



FlexTech High School COVID-19 Preparedness and Response Plan

Address of School District: 7707 Conference Center Dr. Brighton MI 48114

District Code Number: 47903

Building Code Number(s): 00760

District Contact Person: Nick Wasmer

District Contact Person Email Address: nwasmer@ftb.flextechschools.org

Local Public Health Department: Livingston County, Lindsay Gestro

Local Public Health Department Contact Person Email Address: lgestro@livgov.com

Name of Intermediate School District: Livingston Educational Service Agency

Name of Authorizing Body: Central Michigan University

Date of Adoption by Board of Directors: 8/11/2020



August 14, 2020 [via email]

Mr. Nick Wasmer
FlexTech High School
7707 Conference Center Dr.
Brighton, MI 48114

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

Dear Mr. Wasmer:

I am pleased to inform you that the Plan for FlexTech High School (“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 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: Blythe Patterson, Board President
Andrea Pecuch, Board Corresponding Agent

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

FlexTech High School (the “Academy”)

A regular meeting of the Academy Board of Directors was held on the 11th day of August, 2020, at 5:00 p.m.

The meeting was called to order at 5:04 p.m. by Board Member Blythe Patterson:

Present: Blythe Patterson, Andrew Kraft, Jennifer Ling, Katrina Summersett, Susan Dunn

Absent: None

The following preamble and resolution were offered by Board Member Susan Dunn and supported by Board Member Jennifer Ling:

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.

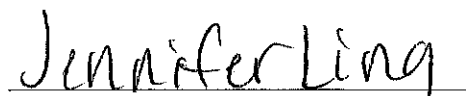
THE ACADEMY BOARD THEREFORE RESOLVES THAT:

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.



Print Name: Jennifer Ling

Secretary, Academy Board



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.

Blythe Patterson
President, Board of Directors

Board approved: 08/11/2020



Introduction and Overview

FlexTech High School Brighton has strived to engage all stakeholders throughout our continuity of learning plan and in the formation of our reopening plan. We are committed to ensuring that all students and families are supported socially, emotionally, and academically. We will continue to survey our families and connect with them on an individual level through our advisory program. It is through ongoing conversations that we have developed a flexible plan that we believe will adequately address the needs of our school community while keeping all staff, students, and families safe.

FlexTech’s Mission: FlexTech High School prepares students for life after high school by ensuring that they have the skills and confidence to surmount any challenge that life hands them by thinking critically, collaborating, and advocating for themselves. FlexTech students gain these skills by engaging in relevant coursework that is tailored to their interests and futures, coursework that is also grounded in meeting the requirements of the Michigan Merit curriculum and helps them to develop academically and in so many other facets of their life.

In building our reopening plan, we started by gathering parent feedback through surveys. We wanted to assess comfort levels for returning students to the school building. Through this process, we recognized that our community had a wide range of ideas for how we should open the school in the fall. After drafting our plan, we shared our reopening plan with our staff and board for feedback. We used that feedback to add protocols and modified components of our instructional delivery model. We held a staff forum and parent forum to address concerns and clarify answers to questions. With this feedback we developed to instructional delivery models for families to choose: Fully Virtual Self-Paced and Optional Blended Learning. A final draft was shared with our board members and staff for feedback. After incorporating this feedback, the draft was sent to CMU for approval.



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

Phase 1, 2, or 3 Safety Protocols

The academy will follow all safety procedures as outlined in the Safe Schools Roadmap. The school will be closed for in-person instruction.

Should any staff report to the building, they will follow the guidelines outlined in our [screening and exposure plan](#) which has been in effect since June 1st, 2020.

The building will not be used by licensed child care providers.

All extracurricular and athletic activities are prohibited.

Spacing and Movement

No students or family members will enter the building.

Teaching staff will perform all teaching responsibilities remotely, and will seek administrative approval before entering the building.

Office administrative staff will perform administrative duties remotely including but not limited to responding to school communication, processing invoices, processing student enrollment paperwork, attendance, and pupil accounting, as well as providing direction to students and families for remote learning. If there is no "Stay in Place" order, the office staff will report to the building one day a week to process hard copy paperwork.

Cleaning

Building maintenance staff will report daily unless a "stay in place" order is in effect.

- District Level Administrators and Building Operations will meet to review all guidance related to cleaning and disinfecting of buildings and to review the Building Operations the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap.
- An inventory related to all cleaning supplies that are in compliance with the EPA-approved related to COVID will be taken and orders will be made to address increased cleaning protocols.

Food:

FlexTech does not participate in a federally funded food program and did not provide food service prior to the shutdown. To assist students/families, FlexTech will provide information regarding available meal distribution sites.



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

The academy plans to implement all “strongly recommended” protocols from the Roadmap.

Counselors, Social Workers, and Student Support Teachers will continue to provide services to students through 1:1 virtual meetings, based on the current IEP or 504 plan. We will primarily be using **Google Hangouts** to host these meetings. *Please look for an email and/or phone call from your counselor or Student Support Teacher to set up these weekly check-ins.*

The student support team utilizes G-Chat, Google Hangout, Emails, Texts, and phone calls to support students, as well as setting up 1-on-1 support through the above-mentioned services. Please let us know what works best for you. Students may also reach out to support staff through the chat feature in their school email account.

Group office hours will be held on a weekly basis with our school counselor and school social worker. These office hours will be held virtually and Zoom and, or Google Hangout links will be provided to all students.

The school has linked resources to our COVID-19 Page of our school website: brighton.flextechschools.org *i.e. - internet and meal access, tele-mental health, parent resources for motivating and supporting students with remote learning and during COVID-19*

Based on student needs the student support team (Social Workers, Special Education Teachers, School Counselor, and School Leaders) will reach out to individual students and families to provide support. The student support team will help connect the family to outside agencies to help meet their needs. While Advisory teachers are making weekly check-ins they will monitor and assess the needs of students and families. If a need is presented the teacher will elevate that need to the student support team to make the necessary follow-up. The principal will hold weekly staff meetings in which teachers can identify any additional students or families in need.

Mental Health Screening for all students by a trained professional

The School Counselor and Social Worker will adopt an anxiety rating scale (GAD-7) to a google form for students to fill out. This will allow the school’s mental health professionals to evaluate scores, check-in with students, consult with parents and staff as needed, and develop any plans necessary to help students throughout the school year. Parent/Guardian consent will be obtained prior to sending out the survey, the survey will then be sent by email every 6 weeks.



The academy will keep our Crisis Management Plan (Emergency Response Plan) in the front office and accessible online to Authorized personnel.

The academy will provide ongoing professional development and access to resources for teachers and staff members to support students and families with social and emotional needs. Some resources are provided on our website, [linked here](#), for students and families to access as needed.

- Staff will continue to engage in professional development with the following partners and platforms:
 - Project Wayfinder - build student sense of belonging, purpose, and social-emotional skills
 - Dispute Resolution Center - utilizing restorative practices to build community and resolve conflict
 - Capturing Kids' Hearts - building staff capacity to positively engage with all students

The academy will partner with its Charter Management Organization, Charter School Partners, to provide Mental Health Screening and Mental Health Resources for Staff. The academy will utilize the University at Buffalo Mindful Self-Care Scale Assessment as a screening tool for staff's well-being across 6 domains of self-care. It will be sent out each month for staff to complete as well as the contact information of the Charter School Partners representative that staff may confidentially contact for additional resources.

The academy will partner with county health officials to communicate and respond to presumptive COVID-19 cases within and outside of the school building.



Phase 1, 2, or 3 Instruction

The academy plans to implement all strongly recommended protocols from the Roadmap.

Governance:

- The Academy has created a Return to Instruction and Learning working group comprised of the Director of School Leadership, School Leader, Assistant School Leader, Counselor, Social Worker, Teacher Leaders, and Board Members to:
 - Gather feedback from families, teachers, students, about their experiences with remote learning through online surveys and/or virtual focus groups or conversations.
 - Revise the district's remote learning plan to incorporate feedback and input from stakeholders to improve its effectiveness.
 - Share the district's remote learning plan with all involved stakeholders.

Remote Instruction:

Our plan has been revised based on parent and student feedback gathered after the spring of 2020.

The district plans to use Google Classroom for remote learning. All students have been or will be provided with a school-issued Chromebook. If students do not have internet access, FlexTech High School will provide students with WiFi hotspots within 1 week of notification. FlexTech will continue to survey families through email and phone calls to identify technology needs. FlexTech will provide wi-fi access from their parking lot while people remain in their vehicles. Other arrangements, such as paper-based assignments, may be available on a case by case basis.

All students will be given a diagnostic test in math and reading within the first 3 weeks of the school year to assess academic levels.

Instructional Delivery:

NOTE: This model was adapted to provide more daily structure and routine based on parent and student feedback.

Remote structured schedule program

Students will alternate days with virtual classes on a standard bell schedule (8 am-3 pm) and office hours (offered between 8 am and 3 pm)

- 9th and 11th graders will be required to meet in virtual classes Monday and Wednesday



- Tuesday and Thursday will be optional virtual office hours
- All students will be expected to communicate and/or submit the assignment on time for the day to be marked present on office hours days.
- 10th and 12th graders will be required to meet in virtual classes Tuesday and Thursday
 - Monday and Wednesday will be virtual office hours
 - All students will be expected to communicate and/or submit the assignment on time for the day to be marked present on office hours days.
- Fridays will be available for virtual meetings by appointment with teachers

Self-paced fully virtual program

- Project-Based Curriculum
- Students work at their own pace
- Friday Virtual Drop-in Support noon-3 PM
 - Advisory noon - 1 PM
 - Content-Specific Support 1 - 3 PM
- Office hours available by appt M-Th
- More support may be offered throughout the week depending on the number of students enrolled

Using technology, content delivered will be hosted on Google Classroom. Students will continue to engage in FlexTech’s Project-Based Learning model during remote learning. Teachers will be accessible for real-time interactions, using Zoom or Google Hangout, to answer questions, facilitate classroom discussion, and provide support multiple times per week during office hours and by appointment. Asynchronous instruction through pre-made videos will be provided multiple times per week.

Communication:

The school will continue to communicate community resources to families via the following modes of communication: Covid-19 Updates Webpage on School Website, Social Media - Instagram and Facebook, Weekly Newsletter, School Website, Remind.

Weekly summaries of student participation and progress will be sent to parents via email. Marking Period Report Cards will be sent every 6 weeks to families via email.

Instructional Delivery Professional Development:

- PBL workshops to support project development in a blended and virtual model



- Staff training with modern classrooms program
- All staff trained on MVU's virtual 6-part series for delivering virtual instruction

Monitoring

The Academy will activate plans to monitor and assess the following:

- **Connectivity and Access:**
 - Through surveys and phone calls, we will ensure that all students and families have adequate connectivity and the devices necessary to successfully engage in and complete schoolwork.
- **Attendance:**
 - The academy has adapted a tracking system to monitor student engagement with each class on a daily basis.
- **Student Work:**
 - Teachers will assess the quality of student work and provide feedback to students and families.
 - Students will self-assess the quality of work, reflect on teacher feedback, and learning progress.



Phase 1, 2, or 3 Operations

The academy plans to implement all strongly recommended protocols from the Roadmap unless otherwise noted.

Facilities:

Our custodian will implement and follow all strongly recommended protocols.

- Audit necessary materials and supply chain for cleaning and disinfection supplies.
- Continue to maintain schools in good working order to prepare for the subsequent return of students.
- Execute school cleaning and disinfection protocols according to the CDC School Decision Tree.
- Custodial staff will wear surgical masks when performing cleaning duties.
- The academy will communicate with our local ISD, LESA, to determine if building use is needed for any emergency situations.
- Coordinate with Local Emergency Management Programs (LEMP) for support with the procurement of cleaning and disinfection supplies.
- Advocate for ISDs to coordinate with LEMPs.

Technology:

Hardware and materials provided:

- All students enrolled in the academy are issued Chromebooks. Hotspots will be made available upon request.
- If students do not have internet access, FlexTech High School will make its best effort to make hot spots available, provide wi-fi access from their parking lot while people remain in their vehicles, and connect families with local providers using this [Internet and Mobile Providers Help Sheet](#). Other arrangements, such as paper-based assignments, will be available on a case by case basis. These paper-based assignments will align with the content that is shared in Google Classroom so students are able to keep pace with the curriculum. FlexTech will mail these assignments directly to students on a weekly basis and, or make them available via PDF so they can be printed.

Point of Contact:

- FlexTech has partnered with Fly Consulting to address all software and hardware concerns.
- Students experiencing technology issues should first email tleffert@flyconsulting.biz and ateam@ftb.flextechschools.org



Device Repair:

If it becomes necessary to exchange your laptop for a working laptop, the school will be open for technology exchange from 10 AM-1 PM on Wednesdays each week.

- Students should contact tleffert@flyconsulting.biz and ateam@ftb.flextechschools.org ahead of time so that we can have a working laptop for you.
- Students will leave their current Chromebook and charger in the entry vestibule. We appreciate all you can do to clean and disinfect the Chromebook before returning it to the school. Returned Chromebooks will be left to sit for one week before they are handled by tech personnel.
- Students will pick up a new Chromebook and charger labeled with their name in the vestibule. New Chromebooks will be handled with gloves and face covering. They will be wiped down with EPA approved disinfectant as an extra precaution.

Budget, Food Service, Enrollment, and Staffing

- The Academy will continue to provide instructional programming, provide instructional resources and materials to staff and students as feasible through weekly distribution on Wednesdays from 9 am-1 pm.
- **Staffing and Enrollment:**
 - FlexTech will conduct all interviews for staff and students remotely. Any paper-based documentation will be handled on Wednesdays from 9am-1pm.
 - Staff will be expected to be available during standard school hours 7:45am-3:45pm Monday through Friday.
- **Food:**
 - FlexTech does not participate in a federally funded food program and did not provide food service prior to the shutdown. To assist students/families, FlexTech will provide information regarding available meal distribution sites.



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

Note on transitioning between Phase 3 and 4: 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.

Guidance from Livingston County Health Department:

School Closures and Remote Learning

There may be a time where cases in a school increase to a point where closing the school for in-person learning might be the best option to protect students and staff. If multiple students/staff members are diagnosed with COVID-19, LCHD and school officials will discuss whether additional measures (including closure of a building or a school) are warranted. Other reasons (local epidemiologic data or results from public health investigations) may also warrant discussion regarding potential closures. Schools should be prepared to transition into remote learning with minimal notice. This is a fluid situation and schools need to be adaptable to these changes.

Phase 4 Safety Protocols

1. Face coverings

- All staff will wear face coverings at all times in all common spaces, hallways, classrooms and offices unless:
 - They are working alone in a personal office space
 - They are eating or drinking and at least six feet away from any person
 - They are outdoors and at least six feet away from any person
- All students and visitors will wear face coverings with mouth and nose covered at all times in all common spaces, hallways, classrooms and offices unless:
 - They are eating or drinking and at least six feet away from any person
 - They are outdoors and at least six feet away from any person
- The expectations for the wearing of face coverings and how to obtain clean face coverings will be included in all district to parent communications, all handbooks, all student orientations, and all staff orientations. (Aug. 15 - Aug. 30)
 - Clean disposable facemasks will be available at the school entrance for any student or visitor without a face covering.
- Students and parents will be required to watch a safety video on the wearing of and expectations for maintenance of face coverings. Students and parents will sign-off on their awareness of these policies before the students are permitted to enter the



- classroom on the first day of school. (Orientation week of August 24)
- Building and grounds signage will be prominent throughout all school facilities and clearly identify who is required to wear face coverings in each designated area of the building and grounds. (Completed by Aug. 15)
 - Students and Staff will be encouraged to wear their own face coverings. Face coverings must cover nose to chin.
 - Fabric face coverings will be ordered for every student and staff member. New and/or cleaned fabric face coverings will be provided to every student and staff member on a daily basis. These will be placed at the school entrance and in classrooms every evening by the custodial staff. (Delivery taken by Aug. 15)
 - Disposable face coverings will be discarded at the end of the day. Fabric Face coverings will be turned in at the end of the day (Daily beginning on the 1st day of school)
 - Face coverings will be collected daily and washed (in hot water with bleach) daily or as needed by the custodial staff and stored appropriately for distribution. (Daily beginning on the first day of staff reporting)
 - Individuals (staff or students) who claim medical exemption will need to meet with the school admin team to provide rationale and documentation. (Begins Aug. 3 and continues throughout the school year)
 - Exempted individuals will be recorded in a master database and issued a sticker to display on their student or staff ID indicating this exemption.
 - Students or staff unable to wear face coverings due to medical exemption will be provided with a face shield
 - Any student who is incapacitated, or unable to remove the facial covering without assistance, must not wear one.
 - 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, playground aid, etc.) and asked to put the face covering on. The instance will be documented as a log entry in Alma (our school information system).
 - 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 a meeting with parents to determine the best placement option for the student based on student and community safety.
 - 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.) without face coverings will be issued a disposable face covering upon entering the building 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.



2. Hygiene

- Every classroom will be supplied with hand sanitizer and/or hand washing station at each doorway/entrance.
- 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 out during the school day.
- Each classroom will have a hygiene protocol with timelines that are posted and communicated via newsletters, web pages, and bulletin boards.. It will include
 - Hand-washing schedule
 - Room and materials cleaning schedule
- Advisors will teach the following to students on the first day of school and reinforce weekly or more often as needed (via video in weekly announcements).
 - 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 social media. 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 August 1, November 20, February 20, and May 20
 - Post signage related to cleaning and hygiene strategies in each room, restroom, throughout the hallways by August 20
 - Monitor hygiene supplies and refill as needed three times daily
 - Procure hand sanitizing stations as deemed necessary during walk-through with building leader by August 1
- Sharing school supplies will be limited, and each student will bring their own recommended supplies. Students without supplies will be given necessary supplies as needed.
- A [list of these supplies](#) will be generated as appropriate for each grade level and or specific course and posted to the school website.

3. Spacing, Movement, and Access

- Desks will be spaced six feet apart in classrooms. Class sizes will be kept to the level afforded by necessary spacing requirements.
- In classrooms where large tables are utilized, students will be spaced as far apart as feasible.



- As feasible, all desks will face the same direction toward the front of the classroom.
- Teachers will maintain six feet of spacing between themselves and students as much as possible.
- Family members or other guests are not allowed in the school building except under extenuating circumstances determined by district and school officials.
 - Family members may communicate with the front office via the video monitor outside the front entrance
- Signage will be posted to indicate proper social distancing.
- Floor tape or other markers will be used at six foot intervals where line formation is anticipated (school entrance, bathrooms, classroom entry in hallways)
- Social distancing floor/seating markings in waiting and reception areas will be used.
- Signs will be posted on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.
- Adult guests entering the building will be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, will be kept of non-school employees or other visitors entering and exiting the building
- If a classroom has windows that can open, they should be open as much as possible, weather permitting. Considerations should be made for students with allergy-induced asthma.
- To the extent possible, grade level bands will be isolated. 9th and 10th grade core classes will be held on the 2nd floor. 11th and 12th grade core classes will be held on the first floor.
- To accommodate classroom spacing, a staggered school schedule that incorporates alternative dates of attendance and virtual teaching will be implemented.
- Efforts will be made to keep six feet of distance between people in the hallways. The bell schedule has been adjusted to stagger movements at incremental intervals to minimize the number of persons in the hallways as able.
- Staff will monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their classrooms and vice-versa.
- Where possible, physical education should be held outside and social distancing of six feet should be practiced.
- Flow of foot traffic will be directed in only one direction using floor signage/arrows. Hallways should be divided with either side following the same direction.
- Traffic at the front entrance will move in one direction depending on time of day.

3. Cleaning

- District Level Administrators and Building Operations will meet to review all guidance related to cleaning and disinfecting of buildings and to review the Building Operations the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap.
- An inventory related to all cleaning supplies that are in compliance with the EPA-approved related to COVID will be taken and orders will be made to address increased cleaning protocols.



- Cleaning stations will be identified around the building that hold materials for usage in different wings. I.e. IT closet, Lab materials, Supply storage
- All classrooms 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.
- Each building custodial team and administrator will tour their building and identify areas of frequent usage throughout the building. A map will be created and kept secure in the head custodian room and office to ensure compliance when custodial substitutes are in the building.
- Custodial staff will walk the building wiping all high frequency usage areas at 6:00 a.m., 9:00 a.m., and 1:00 p.m. and following any evening activities in the building. Staff will note the time and date and initials on a chart that is kept daily.
- 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. Locked storage units with ventilation for cleaning materials will be available for all staff upon request. All classrooms will have the appropriate EPA-approved disinfectant in their rooms.
- A training on cleaning materials and protocols will be provided to the staff through a virtual meeting the first week of school. This training will show the use of PPE when cleaning, protocols for the classroom and storage of cleaning materials.

4. Athletics

FlexTech does not offer athletics, therefore the protocols surrounding athletics do not apply for our school. However, the basketball hoops will be out of service until Phase V is maintained for 28 days.

5. Screening

- The Academy will cooperate with the local public health department regarding screening protocols.
- A copy of our [screening and exposure plan](#) will be submitted to the County Health Department. This plan will be reviewed monthly with the District Pandemic Response Team (School Leader, Asst. School Leader, Counselor, Office Administrator) and the Health Department along with the status of any referrals from the prior month.
- **[Student Screening Protocols](#)**
 - The Livingston County Health Department is recommending self-monitoring for high school age students
 - Parents and guardians are encouraged to check students' temperature at

home every morning using oral, tympanic (ear), or temporal scanners; students with a temperature of 100.4 or greater must stay home and consider coronavirus testing.

- Parents and guardians are encouraged to monitor for symptoms of COVID-19. The presence of any unexplained symptoms, including cough or shortness of breath, should prompt the parent or guardian to keep the student home from school and to follow up with their primary care provider.
- Upon arrival at the school building, students will confirm that they do not have any symptoms. Temperature checks will be performed with a touchless thermometer if students are unaware of their temperature.
- Students experiencing symptoms will not be able to enter the building.
- Masks will be worn or provided. Name and time of entry will be recorded.
- **NOTE: This protocol is subject to change based on guidance from Livingston County Health Department.**
 - **Current Draft of Health Department Guidance [can be found here.](#)**
- If students exhibit symptoms and they do not have transportation home, they will move to an isolation area until transportation arrives.
- The room across from the Asst. School Leader's office will serve as an isolation area. This room will be outfitted with appropriate PPE including gowns, face shields, N95 Masks, gloves, sanitizing wipes, portable two-way radios, an internet-connected computer, log sheets, and video surveillance.
- The Assistant School Leader will serve as the "quarantine officer". These duties will take precedence over any other responsibilities and therefore this individual must have the flexibility to leave their regular assignment at a moment's notice.
- From the time of identification of potential infection, the student will not be left unattended by the quarantine officer and a log sheet of activity will be maintained at 5-minute intervals until the student or staff member is safely removed from the building.
- 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.
 - The parent will ring the video doorbell at main entrance. The student will be escorted out of the building. School administration will positively ID parent/guardian or approved chaperone for release of student.
- Our office administrator will contact the student/family each day after removal until test results are provided and verified before the student can return to school.
- During the time of quarantine, the student will be asked to self-identify the location and individuals they came into contact with for the past 48 hours to the best of their recollection. Priority will be placed on those individuals that they were in contact with for a sustained 15 minutes or more.
- The health department will be contacted after parents have been contacted to assist in contact tracing and notification of vulnerable individuals.
- **Staff Screening**
 - Per our [screening and exposure plan](#), all school staff will be required to conduct a health safety self-assessment at home prior to coming to work and verifying through a Google form that they are safe to work. This will include taking their temperature and reporting this daily on the Google form.
- Staff who are unable to report to work due to displaying COVID-19 symptoms will be



required to report this to the school through the Google form as well as through Red Rover. The office administrator (or School Leader if necessary) will monitor this form daily and follow up with any symptomatic person to direct where, when, and how to get tested and to report those results back to the school as soon as available.

- 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.
 - *Staff showing symptoms, but capable of working remotely will do so. Substitute coverage will be provided if in person support is necessary.*
- **Visitor Screening**
 - Visitor entry will be limited and avoided when possible. Visitors requiring entry will answer screening questions through the video monitor at the front entrance. If they are able to enter, they will fill out a screening form at the office window.

6. Response to Positive Testing

- The Academy will cooperate with the local public health department for screening protocols for students and staff.
- **School and LCHD learn of a student or staff member diagnosed with COVID-19**

If the school becomes aware of a case of COVID-19 in a student or a staff member, notify LCHD right away. If LCHD becomes aware of a case that affects the school, they notify a school's designated contact person. Only a select few at the school should know the identity of the person. Those few individuals are critical to helping LCHD identify close contacts to the case and to determine what areas of the school need special attention for disinfection and cleaning. Other than those few individuals, the person's identity is kept confidential in respect for their privacy as well as following regulations of Family Educational Rights and Privacy Act (FERPA) (for schools) and Health Insurance Portability and Accountability Act (HIPAA) (for LCHD).

Reporting Suspect Cases to LCHD

If a student is showing symptoms when screened by a parent/guardian, then the parent/guardian should contact the school to let them know. This individual should be well-versed in the school's policies to provide the parent/guardian with information about next steps and requirements for getting the student back to school.

Schools must report daily suspect cases of COVID-19 in students and staff using the Mandatory Report of Communicable Diseases in Michigan Form (<https://bit.ly/3eLpplc>).



Schools must also continue weekly communicable disease reporting of students through the LCHD website (<https://livingstonlive.livgov.com/CDReporting/>).

Identify Close Contacts to a Confirmed Case

A person with confirmed COVID-19 is considered to be contagious 48 hours prior to symptom onset or, if asymptomatic, 48 hours prior to a positive test result. All individuals who were in contact with the case in that timeframe should be identified by the school. Using this list of individuals, LCHD determines who meets the threshold of “close contacts”. These individuals are deemed to be at higher risk of developing an infection and thus are required to quarantine for at least 14 days. However, this is simply a guideline and at times, an individual in excess of 6 feet may be considered a close contact based on certain factors like duration, frequency, type of activity, etc. These situations are evaluated on case-by-case basis.

Who is a close contact?

For COVID-19, a close contact is most often someone that has been within 6 feet (about 2 arms’ length) of an infected person for at least 15 minutes. Every case is different, however, and LCHD has to look at how COVID-19 is spread and how we get infected when figuring out close contacts. LCHD helps determine close contacts every day and routinely investigates contacts to many types of contagious diseases.

Examples of Close Contacts in the Schools

Many things affect who a close contact is and this is determined on a case by case basis with help from LCHD. However, at a minimum, the following examples should apply to most situations.

Assuming all COVID-19 prevention methods have been followed (everyone has been consistently and properly using face coverings, washing hands frequently, cleaning frequently touched items often, maintaining physical distancing as best as possible, not sharing items, etc.), a close contact might be:

- *If the contagious individual is a teacher:* adults tend to be more contagious. If the contagious teacher was not keeping at least 6 feet* away from students while teaching (i.e., walking around while lecturing, doing a lot of one on one, face to face instruction), the entire class might need to be on quarantine.
 - If the teacher is not wearing appropriate face covering, the spread of droplets and aerosol is greater.
- *Classmates sitting or often within 6 feet** of the contagious individual, either in the classroom or on the bus, unless it only occurred one time and was less than 15 minutes.

- This would typically be the one to two rows of students sitting closest to the contagious individual.
- *Lunchmates* of student if sitting within 6 feet* of contagious individual.
 - This is a higher risk activity as face coverings cannot be worn.
- *Playmates on the playground or in gym* within 6 feet* of the contagious individual unless interactions are consistently kept very brief, no common items are shared, and locker room time is not shared.
- *Sports teammates* within 6 feet* of the contagious individual unless interactions are consistently kept very brief, no common items are shared, and locker room time is not shared.
- *Opposing teammates* in sporting events that shared time on the field or court with the contagious individual. Unless it can be confirmed that there were no potential interactions within 6 feet* between the contagious individual and specific teammates from the opposing team and no contact with shared items.
- *Classmates or others that had interactions* with the contagious individual lasting more than 15 minutes in confined areas such as bathrooms, office room, where distancing of 6 feet* is difficult.
- *Any other person outside of school* that had similar exposure to a contagious individual is considered a close contact.

****LCHD may determine that distances beyond 6 feet can still result in high-risk exposures based on other considerations and circumstances in each particular case.***

It is helpful for parents/guardians to keep note of where their child is going and who they are spending time with outside of school. This helps identify close contacts should someone become infected. Classrooms should also follow assigned seating to keep students from mingling together as much as possible in order to keep the spread of disease to a minimum.

Contacts of Close Contacts

Since close contacts are not yet known to be infected, the contacts to those contacts do not need to be in quarantine and do not need to be identified or contacted. The large majority of close contacts do not get COVID-19, but because it is very contagious caution must be taken.

Example of a contact of a contact:

Bob sits next to Fred in class. Fred gets sick with COVID-19. Bob needs to be in quarantine but is healthy at this time. Bob plays on the football team. No one on the football team has been near Fred. Therefore, the football team doesn't need to be notified about Fred being sick or worry about Bob being on quarantine at this time.



Odds are, Bob will not get sick and will be back to school and football in a couple of weeks.

Reporting Close Contacts of Confirmed Cases to LCHD

A person with confirmed COVID-19 is considered contagious starting two days (48 hours) prior to showing symptoms. If a person is asymptomatic, or has no symptoms, they are considered contagious starting two days (48 hours) before their COVID-19 test was performed. Close contacts to a person with confirmed COVID-19 are at risk of getting sick and must be identified and placed in quarantine to reduce the risk of spreading the virus further.

To track and report close contacts of the case to LCHD, use the Close Contact Tracking Survey ([LCHD to provide LINK](#)). A staff member must collect information within 24 hours of receiving notification of a confirmed case within the school. A Tracking Survey must be completed for each person who came into close contact (less than 6 feet for more than 15 minutes) with the infected individual such as if they ate lunch together, if they were on the same team, if they carpooled, etc.

Cleaning and Disinfecting Affected Area

The school should close off areas used by an infected person for 24 hours prior to cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure safe and correct usage and storage of cleaning and disinfection products, including storing products securely away from children.

Review “[Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#)” developed by the CDC.

Issuing Quarantine and Isolation Letters

LCHD is responsible for following up with the affected person/family member to issue quarantine or isolation letters and ensure the infected person is instructed about any restrictions or requirements for following current quarantine and isolation requirements and timeframe.

NOTE: This protocol is subject to change based on guidance from Livingston County Health Department.

Health Department Contact: Lindsay Gestro

7. Food Service Gathering and Extracurricular Activities



- All indoor assemblies that bring together students from more than one classroom will be prohibited.
- Outdoor areas will be used for students to eat meals. Indoors spaces will be spaced allowing students to meet spacing requirements. Students in 11th and 12th grades will be permitted to leave campus during lunch.
- Meal times will be staggered such that one grade level will be eating at a time.
- FlexTech does not provide a meal service. In the event that food is served, serving staff will use
 - barrier protection including gloves, face shields, and surgical masks.
- Students, teachers, and food service staff should wash hands before and after every meal.
- Students, teachers, and staff should wash hands before and after every event.
- Large scale assemblies of more than 50 students are suspended.
- Off-site field trips that require bus transportation to an indoor location are suspended.
- Extracurricular activities may continue with the use of facial coverings.
 - Clubs such as National Honor Society, yearbook, robotics, and drama may continue following all other described safety protocols.

8. Busing and Student Transportation

FlexTech does not provide bussing to and from school, therefore the protocols associated with busing are not applicable. All field trips will be suspended until the state of Michigan is in Phase 6 for at least 28 days.

9. Medically Vulnerable Student and Staff

- Our student support services team will systematically review all current plans (e.g. Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19.
- Create a process for students/families and staff to self-identify as high-risk for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements or work reassignments.
 - Our advisors and/or counselor will contact all families to discuss the learning options that will best fit their health concerns.
- The school's remote learning plan has been adjusted to provide two flexible options for remote learning based on parent and student feedback. These plans are outlined in the instructional of this document.
- Staff caring for children and providing any medical care that include aerosol generating procedures (e.g., nebulizers) will be provided with N95 masks.



- Plans will be developed to enable staff who are high-risk for severe illness to minimize face-to-face contact and to allow them to maintain a distance of six feet from others, modify job responsibilities that limit exposure risk, or to telework if possible. Meaningfully engage and consult with local bargaining units.



Phase 4 Mental & Social-Emotional Health

The academy plans to implement all “strongly recommended” protocols from the Roadmap (page 29).

During phase 4 and 5 our student support team will be in the building and available to meet with and provide services to students in person. This includes pushing into classrooms for academic support or pulling out in small groups as well as one on one support. The school counselor and social worker will continue to provide support within their offices, which will be cleaned and sanitized before and after meeting with a student. They will also continue to be available to students virtually as described below.

Counselors, Social Workers, and Student Support Teachers will also continue to provide services to students through 1:1 virtual meetings, based on the current IEP or 504 plan. We will primarily be using **Google Hangouts** to host these meetings. The student support team utilizes G-Chat, Google Hangout, Emails, Texts and phone calls to support students, as well as setting up 1-on-1 support through the above mentioned services. Students may also reach out to support staff through the chat feature in their school email account.

Group office hours will be held on a weekly basis with our school counselor and school social worker. These office hours will be held virtually and Zoom and, or Google Hangout links will be provided to all students.

The school has linked resources to our COVID-19 Page of our school website: brighton.flextechschools.org i.e. - internet and meal access, tele-mental health, parent resources for motivating and supporting students with remote learning and during COVID-19

Based on student needs the student support team (Social Workers, Special Education Teachers, School Counselor, and School Leaders) will reach out to individual students and families to provide support. The student support team will help connect the family to outside agencies to help meet their needs. While Advisory teachers are making weekly check-ins they will monitor and assess the needs of students and families. If a need is presented the teacher will elevate that need to the student support team to make the necessary follow-up. The principal will hold weekly staff meetings in which teachers can identify any additional students or families in need.

Mental Health Screening for all students by a trained professional



The School Counselor and Social Worker will adopt an anxiety rating scale (GAD-7) to a google form for students to fill out. This will allow the school's mental health professionals to evaluate scores, check in with students, consult with parents and staff as needed and develop any plans necessary to help students throughout the school year. Parent/Guardian consent will be obtained prior to sending out the survey, the survey will then be sent out by email every 6 weeks.

The academy will keep our Crisis Management Plan (Emergency Response Plan) in the front office and accessible online to Authorized personnel.

The academy will provide ongoing professional development and access to resources for teachers and staff members to support students and families with social and emotional needs.

- Staff will continue to engage in professional development with the following partners and platforms:
 - Project Wayfinder - build student sense of belonging, purpose, and social emotional skills
 - Dispute Resolution Center - utilizing restorative practices to build community and resolve conflict
 - Capturing Kids' Hearts - building staff capacity to positively engage with all students

The academy will partner with its Charter Management Organization, Charter School Partners, to provide Mental Health Screening and Mental Health Resources for Staff. The academy will utilize the University at Buffalo Mindful Self-Care Scale Assessment as a screening tool for staff's well-being across 6 domains of self-care. It will be sent out each month for staff to complete as well as the contact information of the Charter School Partners representative that staff may confidentially contact for additional resources.

The academy will partner with county health officials to communicate and respond to presumptive COVID-19 cases within and outside of the school building.



Phase 4 Instruction

Governance:

- The Academy has created a Return to Instruction and Learning working group comprised of the Director of School Leadership, School Leader, Assistant School Leader, Counselor, Social Worker, Teacher Leaders, and Board Members to:
 - Gather feedback from families, teachers, students, about their experiences with remote learning through online surveys and/or virtual focus groups or conversations.
 - Revise the district’s remote learning plan to incorporate feedback and input from stakeholders to improve its effectiveness.
 - Share the district’s remote learning plan with all involved stakeholders.
- **Rationale for Optional Blended Learning Model:** To maintain required social distance guidelines, to support with required cleaning protocols, and to limit overall numbers in the building, FlexTech will implement an Optional Blended Learning Model as outlined below. Students opting to participate in this model will attend remotely or in person classes every other day on “Flex Days,” and remotely on “Remote Learning Days.”

Instructional Mode:

NOTE: This model was adapted to provide more daily structure and routine based on parent and student feedback.

The Academy will use Google Classroom for remote learning. All students have been or will be provided with a school issued Chromebook. If students do not have internet access, FlexTech High School will provide students with WiFi hotspots within 1 week of notification. FlexTech will continue to survey families through email and phone calls to identify technology needs. FlexTech will provide wi-fi access from their parking lot while people remain in their vehicles. Other arrangements, such as paper based assignments, may be available on a case by case basis.

Instructional Delivery:

Students will alternate days with optional in person attendance and remote learning attendance on a standard bell schedule (8am-3pm)

- 9th and 11th graders will have the option to meet in person in classroom or attend remotely via Google Hangouts or Zoom Monday and Wednesday
 - Tuesday and Thursday will be Remote Learning Days in which students will be expected to participate by the following means to be marked present:



- Check virtually via zoom or Google Hangouts to be marked Virtually Present
- Email questions or submit the assignment by the end of the day
- 10th and 12th graders will have the option to meet in person in classroom or attend remotely via Google Hangouts or Zoom Tuesday and Thursday
 - Monday and Wednesday will be Remote Learning Days in which students will be expected to participate in the following ways:
 - Check virtually via zoom or Google Hangouts to be marked Virtually Present
 - Email questions or submit the assignment by the end of the day
- Fridays will be available for virtual meetings by appointment with teachers 1-3PM

	Monday	Tuesday	Wednesday	Thursday	Friday
9th Grade	Flex Day	Remote	Flex Day	Remote	Virtual Drop-in 1-3PM
10th Grade	Remote	Flex Day	Remote	Flex Day	
11th Grade	Flex Day	Remote	Flex Day	Remote	
12th Grade	Remote	Flex Day	Remote	Flex Day	

Remote Learning Days (work from home)

- Students are required to check-in during scheduled time window
- Students watch teacher recordings of lessons or other videos
- Students complete readings or other assignments independently
- Students can attend virtual office hours during the day

Flex Days - Required Workshop Days (students choose to check in face to face or remote)

- Students follow bell schedule remotely or in person
- Classroom is set up to provide individual or small group support based on need
- Opportunity to engage with peers
- Students who choose Face to Face can work on projects using tools such as cameras, Makerspace, photoshop, computer lab, etc.
 - NOTE: Certain courses such as PE, Art, and Culinary Arts can be accessed remotely, but in person attendance is encouraged

Students will also have the opportunity to participate in our Fully Virtual Self-Paced distance learning



program engaging with Fully Online Courses and weekly in person or virtual support on Fridays.

Self-paced fully virtual program

- Project Based Curriculum
- Students work at their own pace
- Friday Virtual Drop-in Support noon-3PM
 - Advisory noon - 1PM
 - Content Specific Support 1 - 3PM
- Office hours available by appt M-Th
- More support may be offered throughout the week depending on number of students enrolled

Using technology, content delivered will be hosted on Google Classroom. Students will continue to engage in FlexTech's Project Based Learning model during blended learning. Teachers will be accessible for real time interactions, using Zoom or Google Hangout, to answer questions, facilitate classroom discussion, and provide support multiple times per week during office hours and by appointment. Asynchronous instruction through pre-made videos will be provided multiple times per week.

Instructional Delivery Professional Development:

- PBL workshops to support project development in a blended and virtual model
- Staff training with modern classrooms program
- All staff trained on MVU's virtual 6-part series for delivering virtual instruction

Scheduling Notes

To minimize traffic during school entry/exit, class transitions, and lunch, FlexTech will utilize the following staggered bell schedule. To allow teachers adequate time to complete required cleaning protocols between class periods, passing time has been extended from 3 to 5 minutes.



Bell Schedule 2020-2021

9th and 10th Grades		11th and 12th Grades	
Block 1: AM Advisory Block 2: Classes Block 3: Classes LUNCH Block 4b: Classes Block 5: Classes Block 6: Classes	8:00-8:45 8:50-9:40 9:45-10:35 10:35-11:25 11:30-12:20 12:25-1:15 1:20-2:10	Block 1: AM Advisory Block 2: Classes Block 3: Classes Block 4a: Classes LUNCH Block 5: Classes Block 6: Classes Block 7: PM Advisory	8:05-8:50 8:55-9:45 9:50-10:40 10:40 -11:30 11:30 -12:15 12:20 -1:10 1:15 -2:05 2:10-2:55
Building Hours		7:30am-3:45pm	

Fridays will be available for virtual meetings by appointment with teachers

Communication and Family Supports:

The school will continue to communicate community resources to families via the following modes of communication: Covid-19 Updates Webpage on School Website, Social Media - Instagram and Facebook, Weekly Newsletter, School Website, Remind.

Weekly summaries of student participation and progress will be sent to parents via email.
 Marking Period Report Cards will be sent every 6 weeks to families via email.

Plans for opening in different scenarios will be clearly outlined to families.

The Academy will provide resources that demonstrate schools value parents as partners in their child’s education. Offer family supports that provide families with:

- Orientation videos will be provided on how to access and use the Alma (our SIS) and Google Classroom
- Orientation Videos will cover strategies and how to set up optimal learning environments for remote learning
- Parent nights will cover tools for building digital literacy



Phase 4 Operations

The academy plans to implement all strongly recommended protocols from the Roadmap.

Facilities:

Our custodian will implement and follow all strongly recommended protocols.

The academy will:

- Audit necessary materials and supply chain for cleaning and disinfection supplies.
- Continue to maintain schools in good working order to prepare for the subsequent return of students.
- Execute school cleaning and disinfection protocols according to the CDC School Decision Tree.
- Custodial staff will wear surgical masks when performing cleaning duties.
- The academy will communicate with our local ISD, LESA, to determine if building use is needed for any emergency situations.
- Coordinate with Local Emergency Management Programs (LEMP) for support with procurement of cleaning and disinfection supplies.
- Advocate for ISDs to coordinate with LEMPs.
- Alert school-based custodial and infection control staff of any changes in recommended cleaning guidelines issued by OSHA and/or CDC. This will be shared based on guidance from LESA and LCHD.
- The Academy has met with Facilities Managers from CS Partners, custodial and facilities staff to review and make actionable district guidance regarding cleaning and disinfection.

CS Partners will provide advanced training for custodial staff.

- Custodial staff has continued deep cleaning over the summer.
- Administration has reviewed:
 - How many classrooms are available; The size of each classroom; Additional spaces that are available (e.g., gym, lunchroom, auditorium); and The ventilation in each classroom.
- An audit of school security protocols has decided to implement the following changes.
 - Students and staff will scan barcode at the main entrance upon entry and exit.
 - Rear exits will be for emergencies only
 - Bathrooms will be accessed by keys from staff during non-passing times.

The academy will:

- Maintain facilities for in-person school operations.
- Check HVAC systems to ensure that they are running efficiently.
- Change Air filters regularly.
- have custodial staff distribute wastebaskets, tissues, and CDC-approved soap to every office and classroom so that these materials can be used upon entry and exit into any discrete location and during travel between sites.
- Post signage about frequent handwashing, cough etiquette, and nose blowing should be widely posted, disseminated, and encouraged through various methods of communication



- Ensure custodial staff follows guidance from the CDC about the use of facial coverings and special respirators at use when performing cleaning duties.
- Procure level-1 facial coverings, including those with a transparent for students with special needs.
- Procure level-1 surgical masks for cleaning and janitorial staff.

School leaders will conduct and document a facility walk-through with the custodial services team to ensure that the classrooms, common spaces, and the exterior are ready for staff and students.

Technology:

All students enrolled in the academy are issued chromebooks.

Point of Contact:

- FlexTech has partnered with Fly Consulting to address all software and hardware concerns.
- Students experiencing technology issues should first email tleffert@flyconsulting.biz and ateam@ftb.flextechschools.org

Students experiencing technology issues should first email tleffert@flyconsulting.biz and ateam@ftb.flextechschools.org

If it becomes necessary to exchange your laptop for a working laptop, the school will exchange technology through the main office.

- Students should contact tleffert@flyconsulting.biz and ateam@ftb.flextechschools.org ahead of time so that we can have a working laptop for you.
- Students will leave their current Chromebook and charger in a designated basket. We appreciate all you can do to clean and disinfect the Chromebook before returning it to the school. Returned Chromebooks will be left to sit for one week before they are handled by tech personnel.
- Students will pick up a new Chromebook and charger labeled with their name from the main office. New Chromebooks will be handled with gloves and face covering. They will be wiped down with approved disinfectant as an extra precaution.

If students do not have internet access, FlexTech High School will make its best effort to make hot spots available, provide wi-fi access from their parking lot while people remain in their vehicles and connect families with local providers using this [Internet and Mobile Providers Help Sheet](#). Other arrangements, such as paper based assignments, will be available on a case by case basis. These paper-based assignments will align with the content that is shared in Google Classroom so students are able to keep pace with the curriculum. FlexTech will mail these assignments directly to students on a weekly basis



and, or make them available via PDF so they can be printed.

Budget, Food Service, Enrollment, and Staffing

- The Academy has worked in conjunction with our CMO, CS Partners, to follow all strongly recommended protocols.
 - All documents such as staff and student handbooks will be updated with all necessary information relevant to the reopening plan.
 - Master schedules, budgets, and other plans have been created for a variety of scenarios.
- **Food:**
 - FlexTech does not participate in a federally funded food program and did not provide food service prior to the shutdown. To assist students/families, FlexTech will provide information regarding available meal distribution sites.



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

Phase 5 Safety Protocols

- C. Describe the policies and procedures that the district will follow when the region in which the district is located is in Phase 5 of the Michigan Safe Start Plan.**

FlexTech plans to maintain all Phase 4 protocols outlined in this Plan until the state of Michigan is in Phase 6 for at least 28 days.

1. Indicate which highly recommended protocols from the *Return to School Roadmap* the district will include in its Preparedness Plan when the region in which the district is located is in **Phase 5** of the *Michigan Safe Start Plan*.

FlexTech plans to maintain all Phase 4 protocols outlined in this Plan until the state of Michigan is in Phase 6 for at least 28 days.

2. Indicate which highly recommended protocols from the *Return to School Roadmap* the district will not include in its Preparedness Plan when the region in which the district is located is in **Phase 5** of the *Michigan Safe Start Plan*.

FlexTech plans to maintain all Phase 4 protocols outlined in this Plan until the state of Michigan is in Phase 6 for at least 28 days.

- D. After considering all the protocols that are highly recommended in the *Return to School Roadmap*, please indicate if a school plans to exclude protocols that are highly recommended for any of the categories above in **Phase 4**.**

FlexTech plans to maintain all Phase 4 protocols outlined in this Plan until the state of Michigan is in Phase 6 for at least 28 days.

- C. Describe the policies and procedures that the district will follow when the region in which the district is located is in Phase 5 of the Michigan Safe Start Plan.**

FlexTech plans to maintain all Phase 4 protocols outlined in this Plan until the state of Michigan is in Phase 6 for at least 28 days.

1. Indicate which highly recommended protocols from the *Return to School Roadmap* the district will include in its Preparedness Plan when the region in which the district is located is in **Phase 5** of the *Michigan Safe Start Plan*.



FlexTech plans to maintain all Phase 4 protocols outlined in this Plan until the state of Michigan is in Phase 6 for at least 28 days.

2. Indicate which highly recommended protocols from the *Return to School Roadmap* the district will not include in its Preparedness Plan when the region in which the district is located is in **Phase 5** of the *Michigan Safe Start Plan*.

FlexTech plans to maintain all Phase 4 protocols outlined in this Plan until the state of Michigan is in Phase 6 for at least 28 days.

D. After considering all the protocols that are highly recommended in the *Return to School Roadmap*, please indicate if a school plans to exclude protocols that are highly recommended for any of the categories above in **Phase 4**.

FlexTech plans to maintain all Phase 4 protocols outlined in this Plan until the state of Michigan is in Phase 6 for at least 28 days.

Phase 5 Mental & Social-Emotional Health

FlexTech plans to maintain all Phase 4 protocols outlined in this Plan until the state of Michigan is in Phase 6 for at least 28 days.

Phase 5 Instructional Plan

FlexTech plans to maintain all Phase 4 protocols outlined in this Plan until the state of Michigan is in Phase 6 for at least 28 days.

Phase 5 Operations

FlexTech plans to maintain all Phase 4 protocols outlined in this Plan until the state of Michigan is in Phase 6 for at least 28 days.

Van Atten-Densmore, Amy Sue

From: COVID-19 Preparedness and Response Plan <MDE-GEMS@michigan.gov>
Sent: Friday, August 14, 2020 12:28 AM
To: Van Atten-Densmore, Amy Sue
Subject: [External] COVID-19 Preparedness and Response Plan Submission Complete



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

GRETCHEN WHITMER
GOVERNOR

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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