



## **Nextech of Lansing COVID-19 Preparedness and Response Plan**

Address of School District: 2175 University Park Dr, Okemos MI 48864

District Code Number: 33913

Building Code Number(s): 01389

District Contact Person: Nathan Beyer

District Contact Person Email Address: [nbeyer@lansing.nextechhigh.org](mailto:nbeyer@lansing.nextechhigh.org)

Local Public Health Department: Ingham Public Health Department

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

Name of Intermediate School District: Ingham Intermediate School District

Name of Authorizing Body: Central Michigan University

Date of Adoption by Board of Directors: 07/30/2020



August 14, 2020 [via email]

Mr. Nate Beyer  
NexTech High School of Lansing  
2175 University Park Dr. #100  
Okemos, MI 48864

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

Dear Mr. Beyer:

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

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

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

Sincerely,

A handwritten signature in black ink that reads "Corey Northrop". The signature is written in a cursive style with a large, stylized "C" and "N".

Corey Northrop  
Executive Director

cc: Leslie Wilson, Board President  
Holly Kilburn, 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**

NexTech High School of Lansing (the “Academy”)

A special meeting of the Academy Board of Directors was held on the 30th day of July, 2020, at 2:00 p.m.

The meeting was called to order at 2:00 p.m. by Board Member Chade Saghir:

Present: Chade Saghir, Linda Ryals-Massey, Concha Allen

Absent: \_\_\_\_\_

The following preamble and resolution were offered by Board Member Linda Ryals-Massey and supported by Board Member Chade Saghir:

**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: All 3/0

Nays: None

Resolution declared adopted.



Print Name: Concha Allen

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.

Leslie Wilson  
President, Board of Directors

Board approved: 07/30/2020



## **Introduction and Overview**

NexTech High School of Lansing, henceforth NXL, is a school that bases its academic model on a blended learning approach. NXL is classified as a 5-O-D virtual program with a seat time requirement. Students attend the building during either an AM session that runs from 8:30-12 Tuesday through Friday or a PM session that runs 12:30-4 Monday through Thursday. This component of the program only equates to half time, with the other half of the classroom content being delivered through our established online LMS. This designation and experience gives NXL the ability to easily transition between a virtual and in-person model as an established part of this program. Powered by a team of devoted educators, in partnerships with students, and enhanced by technology, NexTech High School inspires and supports every student to purposefully prepare them for college, career, and life.

At NXL, we know that there is no substitute for face-to-face instruction and the foundation for education is built upon the positive relationships between mentor and pupil. In keeping with our program's mission and vision, we will be working to ensure that we maintain a blended approach and use our program's flexibility to address the needs of our students, while keeping the well-being of students and staff our primary concern. NXL seeks to embody the philosophy of relationship based learning, and as such in developing this plan the mental and physical health of our stakeholders remains our focus. NXL will continue to educate our students in a way that addresses the need for teacher involvement while utilizing the technology built into our program to deliver content in a way that allows for best practices in promoting the physical and mental health of our population.

This plan was developed with consultation from the local health department, the intermediate school district, and stakeholders in the school's operation. Prior to board approval, the plan was presented to and reviewed by all staff members to address any oversight or areas of concern. The plan will be made available to the public pending state approval. A summary of the implementation of the plan as well as a form for stakeholder inquiries will be posted on the website alongside the document in its entirety.



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

### **Phase 1, 2, or 3 Safety Protocols**

While the state of Michigan is in Phase 1, 2, or 3 of the Michigan Safe Start Plan (MSSP) the following safety protocols and procedures will be in place:

#### **Personal Protective Equipment and Hygiene**

- NXL will be closed for in-person instruction, those allowed to enter the school include:
  - employees or contractors necessary to conduct school functions
  - licensed childcare providers and the families they serve in the event that the facility is not being used by NXL and is being used as temporary residence for child care services
- All individuals on the premises are required to wear face coverings at all times while in the building. Face coverings (cloth or disposable level-one surgical masks) are required for entrance into the school.
  - Disposable face coverings must be disposed of and replaced at the end of the day.
  - Cloth face coverings must be laundered before reuse.
- Face coverings must be used in accordance with the following guidelines:
  - Must cover the nose and below the chin
  - Must fit snugly against the side of the face
  - Must be secured with ties or ear loops
  - Allow for breathing without restriction
  - Cloth face coverings must be able to be laundered and machine dried without damage or change in shape
- Exceptions to the face covering policy will be provided to individuals that are unable to medically tolerate a facial covering upon reception of documentation from a medical professional

#### **Spacing and Movement**

- Instructional staff may report to the school to conduct remote live instruction upon teacher or administration request, provided documentation and screening procedures are followed
- If NXL's facilities are not being used for student instruction and the decision has gone through a board approval process, the building may be used as a temporary child care facility for a licensed childcare provider



- If being used for childcare, screening, testing, and hygiene procedures must be reviewed and approved by NXL prior to use of the facility

### **Screening Students and Staff**

- NXL has purchased several no contact thermometers for screening purposes. Prior to admission to the premises, students, staff, and visitors are required to undergo a temperature check using a no contact thermometer and fill out a questionnaire regarding common symptoms of COVID-19 exposure to ensure they are not exhibiting any symptoms
  - Any individual exhibiting symptoms, in accordance with guidance from the local health department, will be denied entry pending a negative COVID-19 test.
  - Any staff or student will be expected to work remotely until reception of the negative test results.
- The screening documentation will be kept on file at the school to assist in contact tracing and reporting in the event of a positive COVID-19 result

### **Responding to Positive Tests Among Staff and Students**

- If an individual exhibits symptoms while in attendance, they will be required to undergo testing for COVID-19. NXL will provide information on available testing locations.
  - In the event the individual is not able to transport themselves for testing, they will be moved to a designated quarantine area that is isolated from the rest of the building and be monitored by a designated staff member until they are able to be picked up and taken for off-site testing.
  - The staff member overseeing the quarantine room will be required to wear a face shield, gloves, and mask. These supplies will be provided by NXL and an adequate stock will be maintained.
- If any individual that has attended NXL within the window of transmission is diagnosed, that individual will be required to quarantine for 14 days or until reception of a negative COVID-19 test.
  - Contact information for the individual who is infected, including any close contacts from two days prior to exhibiting symptoms, will be collected in order to assist in contact tracing.
  - Any individual that was in contact with the individual for more than 15 minutes less than 6 feet away from the student or staff member is required to work remotely pending a negative COVID-19 test result or 14 days of quarantine.
    - testing is not required based on contact level alone, however if an individual has had contact with someone who returns a positive test result begins exhibiting symptoms commonly associated with COVID-19 exposure they should undergo immediate testing



- Families of all NXL students will be notified of any positive results within the building through our Swift-K12 notification system, and the building will be closed until it has been sanitized in accordance with the guidelines outlined on the CDC website.

### **Food Service, Gathering and Extracurricular Activities**

- NXL is classified as a 5-O-D program and does not provide food services, as such the parts of the plan referencing food service requirements are not applicable
  - Any student that requires assistance with providing basic needs may still contact the school and will be provided with assistance and guidance in enrolling in community services to address their needs
- All inter-school activities are discontinued while MSSP is in phase 1-3
- All after-school activities are suspended while MSSP is in phase 1-3

### **Athletics**

- NXL is a 5-O-D program with a seat time requirement and does not offer athletics, as such any part of the MSSP roadmap in reference to athletics is not applicable to our program

### **Cleaning**

- NXL's custodial services are provided through Martin Commercial. NXL has been in contact with the organization in order to meet the requirements outlined in the MI Safe Start plan.
- Custodial services will disinfect all frequently touched surfaces and restrooms at minimum every 4 hours while the building is being occupied
- Custodial staff are required to wear facial coverings and proper PPE when conducting cleaning duties
- At the conclusion of operations for the day, cleaning staff will provide a deeper cleaning and disinfection of the school grounds daily
- A checklist of cleaning duties has been established and will be kept on file to ensure proper procedure and implementation of the MSSP roadmap guidelines
- Prior to any building operations, an outside company specializing in disinfection services has been contracted to perform a complete cleaning and sanitization of school grounds.
- Cleaning supplies will be stored in a locked supply area when not in use.

### **Busing and Student Transportation**

- As a 5-O-D program, NXL does not provide student transportation, upon admission students are expected to provide their own transportation and the requirements for busing and student transportation provided in the MSSP roadmap are not applicable to the program.



- Transportation of students by individuals outside of students' household members who are on file with the school will be suspended

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

While the state of Michigan is in Phase 1, 2, or 3 of the Michigan Safe Start Plan (MSSP) the following mental and social-emotional health procedures will be in place:

- During students' homeroom session, cohort-level instructors will administer a GAD-7 (general anxiety disorder) mental screening form to be completed by the student through the use of Google Forms in order to monitor student's well-being and identify individuals to be referred to our school counselor for more individualized support.
  - These will be re-administered a minimum of once every 4-weeks.
- Procedures and guidelines for identifying and referring individuals for appropriate building-level support will be reviewed with staff members prior to building operations
  - Staff members underwent trauma-informed practices training in the 2019-20 school year and will be provided necessary resources to employ best practices and identify need for student or self-care
- A crisis management committee will be established to develop a comprehensive crisis management plan that leverages internal and external resources which can be activated efficiently as needed.
- NXL will designate a mental health liaison within the school to work across the school, local public health department, and community partners to provide resources on staff self-care and resiliency strategies and establish ongoing protocols for school staff to evaluate physical and mental health status
  - This mental health liaison will assist in communication with parents and guardians using a variety of channels in order to comply with the guidelines outlined in the MSSP roadmap
- There will not be any additional channels developed strictly to address mental health concerns, rather these communications will happen through established communication channels

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

Instruction during phase 1, 2, or 3 of the MSSP roadmap will be conducted through our established online LMS, with synchronous and asynchronous instruction provided by our educational staff. Support services received during normal operations will continue to be



delivered through fully virtual platforms which have already been established as a part of our normal building operations as a 5-O-D school. Classroom instruction will follow the same rotation and attendance schedules that we have used in previous years, with students operating on a schedule of homeroom followed by three classes that alternate between an A/B daily schedule. Students will be required to complete the work assigned in the online LMS as well as attend all scheduled lessons with their classroom teacher, which will be delivered through the medium of delivery deemed most effective by the classroom instructor (i.e. google meet, zoom, etc.). All core content area classes will have a Google classroom component that serves to tie together the LMS content with the live instruction provided by the teacher of record.

While the state of Michigan is in Phase 1, 2, or 3 of the Michigan Safe Start Plan (MSSP) the following instructional policies and procedures will be in place:

### **Governance**

- NXL will not establish a return to instruction working group, given the small staff size this discussion and communication to stakeholders will be done at a building-level.

### **Remote Instruction**

- An overview of the remote learning plan which was developed in partnership with administration and educators and with consideration of engagement strategies implemented and shaped by stakeholder input during our remote learning period in semester 2 of the 2019-2020 school year has been sent to all families.
  - a form for feedback was provided within the communication to allow for further shareholder input in the development and implementation of the plan
- Our program was established with a blended approach that incorporates both virtual and in-person instruction and is classified as a 5-O-D program, as such, our staff and students are well versed in best practices for pedagogy and learning strategies when conducting lessons in a blended learning environment. As a part of the program, NXL has already activated remote learning programs at a scale to deliver standards-aligned learning and high-quality instructional materials as a part of normal operations.
  - NXL will not be conducting assessments in addition to those administered as a part of the course design in order to assess students' academic and instructional needs, as there are not any major structural changes to the program operations.
- NXL is established as a 5-O-D school and therefore support services for IEPs, IFSPs, and 504 plans are developed in a way that addresses the child's needs when receiving both personal and remote instruction. As such, these plans will not be revised and reviewed prior to returning to classroom instruction outside of normal operating procedures.
- Supports for students who are transitioning to postsecondary education will be provided by the school guidance counselor as a part of their continuing EDP which is on file due to our 5-O-D designation.



- Student progress and identification of those in need of interventions will be monitored and discussed as a staff on a weekly basis
- Continuation of services plans for students needing occupational, physical, and/or speech and language services are on file through Michigan Rehabilitation Services (MRS)

### **Communication and Family Supports**

- Given the small student and staff population at NXL and communication required for normal operations of our hybrid model, NXL 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.
- NXL will continue to explore options for professional development and professional learning communities in order to share with staff to improve pedagogical practices

### **Monitoring**

- As a requirement for enrollment for our program, families must have access to reliable internet connections. In March of 2020 families were surveyed with regard to access to technology and services and it was reported that 100% of the student population had access to reliable internet connections.
  - This will be monitored as we work remotely in order to ensure that all students retain access to all necessary resources to be successful in the program
- Attendance will be tracked and monitored on a classroom level through the PowerSchool platform
  - two-way communication logs will be maintained by homeroom teachers and reported to administration on a weekly basis



- Teachers will continue to communicate student progress and provide feedback through established channels of communication.

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

As a 5-O-D program with a seat time component built into the program, NXL has a well-established procedure for ensuring that all students have access to the technology and resources required to participate in virtual learning in combination with live instruction from highly qualified educators.

While the state of Michigan is in Phase 1, 2, or 3 of the Michigan Safe Start Plan (MSSP) the following instructional policies and procedures will be in place:

#### **Facilities**

- Administrative staff will continue to audit and monitor cleaning and disinfection supplies in order to maintain an adequate supply to address the needs of the building
- School cleaning and disinfection will be conducted in accordance with the guidelines outlined in the “**Cleaning**” section under the “**Phase 1, 2, or 3 Safety Protocols**” heading
- There is no contingency plan developed to coordinate the use of the school building for essential actions such as elections, food distribution, and child care, as these are not services that this institution provides
  - in the event the decision is made to allow use of the building for child care by a licensed provider, this contingency plan will be developed in partnership with the school board prior to use of the facility

#### **Technology**

- Every student at NXL is provided with a laptop and a charger on enrollment. Parents and/or guardians also sign a 5-O-D consent form in order to allow their student to take more than 2 online courses. Our students are expected to have internet access at home as a foundation of our program.
- Upon the onset of COVID-19, NXL did an inventory of home internet access and found that 100% of our students had regular internet access. Some online courses for foreign language through Michigan Virtual require a webcam and NXL has made sure to deliver webcams to students who are in need.
  - Upon admission to the program, new students are provided with a uniquely identified computer that is given to them once we receive a signed copy of the acceptable use policy on technology.



- As such, NXL will not conduct an additional school-wide survey on availability of technology, but will continue to monitor this on an individual, ongoing basis
- Inventory is tracked and monitored by our office manager who will be the individual in charge of general technology inquiries, and individuals in need of technology are directed to this person in order to maintain documentation.
- As this is such an integral part of normal operations for our program, we will not be revisiting the existing district technology plan, as this plan addresses the needs of our program to transition between a digital and physical environment for learning.
- NXL is a small program by design, with a 15:1 student to teacher ratio built into our enrollment capacity. Therefore, we will be conducting communication with parents and families regarding the use and implementation of technology associated with the program through traditional channels rather than establishing a separate channel and liaison to field these inquiries.
- district-wide procedures for return and inventory of district-owned devices have been established as a part of normal school operations due to our 5-O-D designation, and we will not be altering these systems with regard to the MSSP.

#### **Budget, Food Service, Enrollment, and Staffing**

- NXL 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 NXL in 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



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

### **Phase 4 Safety Protocols**

NXL is a 5-O-D program with a seat time component, as such, use of the facilities and the mode of delivery for the directed learning portion of our program fulfilled by the seat time component will vary depending on guidance received from stakeholders, the intermediate school district, Ingham health department, and Michigan risk assessment map (<https://www.mistartmap.info/>). The following policies and procedures are in effect when the facility is operating in a manner that necessitates use of the building facilities. In the event that all instruction is being delivered remotely, the safety protocol guidelines from phase 1-3 of the MSSP roadmap will be implemented in accordance with the guidelines stated above.

While in phase 4 of the MSSP the following policies and procedures will be in place regarding safety protocols:

### **Personal Protective Equipment**

- All individuals on the premises are required to wear face coverings at all times while in the building. Face coverings (cloth or disposable level-one surgical masks) are required for entrance into the school.
  - Disposable face coverings must be disposed of and replaced at the end of the day.
  - Cloth face coverings must be laundered before reuse.
- Face coverings must be used in accordance with the following guidelines:
  - Must cover the nose and below the chin
  - Must fit snugly against the side of the face
  - Must be secured with ties or ear loops
  - Allow for breathing without restriction
  - Cloth face coverings must be able to be laundered and machine dried without damage or change in shape
- Exceptions to the face covering policy will be provided to individuals that are unable to medically tolerate a facial covering upon reception of documentation from a medical professional

### **Hygiene**

- NXL has stocked and will maintain adequate supplies to support healthy hygiene behaviors, including hand sanitizer, soap, tissues, paper towel.
- Sanitation stations will be set up throughout the school which will include hand sanitizer, informational signage released by the CDC, and tissues.



- Signs released by the CDC that outline proper handwashing techniques will be posted at every sink in the building.
- An adequate supply of soap will be maintained and monitored to allow for implementation of proper handwashing techniques.
- Grade-level cohorts are overseen by staff members as a part of our student guidance at NXL. In these cohorts, the staff member overseeing will teach and reinforce handwashing with soap and water for at least 20 seconds and proper use of hand sanitizer as well as proper procedure for coughing/sneezing into their elbow or a tissue.
  - Prior to this, proper handwashing with soap and use of hand sanitizer and how to cough and sneeze into their elbows/cover with a tissue will be reviewed as a whole staff.
- NXL will encourage but not monitor students and teachers scheduled handwashing every 2-3 hours
- The sharing of personal items and supplies will be monitored by staff in order to limit transmission of germs between staff and students
  - shared supplies used in the course of instruction will be limited to use by a single student whenever possible and sanitized before redistribution by the classroom staff
- An area with lockers has been set up in order to provide personal storage for students upon request
  - these are individually labeled and assignments will be tracked and maintained by front office staff

### **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
  - NXL 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**

- NXL has established communications with Mary Machowitz and Debbie Edokpolo of the Ingham County Health Department in order to ensure our policies and procedures are in line with the local health guidelines
- The screening entry procedure in phase 4 remains unchanged from the procedure outlined in the “**Screening Students and Staff**” subsection of the phase 1-3 safety protocol
- A quarantine area has been designated to be overseen by an assigned staff member in the event a student or staff member develops symptoms while in attendance and cannot transport themselves to conduct testing
  - individuals who are symptomatic while in attendance in accordance with guidance from our local health department representative, must be kept home pending the reception of a negative COVID-19 test or 14 days of isolation
    - in the absence of a positive COVID-19 result, the individual is required to follow established guidelines for virtual attendance and participation
  - the staff member overseeing the quarantine area must wear a face shield, mask, and gloves while monitoring the area
  - in the event of a positive result, the staff member overseeing the quarantine area must conduct their job duties virtually pending 14 days of self-quarantine or a negative COVID-19 test result
- Staff will conduct daily self-examinations including a temperature check prior to coming to work. In the event they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they are required to stay home pending a negative COVID-19 test or 14 days of isolation.
  - in the absence of a positive COVID-19 result, the individual is required to follow established guidelines for virtual attendance and participation

### **Testing Protocols for Students and Staff and Responding to Positive Cases**

- NXL has worked in consultation with the Ingham Health Department to review testing protocols and response to positive test results. The protocol and response to positive



cases remains the same as outlined in the “**Responding to Positive Tests Among Staff and Students**” subsection of the phase 1-3 plan outlined above.

### **Responding to Positive Tests Among Staff and Students**

- NXL will immediately notify and consult our contacts within the Ingham Health Department in the event of an exposure incident within our student or staff population
  - Contact information for any close contacts of the affected individual from two days before the onset of symptoms to the time they were last present at the school will be collected by the school and shared with the local health department
- Staff, students, and families will be notified in the event of a positive result for COVID-19 screening within the school population while maintaining confidentiality consistent with the Americans with Disabilities Act and other applicable federal and state privacy laws
  - staff will be provided with guidance on confidentiality laws and statutes that protect student and staff health information. (i.e. that student communicable disease related information is protected and as such must not be discussed or acknowledged by school staff and officials)
- Employees with a confirmed case of COVID-19 may only return to the workplace after they are no longer infectious and with guidance from local health officials in compliance with the most current guidelines from the CDC
- In the event of an exposure incident at NXL, the building will be closed for 24 hours prior to disinfection to reduce the risk of airborne transmission
  - regularly scheduled cleaning staff will be notified and routine cleaning will not take place during this waiting period

### **Food Service, Gathering, and Extracurricular Activities**

- Indoor assemblies that bring together students from more than one classroom will be conducted virtually where applicable and will be postponed indefinitely if they are not able to be conducted through a virtual platform.

### **Athletics**

- As a 5-O-D designated institution, NXL does not offer athletics as a part of our program and as such the requirements outlined in Phase 4 of the MSSP roadmap are not applicable to our program and will not be enforced.

### **Cleaning**

- Frequently touched surfaces including light switches, doors, common area seating, and bathrooms will undergo cleaning every 4 hours when in operation by our custodial staff provided through Martin Commercial.



- This cleaning will take place during the transition between our AM and PM session of classes (11:30a-1p) daily
- At the conclusion of the day, custodial staff will return for additional cleaning and disinfection prior to the return of students and staff the following day
- NXL staff overseeing classrooms are responsible for disinfecting student desks and any other hands on classroom materials in-between classroom sessions
  - Staff is required to wear gloves, a surgical mask, and face shield while performing all cleaning duties
  - These PPE necessary to implement this will be provided and maintained by NXL
- NXL does not have playground structures, and as such the requirements for cleaning these structures are not applicable to our program.
- Cleaning and disinfection products will be kept in the school storage area with keyed entry and adequate ventilation for storage

### **Busing and Student Transportation**

- By program design, NXL does not provide student busing/transportation and as such the section of the MSSP roadmap referencing busing and student transportation in Phase 4 does not apply to our program.

### **Medically Vulnerable Students and Staff**

- As a part of our scheduled weekly staff meetings, we will systematically review all current plans throughout the course of the semester in order to identify and make accommodations for students and staff with special healthcare needs
  - Any student identified as in need of accommodations will have their relevant care plan updated as needed to decrease COVID-19 exposure risk
- NXL will not create a process for students/families and staff to self-identify as high-risk for severe illness due to COVID-19, rather this guidance should be provided by the individual's primary medical care provider
  - alternative learning arrangements will be made for students and staff based on need and consultation with local health officials, requests will be submitted and approved through school administration

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

While operating during Phase 4 of the MSSP, the NXL policy regarding Mental and Social-Emotional health will remain the same as outlined in the Phase 1-3 section of this document titled "**Phase 1, 2, or 3 Mental & Social-Emotional Health**"



## **Phase 4 Instruction**

While in phase 4 of the MSSP NXL will use its 5-O-D designation in order to best address the needs of our population. Students already operate within a blended instructional model composed of a reduced seat time and online component. The flexibility in our program will be built upon that seat-time component with the online component remaining consistent with previous years. Based upon the recommendations of the local health department, stakeholder surveys, board discussions, intermediate school district, and risk assessment we will be fulfilling the seat-time requirement of our program through both digital and in-person modalities, depending on the current climate. In maintaining this blended approach, we will be providing digital access to synchronous lessons for any student that has been advised by administration or medical professionals to maintain fully virtual status in the event we have returned to in-person instruction. In the event we have been advised to provide instruction without face-to-face interaction, attendance and rotation schedules will remain the same with students attending a digital “classroom” hosted by their instructor through the medium they deem most appropriate. Through both virtual and in-person instruction, the online LMS will remain and operate as used throughout standard classroom practices. These practices were employed in March of 2019 upon the onset of our initial shutdown prior to our transition to a P/I designation, and we were able to record over 90% student engagement with their homeroom and classroom teachers.

As a cornerstone of our program, we have developed digital means through which we can provide equitable access to services and content for individuals with special needs. Individualized educational plans are designed to transition between digital and face-to-face modalities and any resources that cannot be provided on-site are conducted through community resources made available to the student through NXL. When NXL is opened for in-person instruction, accommodations will be made in order to ensure students who receive educational services are able to receive the services outlined in their IEP in the least restrictive environment.

While in phase 4 of the MSSP, the following policies and procedures will be in place with regard to instruction:



## **Governance**

- Staff at NXL will be working as a full team to gather feedback from stakeholders, review and revise the remote learning plan to incorporate feedback and share the remote learning plan with our stakeholders. There will not be a separate group designated to work on these tasks due to the small staff size and ability to communicate effectively as a whole team.

## **Instruction**

- As a program that has operated using a blended model since its inception, NXL has a robust and developed hybrid learning model. This model has been reviewed as a staff to be adjusted for the upcoming school year and ensure best practices are maintained.
  - The model will continue to be reviewed as a staff weekly and updates to the policies will be made as needed in order to address issues in equity or delivery of content.
- Student progress and identification of those in need of interventions will be monitored and discussed as a staff on a weekly basis
- As students' IEPs, IFSPs, and 504 plans were developed to be implemented within a hybrid learning environment, they will not be revisited by NXL prior to the return to school outside of normal operating procedures.
  - Students in need of occupational, physical, and/or speech and language therapy including evaluations will continue to receive services in accordance with normal operating procedure, which incorporates both physical and digital mediums for assessment and services.
  - Continuation of services plans for students needing occupational, physical, and/or speech and language services are on file through Michigan Rehabilitation Services (MRS)

## **Communication and Family Supports**

- Given the small student and staff population at NXL and communication required for normal operations of our hybrid model, NXL 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.



- NXL’s return to school plan and resources will be made available on the school website pending approval

### **Professional Learning**

- Professional learning for NXL will continue on a weekly basis with a focus on the areas outlined in the MSSP roadmap pages 31-32.

### **Instruction**

- As a part of our established policies and procedures at NXL, we have developed a hybrid instructional model that blends online and in building learning. This developed curriculum is standards-aligned and meets the recommendations outlined in the “**Instruction**” subheading of p. 32 of the MSSP roadmap.
- Checkpoints and student data will be reviewed as a staff throughout the course of professional development in order to identify any aspects of our model that need improvement or adjustment.
- Students’ IEPs are developed with this hybrid model in mind and will continue to be reviewed throughout the course of the year in accordance with normal operating procedures.
- NXL will explore additional structures outside of the regular school day as a possibility to offer to students in need of additional support not provided through normal school function.
- NXL as a part of its blended model has established systems to ensure that connectivity and access, attendance, and student work are being monitored and will continue to track these metrics through our previously established methodology.

### **Phase 4 Operations**

As a program, NXL has been developed in a way that allows for transition between digital and physical mediums for seat-time instruction. We are a 1:1 technology institution where every student is provided with the necessary devices to access their courses from home. We have conducted family surveys to determine access and found that 100% of the returning student population maintains reliable access to the internet. Any change or issues in connectivity can be reported to NXL administration, who will assist the student in access to the necessary resources. As a requirement upon enrollment, students must have access to a reliable internet connection outside of their time in the building. As such, our population is uniquely prepared to easily transition between modalities of instruction. NXL does not need to redeploy digital devices in



the event we transition between a digital and face to face model of instruction as they are already assigned upon enrollment to the program.

### **Facilities**

- Administrative staff will continue to audit and monitor cleaning and disinfection supplies in order to maintain an adequate supply to address the needs of the building
- School cleaning and disinfection will be conducted in accordance with the guidelines outlined in the “**Cleaning**” section under the “**Phase 1, 2, or 3 Safety Protocols**” heading
- School layout and design has been reviewed and revised by staff, families, board members, and our facilities management in order to ensure compliance with the guidelines outlined on page 33 of the MSSP roadmap
- NXL does not have school security staff, and as such the strongly recommended guideline to follow CDC protocols is not applicable to our program.
- NXL contracts through a third-party organization for custodial services. As such, NXL will expect that facial coverings and other PPE for custodial staff is provided by their management and will not be provided by NXL.

### **Budget, Food Service, Enrollment, and Staffing**

- NXL 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 NXL in for assistance and guidance in accessing community resources to address their problems
- NXL does not provide students with planners or physical handbooks. These items will be made available digitally for families and staff members.

### **Technology**

- Every student at NXL is provided with a laptop and a charger on enrollment. Parents and/or guardians also sign a 5-O-D consent form in order to allow their student to take more than 2 online courses. Our students are expected to have internet access at home as a foundation of our program.
- Upon the onset of COVID-19, NXL did an inventory of home internet access and found that 100% of our students had regular internet access. Some online courses for foreign language through Michigan Virtual require a webcam and NXL has made sure to deliver webcams to students who are in need.
  - Upon admission to the program, new students are provided with a uniquely identified computer that is given to them once we receive a signed copy of the acceptable use policy on technology.



- As such, NXL will not conduct an additional school-wide survey on availability of technology, but will continue to monitor this on an individual, ongoing basis
- Inventory is tracked and monitored by our office manager who will be the individual in charge of general technology inquiries, and individuals in need of technology are directed to this person in order to maintain documentation.
- As this is such an integral part of normal operations for our program, we will not be revisiting the existing district technology plan, as this plan addresses the needs of our program to transition between a digital and physical environment for learning.
- NXL is a small program by design, with a 15:1 student to teacher ratio built into our enrollment capacity. Therefore, we will be conducting communication with parents and families regarding the use and implementation of technology associated with the program through traditional channels rather than establishing a separate channel and liaison to field these inquiries.
- district-wide procedures for return and inventory of district-owned devices have been established as a part of normal school operations due to our 5-O-D designation, and we will not be altering these systems with regard to the MSSP

### **Transportation**

- By program design, NXL does not provide student busing/transportation and as such the section of the MSSP roadmap referencing busing and student transportation in Phase 4 does not apply to our program.



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

### **Phase 5 Safety Protocols**

While operating in Phase 5 of the MSSP, NXL will continue with the policies, procedures, and exceptions outlined in the Phase 4 section of this planning document with regard to: Personal Protective Equipment, Hygiene, Spacing Movement and Access, Screening Students, Staff and Guests, Testing Protocols for Students and Staff and responding to Positive Cases, Responding to positive tests among staff and students, Food Service, Gatherings, and Extracurricular Activities, Athletics, Cleaning, Busing and Student Transportation, and Medically Vulnerable Students and Staff.

### **Phase 5 Mental & Social-Emotional Health**

While operating during Phase 5 of the MSSP, the NXL policy regarding Mental and Social-Emotional health will remain the same as outlined in the Phase 1-3 section of this document titled “**Phase 1, 2, or 3 Mental & Social-Emotional Health**”

### **Phase 5 Instruction**

While operating in Phase 5 of the MSSP, NXL will continue with the policies, procedures, and exceptions outlined in the Phase 4 section of this planning document with regard to: Governance; Instruction; Communications and Family Supports; and Professional Learning

### **Phase 5 Operations**

While operating in Phase 5 of the MSSP, NXL will continue with the policies, procedures, and exceptions outlined in the Phase 4 section of this planning document with regard to: Facilities; Budget, Food Service, Enrollment and Staff; Technology; and Transportation

## Van Atten-Densmore, Amy Sue

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**From:** COVID-19 Preparedness and Response Plan <MDE-GEMS@michigan.gov>  
**Sent:** Friday, August 14, 2020 12:47 AM  
**To:** Van Atten-Densmore, Amy Sue  
**Subject:** [External] COVID-19 Preparedness and Response Plan Submission Complete



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STATE SUPERINTENDENT

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