share lockers but no others
  - HS: no lockers
- Teachers will maintain six feet distance from students as much as possible
- Signs and floor markings indicating social distancing will be placed in common areas, reception seating, at entrance doors
- Visitors (by appointment only)-
  - Limited visitors (RESA Staff)
- Record entry including name, the reason for entry, list of staff/student interactions, date, and time
  - Visitors will be screened for symptoms and required to wear a mask

**Phase 4 Safety Protocols Cont.**

- **Screening Students and Staff:**
  - Parents/guardians will be provided information on how to screen their child(ren) at home for COVID-19 each day before arriving at school. Screening for COVID-19 symptoms includes temperature taking and checking for specific COVID-19 symptoms as defined by the Center for Disease Control (CDC). In its July 23, 2020, guidance for schools, the CDC does not currently recommend universal symptom screening (screening all students grades K-12) be conducted by and at school. As a result, parents or caregivers are strongly encouraged to monitor their children for signs of infectious illness every day. Students who are sick should not attend school in-person. Symptom screening will identify only that a person may have an illness, not that the illness is COVID-19. Many of the symptoms of COVID-19 are also common in other childhood illnesses like the common cold, the flu, or seasonal allergies. Of utmost importance, is that students stay home when sick until at least 72 hours after they no longer have a fever (temperature of 100.4 or higher) or signs of a fever (chills, feeling very warm, flushed appearance, or sweating) without the use of fever-reducing medicine (e.g., Tylenol)
  - Students: CA will consult with the local health dept for appropriate screening measures
  - Employees will also screen for symptoms before arriving to work in the district
    - [.https://misymptomapp.state.mi.us/login](https://misymptomapp.state.mi.us/login)
  - Employees and parents/guardians of children exhibiting unexplained COVID-19 symptoms, testing positive for COVID-19, or in close contact with a COVID-19 infected person should immediately contact the building administrator/building secretary.
- **Symptomatic Student/Staff Member**
  - Sent to Quarantine Space with a mask & monitored by a designated staff member, following all PPE Safety Protocols.
    - Millburg- Tuesday/Thursday/Friday-Music Room Monday/Wednesday-Office Space
    - Upper E- High School Conference Room A
    - MS/HS- High School Conference Room A

**Phase 4 Safety Protocols Cont.**

- If not picked up within 60 mins- request an ambulance but notify parents of such beforehand
- Follow local Health Department's recommendation for returning to the school building once COVID symptoms have been displayed
- **Testing Protocol For Students and Staff and Responding to Positive Cases**
  - CA will consult with the local health dept regarding implementing protocols for students and staff
  - Students exhibiting symptoms while at school will be quarantined according to the above procedure until they are picked up
  - Notify families of any positive cases including contact tracing
    - Follow health dept guidelines- to quarantine for 14 days
- **Responding to Positive Test Among Staff and Students**
  - CA will consult with the local health dept regarding implementing protocols for students and staff that test positive
  - Students exhibiting symptoms while at school will be quarantined according to the above procedure until they are picked up
  - Notify families of any positive cases including contact tracing
    - Follow health dept guidelines- to quarantine for 14 days
  - In order to be an excused absence (staff/students) related to COVID-19 quarantine cases- Quarantine must be ordered by the Local Health Dept.
  - Staff & student information will not be disclosed.
- **Food Services, Gathering, and Extracurricular Activities**
  - No indoor assemblies (if so only one classroom)
  - Recess- Students will remain in classroom cohorts including an assigned space on the playground
  - During mealtime- students will be located in the cafeteria
    - Cafeteria-

**Phase 4 Safety Protocols Cont.**

- Cafeteria- will be cleaned/sanitized after each lunch period.
  - Additional custodial staff will be hired to help with cleaning the cafeteria.
- Students are not allowed to get up from their seats including clearing of trays. Staff will clear food trays.
- Handwashing protocols will be followed as outlined above.
- Millburg-2 classes will utilize the cafeteria for lunch at one time.
- Upper EI-Students will sit with their class cohort in the cafeteria during meals. Students will be required to wear a mask when they are not eating. 2nd/3rd grade will be eating lunch at the same time. 4th/5th graders will eat lunch at the same time in the cafeteria.
  - A staff member will bring one class to the lunch line at a time.
  - Middle/High School:
    - Line up six feet apart for hot lunch kids or maintain cohorts.
    - Assigned seating in the lunchroom and gym (by first hour cohorts)
- No field trips
- Extracurricular activities- May continue but not recommended. Facial covering required.
- **Athletics-**
  - All requirements will be followed as stipulated by the MHSAA guidelines.
  - Equipment will be disinfected after use.
  - Proper hand hygiene techniques will be required before and after every event. A hand sanitizer station will be available for use at all events.
  - Face coverings will be worn on the bus for any inter-school competitions.
  - Appropriate social distancing will be maintained and enforced.
  - No sharing of water equipment will occur.
  - No unnecessary touching allowed

**Phase 4 Safety Protocols Cont.**

- Event attendance and PPE requirements will be determined based on the current phase.
- **Cleaning-**
  - Common Areas (i.e.- restrooms, door handles) -sanitized every 4 hours by custodial staff
    - For example: MS/HS 11:45 & evening, Elem 12:45 & evening)
    - Drinking Fountains-
      - Will be cleaned every four hours
  - Classrooms-
    - K-6th-Prior to arrival & lunch period
    - 7th-12th-After each class period
    - Special Classrooms- Sanitized after each use
    - Classroom Cleaning-
      - Kits will be provided to each classroom
      - Must be stored in a childproof container
      - Staff must wear gloves, surgical mask, and face shield when performing all cleaning duties
        - All supplied by CA.
    - Playground Cleaning-
      - Routine cleaning by a staff member wearing gloves, surgical mask, and face shield.
      - Each classroom will be provided their own bag of equipment to play with a recess. After each recess, staff will clean all equipment with EPA approved cleaner.
- **Busing and Student Transportation (First Student's Responsibility- a Third Party Vendor)**
  - Mask- Students, Driver and Monitor
  - Hand Sanitizer upon entry of the bus
  - Cleaning and Disinfecting provided by First Student (Third Party Vendor)

- Students will be assigned seats on the bus
- If symptomatic students are not picked up by their parents within 60 minutes an ambulance will be called to pick up or arrange pickup for the student.
- Each bus will be cleaned and sanitized in between student pick ups.

- **Medically Vulnerable Students and Staff**

- Students considered “at an increased risk” and “might be at an increased risk” according to the CDC, should provide a written doctor’s note in order to receive Distance Learning instruction for the 2020.2021 school year.
- Staff considered “at an increased risk” and “might be at an increased risk” according to the CDC, should provide a written doctor’s note and speak to the business office.
- Students with disabilities, students with Section 504 plans, and English Language Learners will be given special consideration to ensure appropriate instruction while complying with federal and state requirements.
- Students eligible for Section 504 plans will continue receiving their accommodations and other supports needed including additional time for small group or individual instruction. Students will continue to receive access to instructional materials for use at home, as needed. When necessary and possible, virtual meetings will be utilized to convene Section 504 procedural meetings such as reevaluation, eligibility, review, etc. The school will continue to support students with specific medical/health plans.

## Phase 4 Mental & Social-Emotional Health (Strongly Recommended)

### **Phase 4 Mental and Social-Emotional Health**

(CA will implement all strongly recommended protocols)

- The direct and indirect impacts of the COVID-19 pandemic are expected to have a lasting and immeasurable effect on students. Social emotional health and wellbeing often are hidden under the surface and not discussed. Our children carry emotions they often are unable to verbalize. Due to the difficulty in being able to “see” and know how each child is doing, we are building intentional opportunities to keep a watchful eye and have a proactive approach to supporting all of our learners. The Academy will reinforce and enhance curriculum and supports focused on social-emotional learning, relationship-building, and successful transitions, whether in-person or through intermittent distance learning. It is critical that parents continue to reach out to staff when/if their child is experiencing stress, anxiety, trauma, depression, etc. so that we may work together as a team to support their child. We continue to collaborate with our local health department and local ISD of our reopening plan and building resources and supports for our students in the area of mental and behavioral health. Through this local and county work, we are building mental and behavioral health resources and partnerships that will offer another critical layer of support for students, families, and staff.
- Create google form health and wellness student screener for staff to give to students(for all phases)
  - Upon completion of screener, staff will refer students to The Academy’s At-Risk Interventionists and/or Guidance Counselor.
- A Mental Health Screener will be provided by Berrien RESA.
  - Students and staff will have access to the screener.
- A protocol has been established for staff members to report any student/family concerns to administrators and/or guidance counselors.
- Comprehensive Crisis Management Plan



**Phase 4 Mental and Social-  
Emotional Health Cont.**

- CA will utilize Berrien RESA's team if necessary.
- The Academy Guidance Counselor will serve as our point person
  - Serve as the designated mental health liaison
  - Communicate tools and resources to CA families related to children dealing with COVID-19 related issues.
  - Compile and provide resources to students and staff as needed.
  - Specific questions about depression and who to contact if so.
  - Create with a team, a comprehensive crisis management plan with community-based resources.
- K-5 Physical Education class will incorporate Mindfulness/Relaxation activities at least twice a week during Physical Education class.
- K-5 Classrooms are provided with sensory/calming kits.
- 6-12 Relooking at teacher to student mentor/mentee pairings doc
- Staff Professional Development (PD) in the fall on health and wellness for students and staff.
  - Additional PD on restorative circles to build cohesiveness, provide another avenue for students to share, and to talk about hot topics (COVID, Human Rights, etc.).
  - Berrien RESA compiled a list for families to get help with the following:
    - Food, shelter, bill assistance, internet access, etc.
    - This info will be available for families by the office phones when in phases 4-6
- Bi-weekly stop-ins by administration (virtual or in person) to do a wellness check for staff members during their daily plan time.
- Create a wellness committee to do things for staff month to month and hold fun after school events (yoga, basketball, etc.) --if phase 1-3 virtual sessions will be held.
- Active Communication
  - Private google meet sessions (invite only), Google form (As stated above), email, Google Voice (call or text), class dojo (El. & MS), monthly parent letters by admin., robocalls, etc.

**Phase 4 Mental and Social-Emotional Health Cont.**

- Virtual assemblies K-12
- Monthly update recording shared with teachers and posted on google classroom for students to see/hear.
- Staff will communicate and provide resources & best practices for talking through trauma/behavioral responses to crises, and self-care strategies with families.
- At-Risk Interventionists will provide further resources and strategies for families/classroom teachers to utilize within the classroom and at home.

**Phase 4 Instruction**

**Phase 4 Instruction**

(CA will implement all recommended protocols)

[Distant Learning information](#)  
(phases 4-5)

- **Governance**
  - CA has assembled a Return to School team that consists of:
    - Administration, General and Special Ed. Teachers, and Interventionists
  - Families, stakeholders and staff were surveyed following the 2019.2020 continual learning plan via google forms.
  - Staff has revised the Distance Learning Plan and incorporated the feedback from the survey results.
  - This plan will be shared with stakeholders via our website: [www.countrysideacademy.org](http://www.countrysideacademy.org), facebook, and our school messenger system. Hardcopies will be provided upon request.
- **Instruction**
  - Types of Instruction:
    - In-person Instruction-Students receive instruction by a certified teacher on campus
    - Distance/Virtual Instruction-Students receive instruction by a certified teacher virtually through Google Classroom/Class Dojo

#### **Phase 4 Instruction Cont.**

- Our distant learners will receive the same level of rigor and accountability measures that our in-person learners are expected to receive.
- Staff will create daily videos for students to push out new material to students whether in-person or distant.
- Staff will continue to assess based on grade-level standards
  - Assessments & feedback will be completed via online platforms, i.e, MyView Online, GoMath Online, Moby Max, ALEKS, Google Classroom.
- K-5 Physical Education class will incorporate Mindfulness/Relaxation activities at least twice a week during Physical Education class.
- K-5 Classrooms are provided with sensory/calming kits.
- 6-12 Relooking at teacher to student mentor/mentee pairings doc
- K-5 Hired an At-Risk Interventionist to assist with academic and behavioral concerns.
- SPED/504/EL Students
  - Instructional delivery will be designed to ensure the least restrictive environment as required by the individualized education program (IEP). Based on the student's IEP/504 plan, specialized instruction will be provided in-person. Students will continue to receive access to instructional materials for use at home, as needed, including assistive technology tools. When necessary and possible, virtual meetings will be used to convene special education procedural meetings, such as reevaluation, eligibility, IEP teams, etc.
  - SPED students will continue to be seen (per usual) and goals worked through. Students may be pulled by classes rather than relative goals in K-12. A determination will be made when fall enrollment is complete about how and when, once caseloads are identified .
  - All auxiliary services (OT, PT, etc.) will include coordinated efforts with Berrien RESA to meet those specific student needs.
- English Language Learners

#### **Phase 4 Instruction Cont.**

- English Language Learners Children who speak a language other than English in their home, or have a different native language, are given the opportunity to enrich their learning with a highly qualified teacher of English Language Learners. Individual and group support is provided to help our students become acclimated both socially and academically. English Language Learner support and services will continue during all learning models.
- Intervention Students-
  - Elementary Reading Intervention Based on literacy assessment data, intervention services for students reading below grade level expectations will be provided during in-person and distance learning. This will include additional time for small group or individual instruction. Students will continue to receive access to instructional materials for use at home, as needed, including appropriately leveled text. When necessary and possible, virtual meetings will be utilized for initial and follow-up progress monitoring.
  - Each class will be assigned a time to meet with the intervention teachers. This will ensure that students stay in the same cohort throughout the day.
- Medically Excused Students-
  - We identified those students, spoke to parents/families, requested doctor's notes, notified grade level teams, and developed an at home learning plan.
- Staff That Need to Quarantine due to Exposure
  - A determination will be made depending on what subject the teacher is responsible for teaching, their progress through the quarantine, etc.
- **Communication and Family Supports**
  - Private Google meet sessions (for parent/guardian if needed), Google form (As stated above), email, Google Voice (call or text), class dojo (El. & MS), monthly parent letters by admin., robocalls, etc.

<p><b><u>Phase 4 Instruction Cont.</u></b></p>	<ul style="list-style-type: none"> <li>● <b>Professional Learning</b> <ul style="list-style-type: none"> <li>■ Professional development will still be held and required but will likely be structured differently to allow for an appropriate amount of social distancing. Some PD possibilities include, but aren't limited to: focused small group sessions, virtual sessions or whole group virtual training, individual direction led, pre-planned pre-recorded content, module based, etc.</li> <li>■ Staff Professional Development (PD) in the fall on health and wellness for students and staff.</li> <li>■ Additional PD on restorative circles to build cohesiveness, provide another avenue for students to share, and to talk about hot topics (COVID, Human Rights, etc</li> </ul> </li> </ul>
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## **Phase 4 Operations**

<p><b><u>Phase 4 Operations</u></b> (CA will follow all strongly recommended protocols)</p>	<ul style="list-style-type: none"> <li>● <b>Facilities</b> <ul style="list-style-type: none"> <li>○ The district is committed to ensuring that intensified cleaning occurs in compliance with the Return to School Roadmap, industry standards, and best practices. To accomplish this mission, every employee will play an important role in ensuring the spaces they work in are maintained and cleaned throughout the day. The district is also investing in additional custodial staffing and is actively recruiting individuals to fill four additional cleaning positions that will be focused on day-time cleaning.</li> <li>○ Before Schools Reopen-           <ul style="list-style-type: none"> <li>■ Ordered PPE, cleaning supplies, sanitizing stations, and other necessary supplies to ensure buildings are sanitized</li> <li>■ Additional shields in place including office space</li> </ul> </li> </ul> </li> </ul>
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#### Phase 4 Operations Cont.

- Hire additional custodial staff and provide training regarding cleaning and disinfection.
- Have reviewed prior routines and have made changes to ensure students and staff are safe. For example, transition times and hallway flow.
- Create cleaning schedule
- When Schools Open
  - K-12: Doors will be opening 15 minutes later than prior years to reduce the gathering time for students.
  - Each building will be thoroughly cleaned each evening and students and staff will arrive to clean classrooms.
  - Teachers will clean frequently touched surfaces in the classroom including light switches, doors, tables, desks at least every four hours at the elementary level.
  - Teachers will clean frequently touched surfaces in the classroom including light switches, doors, tables, desks between each class at the secondary level.
  - Custodial staff will clean each bathroom every 4 hours during the day. Such schedules may involve the cleaning of classroom bathrooms during instruction.
  - Custodial staff will clean and disinfect common spaces consistent at least every four hours at all levels.
- **Budget, Food Service, Enrollment, and Staffing**
  - Food service operations under the Return to Learning Plan are designed to ensure compliance and adherence to all required safety protocols under the MI Safe Start Phase and MI Safe Return to School Roadmap.
  - As school lunch is the least structured and most social part of a child's school day, it is also the most challenging time to ensure essential safety protocols are consistently followed. Concerted efforts will be made at all levels to offset the loss of lunch social time to the greatest degree possible. These efforts will likely come together as teachers and students collaborate within their lunch

#### **Phase 4 Operations Cont.**

- Additional monies will go towards funding an additional custodian --to increase cleanliness in our buildings, supplying and restocking PPE material, modifying food distribution techniques to safely group students, upgrading main campus washer and dryer, etc.
- Breakfast will be sent home the prior day to ensure that students are provided breakfast and instruction time will not be lost
- All elementary students will eat lunch in their classroom, at their desks, under the supervision of their classroom teacher. Student masks will be removed only while students eat. Teachers may read to students, show videos, and generally provide whatever instruction or interaction feasible while students eat. Following the lunch period, all students will be provided a 45 minutes outdoor recess while teachers are provided an opportunity for lunch.
- **Technology**
  - Before Schools Reopen
    - Ordered 400 new Chromebooks
    - Equipped each campus with parking lot wifi
    - Upgraded staff devices
    - Purchases online monitoring system
    - Professional Development for online programming
    - Provided parents with internet provider information
  - Instructed to Close (DL)
    - Students will be able to take devices home if needed
    - Parking lot wifi is provided
  - When Schools Re-Reopen
    - Students will continue to use their assigned device for in person instruction

<p><b><u>Phase 4 Operations Cont.</u></b></p>	<ul style="list-style-type: none"> <li>● <b>Transportation</b> <ul style="list-style-type: none"> <li>○ Before School Reopens- meet with First Student to review transportation related protocols within the Return to School to ensure required and strongly recommended protocols are met. <ul style="list-style-type: none"> <li>■ For example, cleaning between runs, rerouting buses to ensure students remain in cohorts, and all riders wear a mask.</li> </ul> </li> <li>○ Instructed to Close (DL)-This planning took place in Phases 1-3.</li> </ul> </li> </ul>
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**Plan for Operating during Phase 5 of the Michigan Safe Start Plan**

<p><b><u>All sections of Phase 5</u></b></p>	<ul style="list-style-type: none"> <li>● See Phase 4 above as Phase 5 mirrors such. It is the intention of the Academy to maintain all protocols established for Phase 4 while in Phase 5.</li> </ul>
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## Van Atten-Densmore, Amy Sue

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**From:** COVID-19 Preparedness and Response Plan <MDE-GEMS@michigan.gov>  
**Sent:** Friday, August 14, 2020 11:53 AM  
**To:** Van Atten-Densmore, Amy Sue  
**Subject:** [External] COVID-19 Preparedness and Response Plan Submission Complete



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DEPARTMENT OF EDUCATION  
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MICHAEL F. RICE, Ph.D.  
STATE SUPERINTENDENT

Thank you for your recent submission of your COVID-19 Preparedness and Response Plan Submission.

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