



FlexTech High School - Novi COVID-19 Preparedness and Response Plan

Address of School District: Permanent: 23801 Industrial Park Dr., Farmington Hills, MI 48335
Temporary: 7707 Conference Center Dr., Brighton, MI 48114

District Code Number: 63931

Building Code Number(s): 01876

District Contact Person: Kimberly Olson

District Contact Person Email Address: kolson@oaklandflextech.org

Local Public Health Department: Oakland County Health Department

Local Public Health Department Contact Person Email Address: Anna Whitaker;
whitakera@oakgov.com

Name of Intermediate School District: FlexTech High School - Novi

Name of Authorizing Body: Central Michigan University

Date of Adoption by Board of Directors: August 6, 2020



August 14, 2020 [via email]

Ms. Kimberly Olson
FlexTech High School - Novi
7707 Conference Center Dr.
Brighton, MI 48114

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

Dear Ms. Kimberly Olson:

I am pleased to inform you that the Plan for FlexTech High School - Novi ("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 stylized with a large, looped "C" and a long, sweeping underline.

Corey Northrop
Executive Director

cc: Lee Meadows, 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 - Novi (the “Academy”)

A regular meeting of the Academy Board of Directors was held on the 6th day of August, 2020, at 6:00 p.m.

The meeting was called to order at 6:01 p.m. by Board Member Dr. Lee Meadows:

Present: L. Meadows, P. Bershas, S. Moore, Vicky Lange, Michael Morgan

Absent: None

The following preamble and resolution were offered by Board Member M. Morgan and supported by Board Member V. Lange:

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.

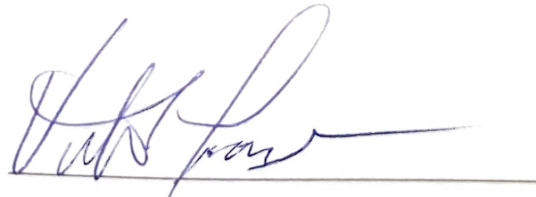
THE ACADEMY BOARD THEREFORE RESOLVES THAT:

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: Vicky Lange

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.

Lee Meadows
President, Board of Directors

Board Approved: 08/06/2020



Introduction and Overview

FlexTech High School - Novi, also referred to as FTN, is a project-based learning school that employs a blended learning curriculum in which an online curriculum accompanies in-person learning. To facilitate this blended curriculum, FlexTech plans to continue using Google Classroom, the learning platform all students used prior to the March 2020 shutdown, for blended learning. Students, teachers, and families are familiar with this platform and as such it was determined would be the best platform to host resources to continue learning.

FlexTech is a one-to-one school in which all students who have enrolled will be provided with a school issued Chromebook. If students do not have internet access, FlexTech High School will make its best effort to make hot spots available. FlexTech has surveyed families through email and phone calls to identify technology needs. Contact with each family has been attempted and will continue until all families have indicated their access to technology and internet. FlexTech will provide wi-fi access from their parking lot while people remain in their vehicles. Other arrangements, such as paper based assignments, will be available on a case by case basis. When a student is determined to require paper based assignments, the school will make arrangements to provide students with paper assignments and designate a means by which to return them.

FlexTech's plan was developed in the following ways. Teachers were surveyed, and our parents were surveyed. An initial draft was presented to the School Board of Directors. Taking into consideration the feedback that was received from our School Board, as well as our Authorizer, we elicited additional teacher feedback. Then the Plan was brought to a teacher committee for additional feedback and final revisions.



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

Phase 1, 2, or 3 Safety Protocols

FlexTech High School - Novi will implement all safety protocols that are REQUIRED in MI Safe Start Phases 1-3. FTN will be closed for in-person instruction when in Phases 1-3.

Personal Protective Equipment and Hygiene

FTN will be closed for in-person instruction when in Phases 1-3. School employees and contractors may be physically present in the school building for the purposes of conducting basic school operations, including virtual live instruction. School employees and contractors must complete a self-screening document before each day entering the building. Facial coverings must be worn by all staff except for meals.

Spacing and Movement

In instructional classrooms, desks will be spaced with 6' of separation between students/staff

- in areas where there is not adequate space to accommodate these spacing requirements the desks will be spaced as far apart as feasible
- FTN will not be enforcing that all seating be arranged facing 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 and other guests will not be allowed in the school building except under extenuating circumstances determined by school administration

- any adult guest entering the building must follow screening procedures, including
 - completing a screening on site including common symptoms of COVID-19, risk behavior inventory, and temperature check
 - comply with the personal protective equipment guidelines outlined in this section of the preparedness plan
 - wash/sanitize hands prior to entering the building
- This record will be kept on file with the school in order to assist with contact tracing and reporting in the event of a positive COVID-19 result
- Signs to direct foot traffic and indicate 6' of separation will be posted at the entrance to the school and in all high traffic areas of the school
- Restroom occupancy will be limited to one individual at a time while in operation
 - restroom access will be monitored and enforced by front office staff
- Instructors in classrooms with windows will be encouraged to keep windows in their area open as much as possible, weather permitting



- considerations will be made for students with allergy-induced asthma

Screening Students

FTN will be closed for in-person instruction.

Responding to Positive Tests Among Staff and Students

FTN will be closed for in-person instruction. Staff who develop a fever or become ill with COVID-19 symptoms at school will wear a mask and be transported for off-site testing.

Symptomatic staff sent home from school will be kept home until they have tested negative for COVID-19, or have been released from isolation and are no longer infectious according to CDC guidelines.

The local health department and all staff will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home. These reports will be consistent with ADA and FERPA guidelines. In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts will be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the staff member) so that they can be quarantined for 14 days at home. Staff will be closely monitored for any symptoms of COVID-19.

Food Service, Gathering, and Extracurricular Activities

FTN will not be operating a food service program. All inter-school activities and after-school activities will be suspended unless they are able to operate in a 100% virtual setting without staff and students being in the same physical space.

Athletics

FTN does not participate in an athletics program.

Cleaning

FTN will ensure that frequently touched surfaces including light switches, doors, benches, and bathrooms will undergo cleaning at least every four hours with an appropriate disinfectant/diluted bleach solution. Staff will wear the appropriate personal protective equipment while performing cleaning duties.

Busing and Student Transportation

FTN does not have a transportation program, therefore protocols related to busing and transportation do not apply.



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

At FlexTech High School - Novi our Social Worker and Special Education Teacher 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 Zoom and Google Meet to host these meetings. Our Advisory teachers will utilize Zoom, emails, phone calls, etc. to support students, as well as setting up 1-on-1 support through the above mentioned services.

Based on student needs the student support team (Social Worker, Advisory Teachers, Special Education Teacher, School Administrator) will reach out to individual students and families to provide additional support. The student support team will continue to help connect families 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 School Administrator to make the necessary follow-up. This communication system will serve as the primary communication channel for school stakeholders to address mental health concerns. The principal will hold weekly staff meetings in which teachers can identify any additional students or families in need.

Mental Health Screening will be made available for all students by a trained professional.

The Social Worker, Special Education Teacher, and School Administrator 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, and the survey will then be sent by email every 6 weeks.

FTN will keep our Crisis Management Plan (Emergency Response Plan) in the front office and accessible online to Authorized personnel. FTN will provide ongoing professional development and access to resources for teachers and staff members to support students and families with social and emotional needs. FTN will work to ensure that resources are shared via a variety of channels to ensure equitable access to information.

FTN will provide ongoing professional development and access to resources for teachers and staff members to support staff with social and emotional needs including Mental Health Screening and Resources for Staff. FTN 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.



Phase 1, 2, or 3 Instruction

Instructional Mode:

The district plans to use Google Classroom for virtual 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 one 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 virtual classes on a modified bell schedule during the hours of 8 am - 3 pm, with office hours offered between 8 am and 4 pm.

- Students are expected to join a live 30 min session held by teachers for each class once a week and each class will have an online course shell that would function as the full course if the student is unable to attend live sessions.
- Teachers will offer posted virtual office hours equivalent to 1 hour a day.
- Teachers will be available for additional virtual office hours by appointment.
- Monday - Thursday from 3 pm - 4 pm will be reserved for optional afternoon project support time and Fridays will be available for virtual meetings by appointment with teachers.

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

Communication and Family Supports

Given the small student and staff population at FTN and communication required for normal operations, FTN will not be implementing additional communication systems in order to reach families and students and will instead continue communication on return to school expectations, scheduling, assessment and curricula, and reopening plans through established channels



- Information for parents and students regarding using digital systems and tools, supports and resources, digital literacy, and strategies will be communicated through traditional methods such as newsletters or website postings
- The return to school plan and resources will be made available on the school website pending approval

Professional Learning

Professional learning and training will be provided through a virtual mode for educators when possible.

- If professional development takes place in person all safety and screening protocols must be observed
- Ongoing staff meetings will be held regularly in order to build team knowledge of highly effective practices for remote learning, review and reflect on student data, and determine what supports are needed by staff in order to effectively deliver their content.
- FTN will continue to explore options for professional development and professional learning communities in order to share with staff to improve pedagogical practices

Monitoring

FTN will activate plans to monitor and assess the following:

- Connectivity and Access—we will ensure, through continued surveys and phone calls, that all students and families have adequate connectivity and the devices necessary to successfully engage in and complete schoolwork.
- Attendance—FTN will monitor student engagement and attendance
- Student Work—Teachers will assess the quality of student work and provide feedback to students and families. Students will also self-assess the quality of work and reflect on teacher feedback and learning progress.

Phase 1, 2, or 3 Operations

Facilities

FlexTech High School - Novi will continue to audit necessary materials and supply chain for cleaning and disinfection supplies. The school will be maintained in good working order for the return of students, and all cleaning and disinfection protocols will be executed according to the CDC School Decision Tree. Custodial staff will be wearing appropriate masks when performing cleaning duties. FTN does not operate as a building for any essential actions. FTN will work with our Local Emergency Management Programs for any cleaning and disinfection supplies that we are unable to procure.

Technology



All students are provided with a school-issued Chromebook once enrolled. If students do not have internet access, FTN will work to provide students with WiFi hotspots in locations where possible. FTN will continue to survey families through email and phone calls to identify technology needs. FTN will provide wi-fi access from their parking lot while people remain in their vehicles if needed.

Other arrangements, such as paper based assignments or material drop-offs/pick-ups, may be available on a case by case basis. Students with any technological issues will contact the School Administrator for assistance. If necessary, proper arrangements will be made for device exchanges and repairs.

Budget, Food Service, Enrollment, and Staffing

FTN does not provide food services and will not be developing a plan in addition to normal operating procedures in order to address nutritional needs

- Any family that is struggling to provide basic needs may contact FTN for assistance and guidance in accessing community resources to address their problems
- Attendance expectations (outlined in the “**Instruction**” section above) have been communicated to staff and families, and will continue to be communicated and monitored throughout school operation

The Academy will continue to provide instructional programming and provide instructional resources and materials to staff and students as feasible.



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

Phase 4 Safety Protocols

FlexTech High School - Novi will implement all safety protocols that are REQUIRED in MI Safe Start Phase 4. FTN will be operating a virtual program with optional in-person support during Phase 4.

Personal Protective Equipment

All staff are required to wear facial coverings in all parts of the building during Phase 4 except when eating. All students are required to wear facial coverings in all hallways and common areas. Facial coverings can be homemade or disposable surgical grade masks. Any staff or student that cannot medically tolerate a facial covering must not wear one. Any staff or student that is incapacitated or unable to remove the facial covering without assistance must not wear one. FTN may revert to a 100% virtual program if the school does not have enough staff to facilitate in-person components.

Hygiene

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 building on the first day of in person school. Advisory teachers will teach the following to students on the first day of school and reinforce as needed: proper handwashing techniques, how to cough and sneeze into their elbows, and how to handle used tissues. Parents and caregivers will be asked to review and reinforce with their students. Sharing school supplies will be limited, and each student will bring their own recommended supplies.

Students who are capable of wearing a face covering and refuse to do so will be issued a face covering by a school official (teacher, administrator, front office, 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 ultimately refusing or showing patterns of non-compliance will be subject to disciplinary action. Parents will be notified of each instance of non-compliance by the administration. Continued removals from the school building will result in a meeting between administration and parents to determine the best instructional placement option for the student, taking into consideration the health and safety of the student and school community.

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.



Spacing, Movement, and Access

In instructional classrooms, desks will be spaced with 6' of separation between students/staff

- in areas where there is not adequate space to accommodate these spacing requirements the desks will be spaced as far apart as feasible
- FTN will not be enforcing that all seating be arranged facing 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 and other guests will not be allowed in the school building except under extenuating circumstances determined by school administration

- any adult guest entering the building must follow screening procedures, including
 - completing a screening on site including common symptoms of COVID-19, risk behavior inventory, and temperature check
 - comply with the personal protective equipment guidelines outlined in this section of the preparedness plan
 - wash/sanitize hands prior to entering the building
- This record will be kept on file with the school in order to assist with contact tracing and reporting in the event of a positive COVID-19 result
- Signs to direct foot traffic and indicate 6' of separation will be posted at the entrance to the school and in all high traffic areas of the school
- Restroom occupancy will be limited to one individual at a time while in operation
 - restroom access will be monitored and enforced by front office staff
- Instructors in classrooms with windows will be encouraged to keep windows in their area open as much as possible, weather permitting
 - considerations will be made for students with allergy-induced asthma

Every classroom will be supplied with hand sanitizer and supplies (paper towels, soap, hand sanitizer, tissues, trash receptacles) will be checked daily and restocked as needed. Teachers will contact the office immediately if supplies run out during the school day. Each classroom will have a hygiene protocol with timelines that include a hand-washing schedule and a room and materials cleaning schedule. Signs and floor stickers will be used to encourage proper social distancing. The hallways and entrance will be set up to encourage split, one-way traffic to the extent possible.

Screening Students and Staff/Testing Protocols for Students and Staff/Responding to Positive Tests Among Staff and Students



FTN will cooperate with the Oakland County Health Department regarding implementing protocols for screening students and staff. School employees, students, contractors, and anyone entering the building must complete a self-screening document before each day entering the building. All non-school employees or students will be required to sign in and out. All non-school employees and students must adhere to the same safety and personal protective equipment (mask) guidelines. FTN will encourage families to check their students for a temperature and COVID-19 symptoms every morning. Students with additional health concerns will be reviewed by school staff to help decrease their risk for exposure to COVID-19. Staff and students will have the opportunity to share concerns for being high-risk for exposure.

A quarantine area will be set up for any staff/students that become ill at school. Any students displaying symptoms of COVID-19 will be placed in the quarantine area with a surgical mask on until they can be picked up. Any staff caring for these children will be required to wear a mask. Symptomatic students sent home from school will be required to be kept home until they have tested negative or have completely recovered according to CDC guidelines.

Students who develop a fever or become ill with COVID-19 symptoms at school will wear a mask and be transported by a parent/guardian, emergency contact, or ambulance if clinically unstable, for off-site testing. Staff who develop a fever or become ill with COVID-19 symptoms at school will wear a mask and be transported for off-site testing.

Symptomatic students and staff sent home from school will be kept home until they have tested negative for COVID-19, or have been released from isolation and are no longer infectious according to CDC guidelines.

The county health department, all staff, and families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home. These reports will be consistent with ADA and FERPA guidelines. In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts will be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. Students and staff will be closely monitored for any symptoms of COVID-19.

Any smaller areas such as individual classrooms that an infected person may have been present will be closed for 24 hours before cleaning to minimize the risk of any airborne particles. Cleaning staff will wear the appropriate PPE (mask and gloves), while performing cleaning of these areas.



Food Service, Gathering, and Extracurricular Activities

There will not be food service or licensed child-care providers on site. FTN does not provide any busing or transportation, and there will be no indoor assemblies or large groups that bring together students from more than one classroom.

Athletics and Extracurricular Activities

FTN does not have any Athletics programs. Extracurricular activities will be allowed to occur given that they follow all of the same guidelines while in the building, and all appropriate guidelines for any off-site events (MHSAA regulations, etc.). All students, teachers, and staff must use proper hand hygiene techniques before and after every meeting, event, or other gathering. All on-site equipment will be wiped down using the same guidelines as shared spaces before and after every use. FTN will not have any inter-school competitions or events with spectators. No sharing of food or beverages will occur, and any unnecessary contact (handshakes, fist bumps, etc.) will not be allowed.

Cleaning

FTN will ensure that frequently touched surfaces including light switches, doors, benches, and bathrooms will undergo cleaning at least every four hours with an appropriate disinfectant/diluted bleach solution. Staff will wear the appropriate personal protective equipment while performing cleaning duties. Any hands-on spaces or classrooms will undergo cleaning after every class period/use. Student desks will be wiped down after every class period, and any playground equipment on site will not be in use. Staff will have the opportunity to practice these protocols prior to students returning to the building. All chemicals and disinfectant will be stored securely away from children, and any use will be properly ventilated. All cleaning staff will wear the appropriate PPE (mask and gloves) while performing all cleaning duties.

Busing and Student Transportation

FTN does not have a transportation program, therefore protocols related to busing and transportation do not apply.

Medically Vulnerable Students and Staff

Students with additional health concerns will be reviewed by school staff to help decrease their risk for exposure to COVID-19. Staff and students will have the opportunity to share concerns for being high-risk for exposure.



Phase 4 Mental & Social-Emotional Health

At FlexTech High School - Novi, 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 student support team will continue to provide support within their offices, which will be cleaned and sanitized before and after meeting with a student. The student support team will also continue to be available to students virtually as described below. Our Social Worker and Special Education Teacher 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 Zoom and Google Meet to host these meetings. Our Advisory teachers will utilize Zoom, emails, phone calls, etc. to support students, as well as setting up 1-on-1 support through the above mentioned services.

Based on student needs the student support team (Social Worker, Advisory Teachers, Special Education Teacher, School Administrator) will reach out to individual students and families to provide additional support. The student support team will continue to help connect families 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 School Administrator to make the necessary follow-up. This communication system will serve as the primary communication channel for school stakeholders to address mental health concerns. The principal will hold weekly staff meetings in which teachers can identify any additional students or families in need.

Mental Health Screening will be made available for all students by a trained professional.

The Social Worker, Special Education Teacher, and School Administrator 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, and the survey will then be sent by email every 6 weeks.

FTN will keep our Crisis Management Plan (Emergency Response Plan) in the front office and accessible online to Authorized personnel. FTN will provide ongoing professional development and access to resources for teachers and staff members to support students and families with social and emotional needs. FTN will work to ensure that resources are shared via a variety of channels to ensure equitable access to information.



FTN will provide ongoing professional development and access to resources for teachers and staff members to support staff with social and emotional needs including Mental Health Screening and Resources for Staff. FTN 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.

Phase 4 Instruction

Instructional Mode:

The district plans to employ a blended learning model to reduce capacity in order to ensure safety and distancing protocols. The district will use Google Classroom for virtual 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 one 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:

Continue Virtual learning for the first 14 days of phase 4 to monitor the situation and allow families and teachers time to prepare for transition back to the building.

Initial transition to in-building learning (at least 14 days):

Continuation of fully virtual learning with in-person office hours available by appointment.

- Teachers will return to the building
- Teachers will hold both in-person and virtual office hours by appointment

Secondary Phase 4 (following the initial transition in Phase 4 when data suggests it is safe to continue our transition into the building):

Students will alternate days with expected in person attendance and optional virtual attendance on a posted schedule (8am-3pm)

- 9th and 11th graders will be expected to meet in person in classes Mondays or



Tuesdays each week on an alternating basis as scheduled by the school,

- Wednesdays and Thursdays will be virtual learning days in which students will be expected to participate by one of the following options to be marked present:
 - Virtual afternoon PST attendance or office hours
 - Virtual teacher meeting via Zoom or Google Meet
 - Communicate and/or submit the assignment on time for the day
- 10th and 12th graders will be expected to meet in person in classes Wednesdays or Thursdays each week on an alternating basis as scheduled by the school,
 - Mondays and Tuesdays will be virtual learning days in which students will be expected to participate by one of the following options to be marked present:
 - Virtual afternoon PST attendance or office hours
 - Virtual teacher meeting via Zoom or Google Meet
 - Communicate and/or submit the assignment on time for the day

Students will also have the opportunity to participate in our distance learning program engaging with Fully Online Courses and weekly in person or virtual support on Fridays.

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 Meet, 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.

FTN may revert to a 100% virtual program if the school does not have enough staff to facilitate in-person components based on the needs of the students, families, and school community.

Communication and Family Supports

Given the small student and staff population at FTN and communication required for normal operations, FTN will not be implementing additional communication systems in order to reach families and students and will instead continue communication on return to school expectations, scheduling, assessment and curricula, and reopening plans through established channels

- Information for parents and students regarding using digital systems and tools, supports and resources, digital literacy, and strategies will be communicated through traditional methods such as newsletters or website postings
- The return to school plan and resources will be made available on the school website pending approval



Professional Learning

Professional learning and training will be provided through a virtual mode for educators when possible.

- If professional development takes place in person all safety and screening protocols must be observed
- Ongoing staff meetings will be held regularly in order to build team knowledge of highly effective practices for remote learning, review and reflect on student data, and determine what supports are needed by staff in order to effectively deliver their content.
- FTN will continue to explore options for professional development and professional learning communities in order to share with staff to improve pedagogical practices

Monitoring

FTN will activate plans to monitor and assess the following:

- Connectivity and Access—we will ensure, through continued surveys and phone calls, that all students and families have adequate connectivity and the devices necessary to successfully engage in and complete schoolwork.
- Attendance—FTN will monitor student engagement and attendance
- Student Work—Teachers will assess the quality of student work and provide feedback to students and families. Students will also self-assess the quality of work and reflect on teacher feedback and learning progress.

Phase 4 Operations

Facilities

FlexTech High School - Novi will continue to audit necessary materials and supply chain for cleaning and disinfection supplies. The school will be maintained in good working order for the return of students, and all cleaning and disinfection protocols will be executed according to the CDC School Decision Tree. Custodial staff will be wearing surgical masks when performing cleaning duties. FTN does not operate as a building for any essential actions. FTN will work with our Local Emergency Management Programs for any cleaning and disinfection supplies that we are unable to procure.

FTN will ensure that frequently touched surfaces including light switches, doors, benches, and bathrooms will undergo cleaning at least every four hours with an appropriate disinfectant/diluted bleach solution. Staff will wear the appropriate personal protective equipment while performing cleaning duties. Any hands-on spaces or classrooms will undergo cleaning after every class period/use. Student desks will be wiped down after every class period,



and any playground equipment on site will not be in use. All chemicals and disinfectant will be stored securely away from children, and any use will be properly ventilated. All cleaning staff will wear the appropriate PPE (mask and gloves) while performing all cleaning duties.

Budget, Food Service, Enrollment, and Staffing

Students will wait to check in at the main office upon arrival for in-person support. It will be verified that the self-screening document and proper PPE are all sufficient before entering the building.

FTN does not provide food services and will not be developing a plan in addition to normal operating procedures in order to address nutritional needs

- Any family that is struggling to provide basic needs may contact FTN for assistance and guidance in accessing community resources to address their problems
- Attendance expectations (outlined in the “**Instruction**” section above) have been communicated to staff and families, and will continue to be communicated and monitored throughout school operation

Technology

All students are provided with a school-issued Chromebook once enrolled. If students do not have internet access, FTN will work to provide students with WiFi hotspots in locations where possible. FTN 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 if needed.

Other arrangements, such as paper based assignments or material drop-offs/pick-ups, may be available on a case by case basis. Students with any technological issues will contact the School Administrator for assistance. If necessary, proper arrangements will be made for device exchanges and repairs.

Transportation

FTN does not currently have a transportation program, therefore the protocols related to busing and transportation do not apply.

The Academy will continue to provide instructional programming and provide instructional resources and materials to staff and students as feasible.

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



Phase 5 Safety Protocols

FTN will continue operating a virtual program with optional in-person support during Phase 5.

Personal Protective Equipment

All staff are required to wear facial coverings in all parts of the building during Phase 5 except when eating. All students are required to wear facial coverings in all hallways and common areas. Facial coverings can be homemade or disposable surgical grade masks. Any staff or student that cannot medically tolerate a facial covering must not wear one. Any staff or student that is incapacitated or unable to remove the facial covering without assistance must not wear one. FTN may revert to a 100% virtual program if the school does not have enough staff to facilitate in-person components.

Hygiene

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 building on the first day of in person school. Advisory teachers will teach the following to students on the first day of school and reinforce as needed: proper handwashing techniques, how to cough and sneeze into their elbows, and how to handle used tissues. Parents and caregivers will be asked to review and reinforce with their students. Sharing school supplies will be limited, and each student will bring their own recommended supplies.

Students who are capable of wearing a face covering and refuse to do so will be issued a face covering by a school official (teacher, administrator, front office, 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 ultimately refusing or showing patterns of non-compliance will be removed from the school building and placed into virtual instruction until the student agrees to comply with this safety protocol. Parents will be notified of each instance of non-compliance by the administration. Continued removals from the school building will result in permanent placement into virtual instruction with the student being banned from coming to the school site.

Staff who are capable of wearing a face covering and refuse to do so will be addressed by the school administrator and could face progressive disciplinary measures up to and including termination.

Spacing, Movement, and Access

In instructional classrooms, desks will be spaced with 6' of separation between students/staff



- in areas where there is not adequate space to accommodate these spacing requirements the desks will be spaced as far apart as feasible
- FTN will not be enforcing that all seating be arranged facing 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 and other guests will not be allowed in the school building except under extenuating circumstances determined by school administration

- any adult guest entering the building must follow screening procedures, including
 - completing a screening on site including common symptoms of COVID-19, risk behavior inventory, and temperature check
 - comply with the personal protective equipment guidelines outlined in this section of the preparedness plan
 - wash/sanitize hands prior to entering the building
- This record will be kept on file with the school in order to assist with contact tracing and reporting in the event of a positive COVID-19 result
- Signs to direct foot traffic and indicate 6' of separation will be posted at the entrance to the school and in all high traffic areas of the school
- Restroom occupancy will be limited to one individual at a time while in operation
 - restroom access will be monitored and enforced by front office staff
- Instructors in classrooms with windows will be encouraged to keep windows in their area open as much as possible, weather permitting
 - considerations will be made for students with allergy-induced asthma

Screening Students and Staff/Testing Protocols for Students and Staff/Responding to Positive Tests Among Staff and Students

FTN will cooperate with the Oakland County Health Department regarding implementing protocols for screening students and staff. School employees, students, contractors, and anyone entering the building must complete a self-screening document before each day entering the building. All non-school employees or students will be required to sign in and out. All non-school employees and students must adhere to the same safety and personal protective equipment (mask) guidelines. FTN will encourage families to check their students for a temperature and COVID-19 symptoms every morning. Students with additional health concerns will be reviewed by school staff to help decrease their risk for exposure to COVID-19. Staff and students will have the opportunity to share concerns for being high-risk for exposure.

A quarantine area will be set up for any staff/students that become ill at school. Any students displaying symptoms of COVID-19 will be placed in the quarantine area with a surgical mask on



until they can be picked up. Any staff caring for these children will be required to wear a mask. Symptomatic students sent home from school will be required to be kept home until they have tested negative or have completely recovered according to CDC guidelines.

Students who develop a fever or become ill with COVID-19 symptoms at school will wear a mask and be transported by a parent/guardian, emergency contact, or ambulance if clinically unstable, for off-site testing. Staff who develop a fever or become ill with COVID-19 symptoms at school will wear a mask and be transported for off-site testing.

Symptomatic students and staff sent home from school will be kept home until they have tested negative for COVID-19, or have been released from isolation and are no longer infectious according to CDC guidelines.

The county health department, all staff, and families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home. These reports will be consistent with ADA and FERPA guidelines. In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts will be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. Students and staff will be closely monitored for any symptoms of COVID-19.

Any smaller areas such as individual classrooms that an infected person may have been present will be closed for 24 hours before cleaning to minimize the risk of any airborne particles. Cleaning staff will wear the appropriate PPE (mask and gloves), while performing cleaning of these areas.

Food Service, Gathering, and Extracurricular Activities

There will not be food service or licensed child-care providers on site. FTN does not provide any busing or transportation, and there will be no indoor assemblies or large groups that bring together students from more than one classroom.

Athletics and Extracurricular Activities

FTN does not have any Athletics programs. Extracurricular activities will be allowed to occur given that they follow all of the same guidelines while in the building, and all appropriate guidelines for any off-site events (MHSAA regulations, etc.). All students, teachers, and staff must use proper hand hygiene techniques before and after every meeting, event, or other gathering. All on-site equipment will be wiped down using the same guidelines as shared spaces before and after every use. FTN will not have any inter-school competitions or events with



spectators. No sharing of food or beverages will occur, and any unnecessary contact (handshakes, fist bumps, etc.) will not be allowed.

Cleaning

FTN will ensure that frequently touched surfaces including light switches, doors, benches, and bathrooms will undergo cleaning at least every four hours with an appropriate disinfectant/diluted bleach solution. Staff will wear the appropriate personal protective equipment while performing cleaning duties. Any hands-on spaces or classrooms will undergo cleaning after every class period/use. Student desks will be wiped down after every class period, and any playground equipment on site will not be in use. All chemicals and disinfectant will be stored securely away from children, and any use will be properly ventilated. All cleaning staff will wear the appropriate PPE (mask and gloves) while performing all cleaning duties.

Busing and Student Transportation

FTN does not have a transportation program.

Medically Vulnerable Students and Staff

Students with additional health concerns will be reviewed by school staff to help decrease their risk for exposure to COVID-19. Staff and students will have the opportunity to share concerns for being high-risk for exposure.

Phase 5 Mental & Social-Emotional Health

At FlexTech High School - Novi, 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 student support team will continue to provide support within their offices, which will be cleaned and sanitized before and after meeting with a student. The student support team will also continue to be available to students virtually as described below. Our Social Worker and Special Education Teacher 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 Zoom and Google Meet to host these meetings. Our Advisory teachers will utilize Zoom, emails, phone calls, etc. to support students, as well as setting up 1-on-1 support through the above mentioned services.

Based on student needs the student support team (Social Worker, Advisory Teachers, Special Education Teacher, School Administrator) will reach out to individual students and families to provide additional support. The student support team will continue to help connect families 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 School Administrator to make the necessary follow-up. This communication system will serve as the primary communication channel for school stakeholders to address mental health concerns. The principal will hold weekly staff meetings in which teachers can identify any additional students or families in need.

Mental Health Screening will be made available for all students by a trained professional.

The Social Worker, Special Education Teacher, and School Administrator 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, and the survey will then be sent by email every 6 weeks.

FTN will keep our Crisis Management Plan (Emergency Response Plan) in the front office and accessible online to Authorized personnel. FTN will provide ongoing professional development and access to resources for teachers and staff members to support students and families with social and emotional needs. FTN will work to ensure that resources are shared via a variety of channels to ensure equitable access to information.

FTN will provide ongoing professional development and access to resources for teachers and staff members to support staff with social and emotional needs including Mental Health Screening and Resources for Staff. FTN 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.

Phase 5 Instruction

Governance

FlexTech High School - Novi plans to use Google Classroom for virtual learning and virtual learning with optional in-person support. A Preparedness Plan Committee has begun meeting to gather feedback and continue to plan for the return to school.

Instruction

The district plans to employ a blended learning model to reduce capacity in order to ensure safety and distancing protocols. The district plans to use Google Classroom for virtual 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 one 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

Continuation of Secondary Phase 4 Blended Learning:

Students will alternate days with expected in person attendance and optional virtual attendance on a posted schedule (8am-3pm)

- 9th and 11th graders will be expected to meet in person in classes Mondays or Tuesdays each week on an alternating basis as scheduled by the school
 - Wednesdays and Thursdays will be virtual learning days in which students will be expected to participate by one of the following options to be marked present:
 - Virtual afternoon PST attendance or office hours
 - Virtual teacher meeting via Zoom or Google Meet
 - Communicate and/or submit the assignment on time for the day
- 10th and 12th graders will be expected to meet in person in classes Wednesdays or Thursdays each week on an alternating basis as scheduled by the school
 - Mondays and Tuesdays will be virtual learning days in which students will be expected to participate by one of the following options to be marked present:
 - Virtual afternoon PST attendance or office hours
 - Virtual teacher meeting via Zoom or Google Meet
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Transportation

FTN does not currently have a transportation program, therefore the protocols related to busing and transportation do not apply.

FlexTech plans to maintain all Phase 5 protocols outlined in this Plan Requirements 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 4:20 PM
To: Van Atten-Densmore, Amy Sue
Subject: [External] COVID-19 Preparedness and Response Plan Submission Complete



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

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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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