



## West Michigan Academy of Environmental Science

### COVID-19 Preparedness and Response Plan

Address of School District: 4463 Leonard Street, NW, Walker, Michigan 49534

District Code Number: 41904

Building Code Number(s): 08052

District Contact Person: Kerri Barrett, Elementary Principal

District Contact Person Email Address: [Kerribarrett@choiceschools.com](mailto:Kerribarrett@choiceschools.com)

Local Public Health Department: Kent County Health Department

Local Public Health Department Contact Person Email Address:

Joann Hoganson, MSN, RN

[joann.hoganson@KentCountyMI.gov](mailto:joann.hoganson@KentCountyMI.gov)

616-632-7067

Name of Intermediate School District: Kent Intermediate School District

Name of Authorizing Body: Central Michigan University

Date of Adoption by Board of Directors: August 11, 2020



August 13, 2020 [via email]

Ms. Kerri Barrett  
West Michigan Academy of Environmental Sciences  
4463 Leonard Ave NW  
Walker, MI 49534

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

Dear Ms. Barrett:

I am pleased to inform you that the Plan for West Michigan Academy of Environmental Sciences ("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 fluid and cursive, with the first name "Corey" and last name "Northrop" clearly legible.

Corey Northrop  
Executive Director

cc: Matthew Smith, Board President  
Stan Rathbun, Board Corresponding Agent

Attachment:  
Approved COVID-19 Preparedness and Response Plan

in-person  
campaign

13. Michigan Department of Education - Information Only

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

West Michigan Academy of Environmental Science (the "Academy")

A regular meeting of the Academy Board of Directors was held on the 11th day August, 2020, at 6:00 p.m.

The meeting was called to order at 6:03 p.m. by Board President Matt Smith:

Present: Annie Rieger, Matt Smith, Jayme Lesperance, Phil Wheeler, Pete Vanderschueren

Absent: none

The following preamble and resolution were offered by Board Member Phil Wheeler and supported by Board Member Annie Rieger:

**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 West Michigan Academy of Environmental Science 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.

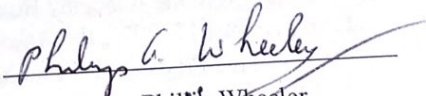
**THE ACADEMY BOARD THEREFORE RESOLVES THAT:**

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: Philip Wheeler  
Secretary, Academy Board



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### Assurances

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

Matthew Smith

President, Board of Directors

Board Approved: 08/11/2020



## **Introduction and Overview**

West Michigan Academy of Environmental Science is a close-knit community school in Walker, Michigan. We host around 850 Preschool through 12<sup>th</sup> grade students on our campus. Within the 62 acres of our campus, we emphasize responsibility to the environment and develop wonderful young adults. Our school is special in many ways, but our staff is its keystone. Their expertise, passion for their students and commitment to our community set them apart. Finally, we have a strong and supportive community. Parents, community partners, and educational institutions have supported our school both prior to the closure and throughout. We have actively sought their opinions as we approach multiple avenues of learning for the upcoming year. Starting our 26<sup>th</sup> school year will certainly look different than it ever has.

Our PK-12 school leaders have met frequently since the closure since March to evaluate, reflect and seek input on developing a thorough plan. We emphasized the safest practices, equity for education and technology, differentiated student needs and ultimately providing the best educational experience we could for our students.

To understand the perspectives of various stakeholders, we sought information from our parents, students, board members, teachers, and staff members. We also got insight from MAPSA, legal counsel, universities and other school leaders. Collected electronically, this information was extremely valuable as we created multiple plans to ensure every detail was determined prior to school opening safely.

Although lengthy, our mission is truly at the center of every decision we have proposed. West Michigan Academy of Environmental Science strives to provide an environment that will foster creativity, promote academic achievement, and develop sound character and citizenship principles emphasizing responsibility to the environment and society while improving each child's self-esteem and self-concept. Whether we are virtual or on campus, we are priding ourselves with meeting this mission statement for our school community, and this will be evident in our 2020-21 School Year Preparedness Plan.





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

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

If the Grand Rapids Region is determined to be in Phase 1, 2 or 3 on the MI Safe Start Plan, West Michigan Academy of Environmental Science will provide education through virtual instruction for students. The school building will be closed for all in-person instruction.

School will be accessed by staff for the sole purpose of conducting basic school operations and providing online live instruction. Access to the building will be monitored by school administrators. With schools being closed for in-person instruction, this will suspend all inter-school activities, after-school activities, athletics and transportation.

Meals will be distributed from 10am-12pm Monday and Wednesday every week. Two breakfasts and two lunches for each child are provided at Monday food distributions. Three breakfasts and three lunches for each child are provided at Wednesday food distributions. This information has been posted on our website, Class Dojo, and Facebook page. This information was also sent to families in multiple letters and in multiple newsletters. Communication about meals was also delivered in Spanish.

The school building will be utilized for licensed child care. Enrolled students within our Nature Based Preschool program will continue to use their space during a phase 1-3 closure. We will also provide licensed day care for students in grades K-5 for families that do not have day care in the case of a closure. We will be following the expectations listed under phase 4 with regards to screening students and responding to positive tests among staff and students. LARA guidelines will be followed during licensed programming-including ratios, cleaning schedules, and student/staff screenings.

During a phase 1, 2, or 3 building closure, the maintenance and facility team will maintain the building to maintain functional order. They will also ensure deep cleaning of the building is completed. All cleaning practices will follow Phase 4 cleaning practices including using EPA-approved disinfectants and using personal protective equipment. The team will follow Phase 4 practices to clean licensed daycare areas and will address common areas when staff are in the building.





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

WMAES students will have access to mental health support through a variety of avenues. This past year, WMAES staff members completed online professional development regarding trauma-informed classrooms. Teachers and members of the support team will be approaching online learning with a focus on key trauma-informed concepts.

A support team will be created to ensure that social-emotional health is a priority of our environment. The team will consist of two school social workers, administration, a health ambassador and one teacher. Teachers will work together with members of the support team to ensure consistent connections are made with all students to provide for regular check-ins regarding their wellbeing. The support team will intervene with additional communication when difficulty making these connections arises. Additionally, staff members may refer students to the support team for follow-up contact as needed. All West Michigan Academy of Environmental Science staff members will be reminded that their obligation as mandated reporters extends into this period of online learning.

The school social work staff on the WMAES team will be active in making connections to reach our most emotionally vulnerable students. We will share a mental health screener with all students prior to school beginning to be utilized as a needs assessment regarding student needs for social-emotional support as they re-enter school.

Resources will be made available to families, students and staff members that will outline tools, resources and training that will support them with trauma practices, at-risk identification, referral protocols, and self-care practices. We will share these resources in two of our bi-weekly newsletters, on Facebook, Class Dojo, and our website.

We will have two primary mental health experts. Ms. Andrea Pleshe-Sims, school social worker will serve as the mental health liaison for WMAES. She will receive support from a part-time social worker that will be hired prior to school beginning.

The WMAES support team will share resources for families that address the destigmatization of COVID, normal behavioral response for crisis, best practices of talking through trauma with children, and positive self-care strategies that promote health and wellness. These resources will be shared through our bi-weekly newsletter, Facebook posts, Class Dojo, and our website. The WMAES staff will have access to these resources as well.



WMAES' school social worker will send written communication to all families regarding student mental health concerns which may come about during the current health crisis and the support that is available. In addition to providing her contact information for support requests, she will provide a list of community resources available for student mental health support. The school social worker at WMAES has also prepared communication for families regarding available resources and encouraged contacting her for support. Additional mental health resources will be shared with our community through our bi-weekly newsletter, social media pages, and on our website.

The WMAES Administration team will share the resiliency strategies with our staff through a staff meeting and a follow-up email. The administration team will utilize the strategies provided in the road map. Choice Schools Associates offers an employee assistance program to all employees. This information is shared routinely with staff by the Human Resources Department.

To summarize, WMAES will adhere to all of the required, strongly recommended, and recommended guidance for mental & social emotional health during Phase 1-3.

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

Under Phases 1-3 that require the school building to be closed and instruction to be completed virtually, our team will implement a revised version of the district's online learning plan. Development of this plan included seeking input from various stakeholders (parents, students, staff). This feedback and their experience allowed us to reshape our programming by ensuring everyone has technology, internet access and diving deeper into a different learning management system. Our plan will be distributed to our board members, staff, and school community during the last weeks of July. Two virtual town hall meetings will be held to share plans with our communities (staff and families). The first will outline Phase 1-3 instruction and changes from spring. The second will go into specifics of schedules and learning tools for the new learning management system. Changes required by either CMU or MDE will be communicated with the various stakeholders as needed. Based on the strongly recommended notes on page 17-18, WMAES plans on implementing all items.

### **Technology Access:**



All GSRP-12th grade parents have been contacted to complete a survey to inform West Michigan Academy of Environmental Science team members of the technology access in the student's home. Chromebooks have been purchased to provide each student a technology tool to use for online learning. Whether families have online access was determined through the survey. If the internet is not available in the home, we are connecting families with low cost options, library resources of wifi cards, or making our parking lot WIFI accessible. In addition, we will also be building a technology hub website for parents to utilize for support with technology and Schoology Learning Management System needs. We hope to remove any technology barriers that may exist for each and every student.

#### **Instruction:**

The virtual method will utilize the platform of the Schoology Learning Management System. This program was not evaluated during the Spring closure due to the lack of time, financial resources and training required for staff and families. After viewing demonstrations with Schoology representatives, aligning financial support and utilizing the summer to train staff and families, we will have fully implemented Schoology prior to the start of school on August 31.

Schoology will serve as a hub for the student's classwork whether they are in Kindergarten or traveling between classes in middle school and high school. Resources and assignments will be shared through the platform.

Assignments will be submitted through the site, graded, and feedback will be shared. One benefit of Schoology is it helps organize thinking for students and staff in a way that will support families when they are learning from home. In addition, our programming will allow for multiple family dynamics that could affect traditional learning. One feedback we got was that every family was different and following a traditional model was challenging.

Classroom videos or online resources that address priority standards will be shared with students on a weekly basis. These resources will come with assignment dates to ensure students are following along with our modified priority standard expectations. Assignments stemming from these videos and resources will be used to measure growth and ensure students are getting the essential skills needed for the particular subject/grade level.



### **Elementary Educational Experience**

WMAES elementary staff will utilize Zoom to deliver content to students. Grade level teams will collaborate to allow for the same lesson to be delivered live multiple times throughout the day. This allows for flexibility for families. The curriculum in the charter contract will be followed. Individualized support will occur to ensure students can make academic progress. An emphasis will be put on student participation and creating an engaging environment. Collaboration amongst the grade level team will be imperative to ensure accurate pacing. The special teachers and academic support staff will support the initiative as well. Special education services will include academic support, socio-emotional check ins, speech therapy, occupational therapy, and physical therapy.

### **Secondary Educational Experience**

WMAES secondary staff will also utilize the Zoom tool to provide enrichment experiences. Classroom Instructors will host zoom calls for their classrooms on Mondays, Wednesday, and Fridays. All calls will be recorded and shared with the class. Secondary will follow their normal school day schedule at their scheduled times. Viewing these zoom sessions will be required. These platforms can be accessed through a phone number as well as a Chromebook. During these experiences, students will receive instruction, practice strategies, have discussions, perform analysis or get assistance with comprehension. Teachers will also share assignments to be completed prior to the next meeting. Interventionists and special education teachers will support our students on Tuesdays and Thursdays through zoom calls to support them with comprehension, application and analysis. Special education services will include academic support, socio-emotional check ins, speech therapy, occupational therapy, and physical therapy.

### **Subgroups:**

WMAES will work closely with Kent ISD to ensure a successful GSRP program during Phase 1-3. Class Dojo and My Kidz Days will be utilized for communication with parents. Zoom will be utilized for instructional delivery. The GSRP team will work closely with families to ensure technology needs are met during Phases 1-3. Feedback from the spring in GSRP was centered around difficulty to engage in social-emotional lessons. Edits have been made to deliver these lessons to increase engagement.





To best support students who are in need of special education services, English language learners, students who have 504 plans, or those who require English or Math interventions, we will host zoom meetings specific to supporting these students. They will either be supporting the curriculum on off days or working on skills that will support upcoming tasks. Groups will be determined by the needs of the students and meeting 504 and Individualized Education Plans.

### **Assessments:**

To better understand the needs of the students, we will assess every student in grades PK-12 during the first few weeks of school to better understand the needs of the students. Based on that data, we will be aligning our resources to support our students in whatever needs are determined. For grades PK-5, we will utilize: NWEA, Fountas and Pinnell, Acadience, and local assessments provided by our curriculum. For grades 6-12, we will utilize NWEA screening assessments if our calendar does not align well with required NWEA testing windows. These assessments will be delivered online through online test taking. This program will be done individually and the program will be pushed through by our tech department onto each of our devices.

In addition, formative assessments will be utilized to measure the understanding of our students on a consistent basis. Staff members will utilize a variety of online assessment tools to collect feedback, and feedback will be loaded into our data management system.

### **Supplies Needed:**

A supply list will be provided to families to support Phase 1-3 and 4-6. An effort will be made to align these supply lists so additional school requirement costs will not fall on the families. For phase 1-3, students will require the following supplies (and who should be providing them):

#### **Elementary Required Supply List**

- Chromebook (WMAES)
- Chromebook power supply (WMAES)
- Chromebook case (WMAES)
- Go Math workbooks (WMAES)
- CKLA workbooks (WMAES)
- Writing utensils (Parents)
- Folders (Parents)



### Secondary Supply List

- Chromebook (WMAES)
- Chromebook power supply (WMAES)
- Chromebook case (WMAES)
- Math workbooks (WMAES)
- Writing utensils (Parents)
- Novels (WMAES)
- Folders (Parents)

Communication was sent to families asking if assistance was needed for supplies WMAES is hoping parents can provide.

### Communications & Family Supports:

While communication is key at the start of any school year, it will be especially so as we begin the 2020-21 school year. We utilize many different avenues of communication to best meet the needs of our students and families. To assist with this, we have broken down the type of communication and the avenues of delivery.

#### Avenues of Delivery

Topic	Delivery
School Closure	Email, Phone call, Facebook, Class Dojo, Wood TV, WZZM
Health Concern	Letter via Email
All School: Need to Know	Email, Facebook, Class Dojo, Automated Phone Call
More than one Grade Level	Email (secondary), Class Dojo (elementary), Automated Phone Call (elementary and secondary)
1 grade level/team	Email (secondary), Class Dojo



	(elementary), Automated Phone Call (elementary and secondary)
Student Specific	Email, personal phone call (Secondary), personal phone call or Class Dojo (elementary)

When speaking with regard to the return to school communication plan, we have multiple steps in place to address information, answer questions, and share a large amount of logistical information with families. The communication plan is laid out chronologically below.

July 22 Board Committee Meeting

Purpose: Propose WMAES MI Safe Start Plan and hold discussions on topics that do not follow required or strongly recommended items and other school discussions.

July 29 Staff Townhall Meeting

Purpose: Propose WMAES MI Safe Start Plan and answer pre-submitted questions coming from staff members

July 30 Townhall Meeting

Purpose: Propose WMAES MI Safe Start Plan and answer pre-submitted questions coming from family members

July 31 Parent Email

Purpose: Supply lists will be shared with families. We will also open up our online sign-up with a deadline of August 10. If families do choose the online option, the expectation is that they are agreeing to be online until November 30, 2020. We will also survey families on how they will be arriving and dismissing



from school as well as ask questions about their student's social and emotional health.

August 11

Board Meeting

Purpose: Board members will review WMAES MI Safe Start Plan and address edits made by CMU or MDE. Board members will also approve the school handbooks as well as additions of 1:1 Technology, Program of Study, Athletic, and COVID information.

Week of August 17

Second Town Hall

Purpose: We will share alterations to our plan recommended by MDE or CMU. We will answer final questions for families. At this point, we will share our entire plan on our website and ensure it is communicated to our entire school community.

Following the Second Town Hall      Parent Email

Purpose: We will also have visuals to support the students and families on the first day of school for drop off, pick up, and parking lot. We will also share dates of orientation and training opportunities to ensure they are familiar with Schoology before the school year begins. Orientation will provide students information on the curricula, assessments, schedules, lockers, Chromebook access, and Schoology information.

Week of August 24

Parent Email

Purpose: To ease anxiety for students and parents, this positive and exciting message will welcome students back with a reminder of expectations.

## **Professional Learning**

WMAES administration will be working with Schoology to develop an implementation plan to ensure staff have the ability to use the system. Two staff members will be deemed





“experts” and will field questions from the staff. Mental & Social Emotional Health training will be delivered by our school social work team.

### **Monitoring**

All students will be given a Chromebook to utilize during Phase 1-3 as well as curriculum materials to utilize at home. WMAES building WiFi has been extended to be utilized in the parking lot for downloading materials and attending a zoom call if absolutely necessary. The administration team will reach out with various options to those that have indicated the internet is not available in the home.

Teachers will be asked to take attendance according to protocols developed with our office manager. Those protocols will be developed in line with pupil accounting requirements. Teachers will also provide assignments and give feedback as necessary. Students will be given the opportunity to self-assess their work and reflect on the feedback provided.

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

When the building is closed to the public, our building facilities would ensure that the school is in good working order to address the building facilities, technology, food service, enrollment, and staffing.

### **Building Facilities**

Our facilities director will be auditing the necessary materials and supply chain for cleaning and disinfection supplies. The school will follow cleaning and disinfection protocols determined in phase 4. While doing deep cleaning, staff will be wearing surgical masks, face shields and gloves. If we need a contingency plan to coordinate the school building for essential actions including elections, food distribution, and child care, appropriate action will be taken. We will also coordinate with local emergency management programs. Under phase 1-3, all extracurriculars will be suspended.

### **Technology:**

As noted in detail in the instructional topic for phase 1-3, we are working to support our students and community with technology needs.



We have surveyed our families on the needs between technology, technology access and training. Based on that feedback, we have built into our plans a large purchase of Chromebooks for each and every student. We also are working in partnership with our families without internet connection with resources including low cost programs, library wifi cards, and extending our wifi into our parking lot.

As part of our administration team, we are also developing our 1:1 technology handbook that will support the needs of our community but also develop protocols and systems for staff. The leaders of these initiatives will also serve as the technology support lead for WMAES. They will ensure the protocols and process are followed. The technology leaders will provide a “help desk” system of support through a Google Form. This form will collect information systematically while addressing the concerns quickly.

When addressing the procedures for a return of inventory, the staff will safely bag devices. Devices will be sanitized prior to a repair or replacement. Accessories will be replaced if needed and maintenance will be performed.

Inventorying the assets will be done on site with the support of a community partner, AK Group. Between our staff and AK Group, we will develop systems to assist with processing, returning, maintaining, and triage for our devices. Assets in the building including access points will be tested.

Training for students, parents and staff will be provided to ensure all stakeholders are familiar with their devices and learning management systems. We hope to explore these devices together prior to any required closures or off-campus instruction. Training will be provided to staff prior to the school year and throughout as necessary. In addition, we will also be building an online hub for parents to utilize for support with Schoology and technology.

### **Food Service:**

Meals are distributed from 10am-12pm Monday and Wednesday every week. Two breakfasts and two lunches for each child are provided at Monday food distributions. Three breakfasts and three lunches for each child are provided at Wednesday food distributions. This information has been posted on our website, Class Dojo, and Facebook page. This information was also sent to families in multiple letters and in multiple newsletters. Communication about meals was also delivered in Spanish. This food



process is what we currently utilize and it will be familiar to our families. If funding is not available from MDE or USDA, parents will be charged for the meals taken. If the student receives free or reduced pricing, that will be accounted for in the charge for the meals.

### **Staffing:**

Based on our programming, WMAES will provide instructional resources and materials to staff and students. In addition, our administration team will understand the need for flexibility with hiring and develop a plan to govern hiring in an online environment per MDE. Logistical expectations will be shared with staff and students to outline attendance expectations, participation and time on schooling for each grade level and teachers. WMAES will make every attempt to find meaningful work for individuals on the team; this would include maintenance staff members, before and after school care, food service and building substitutes.

Our licensed child care will increase staffing hours when the building is closed to accommodate the number of students enrolled in the program. If the building is closed under Phase 4 and virtual learning is being provided, then licensed child care staff will increase their weekly hours.

WMAES will adhere to all of the required, strongly recommended, and recommended guidance during Phase 1-3 in all categories.



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

According to the MI Safe Schools Roadmap, “school districts will retain the authority to close school buildings even if they have not been mandated to do so” (p.9). Our goal is to provide quality WMAES education no matter the situation, or parent preference.

### **Phase 4 Safety Protocols**

Under phase 4 that allows the school building to be opened and instruction to be available on the campus, our team sought out information on the requirements, screener, best practices, and resources needed to ensure a safe return for all staff and students. The WMAES Board of Directors, Choice Schools Associates, WMAES families, and WMAES staff were all given the opportunity to provide feedback.

### **Personal Protective Equipment:**

Based on the requirement of face coverings for all staff members, staff will be given the expectation that they must wear either a homemade or disposable level one basic grade surgical mask. We have purchased disposable masks for staff who demonstrate that preference. They will dispose of them daily. For those who are choosing a homemade mask, the expectation is that they are washed daily. In addition, we have also purchased clear masks that will be available for PK-5 teachers and special education teachers who elect to wear them.

For students, PK-12 students will be expected to wear masks into the building, in our common areas and hallways. Students are also expected to wear masks within the classroom. Students will be given the expectation that they must wear either a homemade or disposable level one basic grade surgical mask. We have purchased disposable masks for students who demonstrate this preference. They will dispose of them daily. For those who are choosing a homemade mask, the expectation is that they are washed daily. Elementary students will be cohorted into their classes to reduce the exposure to other students and staff members. Middle school students will be cohorted into their classes and we will take steps to reduce exposure in the hallways. High school students will follow procedures to reduce exposure but will not follow cohort guidance.

If anyone is incapacitated or unable to remove the facial covering without assistance, they must not wear a facial covering. If any student refuses to wear a mask without a medical concern, a conversation will be had between the student and school leadership. If a





resolution is not had, an additional conversation will involve parents. WMAES will adhere to all required and strongly recommended guidance for facial coverings.

### **Hygiene:**

Our teachers will be working to teach students proper steps to ensure safety protocols are followed by all. Teachers will teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol. In addition, under the strongly recommended guideline, our staff will instruct students into coughing and sneezing into their elbows or to cover with a tissue. Used tissues should be thrown into the trash and hands washed immediately using proper hand hygiene techniques. In addition, as part of their daily schedules, teachers will have hand washing stops with soap and water every 2-3 hours. Signage will be posted to provide visual reminders. Finally, within the classroom, personal items and supplies will be individually labeled in cubbies, containers, or lockers. If materials are going to be used among a small group, these resources will be disinfected between use.

WMAES is adhering to all required and strongly recommended guidance for Hygiene in Phase 4.

### **Spacing, Movement and Access:**

Student desks will be set up between 3-6 feet apart. The space will be dependent on the number of students and size of the classroom. It will be attempted to be as close to 6 feet as possible. Based on feedback from the American Academy of Pediatrics and our local health department, we will require no less than 3 feet of separation in the classrooms. “Evidence suggests that spacing as close as 3 feet may approach the benefits of 6 feet of space, particularly if students are wearing face coverings and are asymptomatic.” Class sizes will be kept to the level afforded necessary by the spacing in the classroom. “Strict adherence to a specific size of student groups (e.g., 10 per classroom, 15 per classroom, etc.) should be discouraged in favor of other risk mitigation strategies.” Quotes come from the AAP website on safe school returns. When tables are in the classrooms, they will be spaced out to ensure there is at least 3 feet gap between students. Furniture will be facing the same direction. Staff members will be asked to keep 3 feet distance between themselves and students when possible.



Throughout the school, there will be signage to indicate proper social distancing practices including reminders, floor markers, seating markings in reception areas as well as best hygiene practices. There will also be expectations that adult guests will be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Records will be kept (including date and time) for visitors entering and exiting the campus.

In addition, there will be special efforts to ensure that the building is made safer as outlined on page 23 of the MI Safe Start Roadmap. The school will cohort students as much as possible and isolate them in monitored areas if they exhibit symptoms. Specialists will be going into the classrooms to reduce unnecessary traveling by cohorts. Specialists will be assigned cohorts to reduce the number of students they come into contact with. This includes special teachers, instructional aides, interventionists, and special education teachers. For physical education classes, teachers will either take students outdoors or do an indoor lesson on health or character education lessons. These will be hosted in the student's cohort classrooms. Hallways will be coordinated with directions and other schedules to reduce traffic and to minimize the number of people in hallways as able.

To support the entire student body receiving a high quality education in a safe environment, we have elected to host students Monday-Friday. Students will be on campus daily. Cleaning of the building will occur during mandated times during the school day, and all classrooms will be cleaned after school as well.

For students who do not feel comfortable being in the school setting, WMAES will be offering the ability for students to participate virtually with the same curriculum as their on campus peers. Using the Schoology LMS, students will receive instruction on priority standards. Instruction will occur through video. Video instruction may be live or pre-recorded. This will be dependent on the subject area and grade level. Students will be assigned specific teachers/liaisons to support them with mentoring. Times will be set to support our online students through a weekly zoom call.

Arrival and dismissal processes will be altered to better discourage congregating and congestion. We will be sharing our entrance plan with families to expect them to exit their transportation, enter the building, and go straight to their classrooms beginning at 7:45am. Secondary students can utilize their locker before entering the classroom.



Entrances will be determined based on grade level and adult guests will not be permitted in the building. To ease the transition of students into the building, secondary has staggered our start time so specific grade levels will enter each 5 minutes between 8am and 8:15am. Staff will help guide this arrival process every morning.

Dismissal process will also be staggered. We will have groups distributed between 3:00 - 3:15pm. Each grade level/team will have a designated drop off spot outside of our building that respects each cohort (if possible) and discourages congregation. Students are expected to pick up siblings (if necessary) and go directly to their mode of transportation. Students in our after school program will be the only students permitted on campus after 3:15pm. We will have staff designated to support families in the PM during dismissal.

WMAES will be excluding the strongly recommended guidance that all desks will be kept six feet apart in the classroom. However, WMAES will create classroom rosters to ensure a minimum of 3 feet is between each desk. Six feet will be attempted but cannot be guaranteed in all classrooms.

### **Screening Students and Staff & Testing Protocols to Positive Cases**

Our first step has been to make connections and a personal relationship with our school liaison at the Kent County Health Department. Joann Hoganson is our designated contact and will be contracted prior to releasing our plans to ensure our actions reflect best practices.

Our screening process for staff begins before they step into the building. Staff will respond to a survey with questions regarding their health. If there is a response that is in question, we will contact our local health department for more guidance on specific questions. The survey will request information about respiratory issues, gastrointestinal symptoms or a fever over 100.4 degrees.

When students are entering the building, the protocol will be for students to keep 6 feet between one another and observe social practices. Students will enter through our lobby area in a single file line with doors propped open. Once students are in two sets of double doors, we will have a thermal camera check for all students. If a student exhibits



a temperature higher than 100.4 degrees, we will then take their temperature again with a handheld touchless thermometer. If the student again displays a higher temperature of 100.4 or higher, they will be directed to the designated quarantine area in the gymnasium. A health ambassador will give them a place to wait while parents are contacted. We will take their temperature a third time for accuracy. The health ambassador will wear a surgical mask and face shield. While in the quarantine area, students will continue to wear a surgical mask.

When students become ill during the school day, the teacher will request a temperature check from the health ambassador, and if necessary, the student will be walked to the gymnasium. They will be again monitored until they can be picked up by their parents, guardians or emergency contact.

To prevent illness arriving at school, parents will be requested to take the temperature of a student prior to arriving on campus. If a fever or other symptoms are present, the family should keep the student home until they are able to follow up with a primary care provider.

Symptomatic students and staff who are ill and sent home will be kept home until they have tested negative or have completely recovered according to the CDC guidelines. The school will assist in coordinating transportation by the parent or guardian, emergency contact or ambulance if clinically unstable, for off-site testing.

In the case that a staff develops a fever or becomes ill with COVID-19 symptoms, the staff member will wear a mask and be transported for off-site testing.

In the event of a lab or clinically diagnosed case, immediate efforts will be made to contact any close contacts (those who spent more than 15 minutes less than 6 feet in close proximity to the student or staff member). These individuals will be quarantined for 14 days at home. Students and staff will be closely monitored for symptoms. We will not empirically test all staff or students at this time. Only those that develop symptoms will be encouraged to test. During this time, the school will collect information for any close contacts of the affected individual from two days before he/she showed symptoms.

Communication will be key for our families. 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. ADA confidentiality laws will be respected through this communication and such laws will be





shared with staff during professional development. Staff will complete GCN required training covering HIPAA requirements.

Communication also will remain open with the health department to follow their guidance on supporting contact tracing and collecting data and contact information of those exposed.

When returning to the school and workplace, staff should only return to work after they are no longer infectious. We will seek more information from health officials in making that determination.

Areas of the building potentially contaminated will be closed for a minimum of 24 hours before cleaning to minimize the risk of exposure to airborne particles when a positive case is identified. As expressed in the cleaning section, staff will be wearing a surgical mask, gloves and a face shield when performing cleaning of these areas.

While in quarantine, a student would receive instruction through our online programming.

WMAES will adhere to all guidance (required, strongly recommended, and recommended) for screening students and staff, testing protocols for students and staff, and responding to positive cases in Phase 4.

#### **Food Service:**

Meals will be distributed daily for students on-campus. We have applied for universal breakfast that will allow us to provide free breakfast for all students that would be eaten in the classrooms. Lunches will be ordered in the AM to be delivered to their classrooms. Food will be prepared and wrapped to meet necessary food handling processes. Meals will be delivered to their classrooms during their assigned times. Students and staff will wash their hands before eating.

For online learning students, we will continue our meal delivery plan. Meals are distributed from 10am-10:30am daily. Breakfast and lunches for each child are provided at the daily food distributions. This information will be posted on our website, Class Dojo, and Facebook page. This information will be sent to families in multiple letters and in multiple newsletters. Communication about meals will also be delivered in Spanish.



If WMAES needs to close the building during Phase 4, we will shift to our virtual plan. Food service will follow the plan utilized in Phase 1-3. WMAES will serve food Monday and Wednesday from 10:00am-12:00pm. Families will be charged according to their free/reduced status.

### **Gathering and Extracurricular Activities**

WMAES will not hold assemblies that bring together students from more than one classroom during Phase 4. Recess will be held outside with one class at a time within one space. Students will be asked to wear their masks outside. The WMAES team will attempt to conduct an assembly during Phase 4 that is telecasted.

### **Athletics**

WMAES's recommendation for the upcoming school year is to not to host fall extracurricular events including sports. Although extracurriculars are wonderful opportunities to develop comradery, collaboration and fun, they do not fit into the school safety plan for the school year. The additional exposure of the students and staff to other school populations does not support our plan to minimize exposure. Also, the additional required cleaning does not fit within the capacity of our facility team.

### **Cleaning**

The building will be divided into zones. Zone 1 is secondary. Zone 2 is the elementary 1st floor. Zone 3 is the elementary 2nd floor. Zone 4 is the Early Childhood Center. A maintenance person will be assigned each area. Each staff member will wear gloves, surgical mask and face shield when performing all cleaning activities.

A maintenance staff member will utilize Husky 814 or 892 disinfectant to wipe down benches and bathrooms each 4 hours. The restroom and bench cleaning will happen before 4 hours into the school day (12:00 for elementary; 12:15 for secondary) This cleaning will be repeated after students dismiss. Maintenance staff will be replenishing restrooms and classrooms with soap, hand sanitizer (with 60% alcohol), paper towels,



and tissues. Hand sanitizer stations will be installed in each classroom and replenished as needed.

A teacher will utilize Husky 814 or 892 disinfectant to wipe down light switches, doors, and student desks after each class period. Hands on classroom leaders including Arts, Literacy Nest Teachers, Technology teachers, and STEAM teachers will clean their areas after each class period. Each classroom will be given a disinfectant (32 oz bottle), rags, gloves, and face shields. Staff will already have surgical masks on during our normal practices.

Playground structures will be cleaned on a routine basis not using Husky 814 or 892. Routine cleaning will be done on a weekly basis with environmentally friendly soap and water.

### **Busing and Student Transportation**

WMAES does not offer transportation for students from their home to school. Athletics will be suspended; therefore no transportation will be needed. All field trips will be cancelled during Phase 4. Therefore, WMAES does not need to provide the required protocols for busing and student transportation.

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

The teams that support our students with an IEP, 504, or Healthcare Plan will review the services and accommodations needed to ensure a student's risk is decreased. The online option is available to all students. Multiple communications have been sent to staff through the survey format to allow for the opportunity to identify high risk. The Human Resources department at Choice Schools Associates contacts each staff member to gain an understanding of the accommodations needed. WMAES will be following the guidance (strongly recommended) in the MI Safe Start Plan for Medically vulnerable Students and Staff.

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

WMAES students will have access to mental health support through a variety of avenues. This past year, WMAES staff members completed online professional development regarding trauma-informed classrooms. Teachers and members of the support team will be approaching online learning with a focus on key trauma-informed concepts.



A support team will be created to ensure the protocols and social-emotional health is a priority of our environment. The team will consist of two school social workers, administration, a health ambassador and one teacher. Teachers will work together with members of the support team to ensure consistent connections are made with all students to provide for regular check-ins regarding their wellbeing. The support team will intervene with additional communication when difficulty making these connections arises. Additionally, staff members may refer students to the support team for follow-up contact as needed. If we are virtual during Phase 4 at any time, West Michigan Academy of Environmental Science staff members will be reminded that their obligation as mandated reporters extends into this period of online learning.

The school social work staff on the WMAES team will be active in making connections to reach our most emotionally vulnerable students. We will share a mental health screener with all students prior to school beginning to create a needs assessment to support the re-entry into school.

Resources will be made available to families, students and staff members that will outline tools, resources and training that will support them with trauma practices, at-risk identification, referral protocols, and self-care practices. We will share these resources in two of our bi-weekly newsletters, on Facebook, Class Dojo, and our website.

We will have two primary mental health experts. Ms. Andrea Pleshe-Sims, school social worker will serve as the mental health liaison for WMAES. She will receive support from a part-time social worker that will be hired prior to school beginning.

The WMAES support team will share resources for families that address the destigmatization of COVID, normal behavioral response for crisis, best practices of talking through trauma with children, and positive self-care strategies that promote health and wellness. These resources will be shared through our bi-weekly newsletter, Facebook posts, Class Dojo, and our website. The WMAES staff will have access to these resources as well.

WMAES' school social worker will send written communication to all families regarding student mental health concerns which may come about during the current health crisis and the support that is available. In addition to providing her contact information for support requests, she will provide a list of community resources available for student



mental health support. The school social worker at WMAES has also prepared communication for families regarding available resources and encouraged contacting her for support. Additional mental health resources will be shared with our community through our bi-weekly newsletter, social media pages, and on our website.

The WMAES Administration team will share resiliency strategies with our staff through a staff meeting and a follow up email. The administration team will utilize the strategies provided in the road map. Choice Schools Associates offers an employee assistance program to all employees. This information is shared routinely with staff by the Human Resources Department.

To summarize, WMAES will adhere to all of the required, strongly recommended, and recommended guidance for mental & social emotional health during Phase 4.

## **Phase 4 Instruction**

### **Governance:**

With support from Choice Schools Associates, Central Michigan University, feedback from families, teachers, technology and facilities teams, we have created an instructional plan that meets the needs of our students and also addresses the goals in our mission statement. In this process, we determined the safety protocols necessary to host students, identified resources to better support the unique needs of the year and enhanced our online learning experience.

We have elected to provide two methods of instruction to meet the needs of our students while monitoring their concern for safety. We will be hosting students on campus Monday through Friday while also delivering an online learning option. This decision was based on consulting with the Kent Health department and evaluating survey results of both staff and parents.

### **Instruction**

#### **On Campus Instruction:**

The school will utilize the platform of the Schoology Learning Management System. This new program was not evaluated during the Spring closure due to the lack of time, financial resources and training required for staff and families. After demos from the Schoology, aligning financial support and utilizing the summer to train staff and families,





we will have Schoology fully implemented prior to the start of school on August 31.

Schoology will serve as a hub for the student's classwork for all students whether they are in the building Monday-Friday or having learning online due to a closure. Resources and assignments will be shared through the platform. Assignments will be submitted through the site, graded and feedback will be shared. The perk of Schoology Learning is it helps organize thinking for students and staff in a manner that will support families when they are in school or learning from home.

Students will be in classrooms with highly qualified staff. Staff will share instruction based around their priority standards with comprehension, analysis, and enrichment to follow. Students will receive instruction in English, mathematics, science, social studies and exposure to the arts, technology, physical education, Spanish and environmental science.

### **Online Learning:**

To assist with online learning students, WMAES staff will utilize the Zoom tool to provide enrichment experiences. This platform can be accessed through a phone number as well as a Chromebook. Elementary staff will host zoom calls for their classrooms 4 times a week, utilizing the fifth day of the week to hold small groups to allow for individualization. Elementary students will be assigned a designated online teacher to provide instruction and feedback. These online teachers will follow the same pace as the on-campus teachers.

Secondary teachers will host zoom calls for each of their subjects 1-2 times a week. During these calls, they will support students with their assignments and content explanation. All calls will be available to be recorded and shared with all online learners in the class. Classroom teachers will lead instruction and address content related questions.

### **Subgroups:**

To best support students who are in need of special education services, have 504 plans, or require English or Math interventions, we will have specific steps to support each student.



If the students are on the campus, students will receive support through our traditional routes to meet IEP and 504 service times. We will also continue to support differentiation and support students who require more time and spiraled teaching to fill gaps that may exist. MDE will provide additional guidance on how online learning students will receive special education support. We will ensure that staff members are trained on this guidance and that the guidance is fully implemented.

### **Priority Standards:**

Our best approach to uncertainty going into the year was to work backwards with our instructional staff. During the summer we investigated and evaluated the most essential standards and skills needed in each subject and course. Through this process we were able to have discussions into best methodology of delivery and best practices. Having determined grade-level proficiencies, feedback practices, and resources needed, staff will have a full understanding of the essential standards. These will be revisited throughout the course/year to ensure full understanding before advancing to the next grade/course.

### **Assessments:**

To better understand the needs of the students, we will assess every student in grades PK-12 during the first few weeks of school. Based on that data, we will be aligning our resources to support our students in whatever needs are determined. For grades PK-5, we will utilize: NWEA, Fountas and Pinnell, Acadience, and local assessments provided by our curriculum. For grades 6-12, we will utilize NWEA screening assessments if our calendar does not align well with required NWEA testing windows. These assessments will be delivered in person for students on campus and online through online test taking. This program will be done individually, and the technology applications necessary for testing will be pushed to each of our devices by our technology staff.

In addition, assessments will be utilized to measure the understanding of our students on a consistent basis. Staff members will utilize applications such as Google Forms or Kahoot to collect feedback and utilize it within our data management system. Whether students are learning on campus or online, a wide variety of assessment tools will be utilized to measure growth.

### **Supplies Needed:**



A supply list will be provided to families to support Phase 1-3 and 4-6. An effort will be made to align these supply lists so additional school requirement costs will not fall on families. For phase 4, students will require the following supplies (and who should be providing them) although classroom specifics may differ:

#### On Campus Learners - Elementary

- Chromebook (WMAES)
- Chromebook power supply (WMAES)
- Chromebook case (WMAES)
- Math workbooks (WMAES)
- Face mask (Homemade by Parents; Disposable by WMAES)
- Writing utensils (Parents)
- Backpack (Parents)
- Pencils (Parents)
- Blanket (Parent)
- Individual Bucket (Parent)
- 1 pack of crayons (Parents)
- 1 pack of colored pencils (Parents)
- 1 pack of thin markers (Parents)
- 1 pack thick markers (Parents)
- 1 Black Sharpie (Parents)
- 1 scissor (Parents)
- 1 spiral notebook with name on it (Parents)
- 3 folders - 1 red, 1 blue, 1 folder of choice for take home (Parents)
- 1 pack of dry erase markers (Parents)
- 2 large glue sticks (Parents)
- 2 boxes Kleenex (Parents)
- Quality Earbuds (Parents)
- Ziploc - 1 box: quart or gallon (Parents)
- 1 package baby wipes (Parents)
- 1 pair of mud/rain boots (Parents)
- 1 pair of athletic shoes (Parents)

#### On-Campus Learners - Secondary

- Chromebook (WMAES)
- Chromebook power supply (WMAES)



- Chromebook case (WMAES)
- Math workbooks (WMAES)
- Writing utensils (Parents)
- Novels (WMAES)
- Face mask (Homemade by Parents; Disposable by WMAES)
- Boxes #2 Pencils (Parents)
- Packages of pink erasers (Parents)
- Packages of Black or Blue Ink pens (Parents)
- Highlighters (Parents)
- Packages of college ruled loose leaf notebook paper (Parents)
- Binders or 1 Trapper Keeper (Parents)
- Pack of 4 expo dry erase chisel point markers (Parents)
- Package of Index Cards (Parents)
- Ruler (Parents)
- Inexpensive pair of Earbuds to keep in the classroom (Parents)
- Backpack (parent)
- 1 pair of mud/rain boots (Parents)
- 1 pair of athletic shoes (Parents)

#### Online Learners

- Chromebook (WMAES)
- Chromebook power supply (WMAES)
- Chromebook case (WMAES)
- Math workbooks (WMAES)
- Writing utensils (Parents)
- Novels (WMAES)
- Folders (Parents)

### **Communications & Family Supports:**

While communication is key at the start of any school year, it will be especially so as we begin the 2020-21 school year. We utilize many different avenues of communication to best meet the needs of the student and family bodies. To assist with this, we have broken down the type of communication and the avenues of delivery.



### Avenues of Delivery

Topic	Delivery
School Closure	Email, Phone call, Facebook, Class Dojo, Wood TV, WZZM
Health Concern	Letter via Email
All School: Need to Know	Email, Facebook, Class Dojo, Automated Phone Call
More than one Grade Level	Email (secondary), Class Dojo (elementary), Automated Phone Call (elementary and secondary)
1 grade level/team	Email (secondary), Class Dojo (elementary), Automated Phone Call (elementary and secondary)
Student Specific	Email, personal phone call (Secondary), personal phone call or Class Dojo (elementary)

When speaking with regard to the return to school communication plan, we have multiple steps in place to address information, answer questions, and share a large amount of logistical information with families. The communication plan is laid out chronologically below.

July 22

Board Committee Meeting

Purpose: Propose WMAES MI Safe Start Plan and hold discussions on topics that do not follow required or strongly recommended items and other school discussions





July 29

Staff Townhall Meeting

Purpose: Propose WMAES MI Safe Start Plan and answer pre-submitted questions coming from staff members

July 30

Town Hall Meeting

Purpose: Propose WMAES MI Safe Start Plan and answer pre-submitted questions coming from family members

July 31

Parent Email

Purpose: Supply lists will be shared with families. We will also open up our online sign-up with a deadline of August 10. If families do choose the online option, the expectation is that they are agreeing to be online until November 30, 2020. We will also survey families on how they will be arriving and dismissing from school as well as ask questions about their student's social and emotional health.

August 11

Board Meeting

Purpose: Board members will review WMAES MI Safe Start Plan and address edits made by CMU or MDE. Board members will also approve the school handbooks as well as additions of 1:1 Technology, Program of Study, Athletic, and COVID information.

Week of August 17

Second Town Hall

Purpose: We will share alterations to our plan recommended by MDE or CMU. We will answer final questions for families. At this point, we will share our entire plan on our website and ensure it is communicated to our entire school community.

Following the Second Town Hall      Parent Email

Purpose: We will have visuals to support students and families on the first day of school for drop off, pick up, and navigating the parking lot. We will also share dates of orientation and training opportunities to ensure they are familiar with



Schoology before the school year begins. Orientation will provide students with information on the curricula, assessments, schedules, lockers, Chromebook access, and Schoology.

Week of August 24

Parent Email

Purpose: To ease anxiety for students and parents, this positive and exciting message will welcome students back with a reminder of expectations.

### **Professional Learning:**

We have prioritized our time with staff to accomplish many goals. During the week of August 17, staff have been assigned online resources to train them on Schoology Learning. Staff also will also be assigned COVID-19, ADA/HIPAA and other required annual training they must complete online.

During the week of August 24, we have identified areas that require collaboration and teamwork. Staff will have experiences involving vision setting, learning management system use, curriculum priority standards, developing student centered supports, training on digital tools, training teachers to teach grit, and time for special education conversations.

Later in the year, we will continue our professional development experience. This will include opportunities to better understand classroom data, developing priority standard pacing guides, racial educational equity, and building grit in students.

To summarize, WMAES will adhere to all of the required, strongly recommended, and recommended guidance for Instruction during Phase 4.

### **Phase 4 Operations**

#### **Facilities:**

The WMAES facilities department will be assigned many tasks to ensure that the building is prepared for in-person instruction. Ensuring we have the correct tools, supplies and equipment will be the first priority. Our team has been working with local emergency management programs and our health department to ensure we are ordering



the correct supplies. This gave us a chance to review our auditing process to ensure that we will not run out of supplies during the year - especially disinfecting materials.

In addition, the team is educating themselves (and seeking advanced training) on the requirements for cleaning and disinfecting all core assets. In addition, they are developing schedules for each staff member to ensure they understand required tasks and responsibilities. We will also update the team with changes provided by OSHA and/or the CDC. These requirements will also be shared with staff as part of our guidance for cleaning.

To best prepare the building, an audit was completed that included the number of classrooms, sizes, additional unused spaces, and ventilation in each classroom. These factors were a necessary component of our plan to evaluate the safety of students and staff. Outside of the classrooms, normal summer maintenance was completed. This included HVAC reviews, changing of air filters, posting signage, and ordering disinfectant tools. In addition to the preparations being made indoors, outdoor learning spaces at WMAES are being addressed. We are working with our environmental science team members and facilities team to create more outdoor learning experiences on our campus.

As part of our purchasing plan that involves CARES funding, our team is ensuring we have an ample supply of level-one facial coverings including some with transparent fronts for K-5 teachers, special education teachers and students requiring speech services.

Preparation of facilities will be closely monitored, and school leaders will conduct and document a facility walk through with the facilities team to ensure that classrooms, common spaces, and the exterior are ready for staff and students.

### **Budget:**

We have been monitoring our budget closely since COVID began impacting schools in March. With support from the finance department at Choice Schools Associates, we have prepared a budget that addresses staffing needs, potential enrollment dips, and possible changes in revenue.

Details regarding expenditures related to our preparedness plan are provided below.



	Price	Quantity	Total
HP Chromebook 11A G8	\$175.00	650	\$113,750.00
Google Management License	\$23.74	650	\$15,431.00
Thermal Camera Temp Check Stations	\$3,900.00	3	\$11,700.00
Handheld No-Contact Thermometer	\$31.99	20	\$639.80
Face Shields	\$3.80	100	\$380.00
Chromebook Protective Cases	\$14.00	800	\$11,200.00
Schoology License and Subscription Fees	\$10.00	800	\$8,000.00
Schoology Initial Implementation Service	\$1,800.00	1	\$1,800.00
Schoology Required Professional Development Hours	\$300.00	4	\$1,200.00
10.5-inch iPad Air Wi-Fi 64GB - Silver	\$474.00	20	\$9,480.00
Hand Sanitizer (80% Alcohol, 1 Gallon Jug)	\$40.84	3	\$122.52
1000 Count Face Masks	\$329.99	2	\$659.98
PURE CODE Backpack ULV Mister Sprayer-10L Fogging Machine	\$274.99	2	\$549.98
Igloo Island Breeze 9 Cooler (food service)	\$9.97	8	\$79.76
CB6905 BACKPACK ELECTROSTATIC SPRAYER 2830104074	\$1,690.00	2	\$3,380.00
PP28175 HAND SANITIZER GEL 4L w/PUMPS	\$127.00	18	\$2,286.00
Plexiglass for Offices - 48x96 sheets	\$133.49	4	\$533.96
Total			\$181,193.00

### Enrollment:



As the school has altered our handbook to reflect changes in the school year, there are a couple of details that should be highlighted. Attendance expectations will be clearly defined for students doing online learning by choice or due to closure, and attendance for these students will be closely monitored. We will also communicate more stringent guidelines regarding the process families must follow to ensure students who become ill at school are picked up promptly.

### **Staffing:**

At WMAES, we pride ourselves on our amazing staff. To ensure they are prepared for the upcoming school year, we have taken many steps to place safety at the forefront of our decision making. We have conducted a staff survey and outreach to understand concerns. We have created a list of returning staff members and developed a staffing plan to account for teachers and staff who are not returning or are at risk. We also sought legal counsel to support liability questions relative to COVID-19.

After discussion, we have also modified schedules to support our technology initiatives, backfill positions left vacant. We have evaluated assignments and responsibilities to redistribute staff to serve the most critical needs. We have also coordinated funding for three new positions which will be critical in WMAES' return to school. WMAES transitioned a student advocate position into a part time social work position. This role will tackle similar tasks of the student advocate but will also support the social work IEP caseload. Another position will come with a health background and will serve as a liaison between the school, families and the Kent County Health Department. Finally, to meet the needs of our cleaning requirements, we will hire an additional part time facilities staff member. WMAES followed appropriate guidance by completing recruiting, interviewing and hiring online and providing high quality preparation.

To best prepare for the many unknowns of the year, one key piece is to ensure we have staffing to support absences from the building. An evaluation of our current building sub staff pushed us to open the hiring pool to ensure we are prepared. Also, we will be surveying (formally and informally) staff to ensure we are addressing needs that may arrive unexpectedly though the school year.

Our licensed child care will increase staffing when the building is closed to accommodate the number of students enrolled in the program. If the building is closed under Phase 4 and virtual learning is being provided, then licensed child care staff will increase their weekly hours.





### **Technology Access:**

All GSRP-12th grade parents have been contacted to complete a survey to inform West Michigan Academy of Environmental Science team members of the technology access in the student's home. Chromebooks have been purchased to provide each student a technology tool to use for online learning. Whether families have online access was determined through the survey. If the internet is not available in the home, we are connecting families with low cost options, library resources of Wi-Fi cards, or making our parking lot WIFI accessible. We hope to remove any technology barriers that may exist for each and every student. In addition, we will also be building an online hub for parents to utilize for support with Schoology and technology.

### **Transportation**

WMAES does not offer transportation for students from their home to school. Athletics will be suspended; therefore no transportation will be needed. All field trips will be cancelled during Phase 4. WMAES does not currently utilize our bus, so that is not an option for instructional material or food service delivery. Therefore, WMAES will not follow the strongly recommended guidance for Transportation Operations.

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

### **Phase 5 Safety Protocols**

Under phase 5 that allows the school building to be opened and instruction to be available on the campus, our team sought out information on the requirements, screener, best practices, and resources needed to ensure a safe return for all staff and students.

### **Safety Protocols(Personal Protection Equipment, Hygiene, Spacing Movement and Access, Screening Students, Staff, and Guests, Testing Protocols for Students and Staff, Responding to Positive Tests, Food Service, Gathering, Extracurricular Activities):**

WMAES will be following the same plan that is outlined in Phase 4 above. The only strongly recommended guidance that is excluded in both Phase 4 and 5 is the social distance recommendation. WMAES will space students at a minimum of 3 feet, with a 6



feet distance as the goal. It cannot be guaranteed that the goal of 6 feet will be reached in all classrooms due to space and number of students.

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

WMAES will be following the same plan that is outlined in Phase 4 above. All guidance will be followed in Phase 5. Nothing will be excluded.

### **Phase 5 Instruction**

#### **Governance, Instruction, Communications and Family Supports, Professional Learning**

WMAES will be following the same plan that is outlined in Phase 4 above. All guidance will be followed in Phase 5. Nothing will be excluded.

### **Phase 5 Operations**

#### **Facilities, Budget, Food Service, Enrollment and Staffing, Technology, Transportation**

WMAES will be following the same plan that is outlined in Phase 4 above. All guidance will be followed in Phase 5. Nothing will be excluded.



### Attachments

#### Post Pandemic Return to School Risk Mitigation Guidelines (Workplace Preparedness Plan) Administrative Guideline # 8420 E2 (Revised 7/27/20)

##### Purpose:

The purpose of this guideline is to provide staff with best practice risk mitigation procedures for returning to the school building after a pandemic. The guidelines below are based on information from the CDC, OSHA, MIOSHA, and the MiSafe Schools Roadmap referenced later in this document. The MI Safe Start Plan, active Executive Orders, and the MiSafe Schools Roadmap supersede this guideline. Implementation of these guidelines may vary by school facility based on their MI Safe Start Plan Phase. Changes to this guideline will be communicated to you by your school administration.

##### Overview of Guidelines:

- **Access control** - screening everyone before entering a school facility.
- **Social distancing** - maintain 6 ft social distance; work online where possible.



- **Sanitation and hygiene strengthening** - wash/sanitize hands; use respiratory etiquette; sanitize equipment and work areas.
- **Personal Protective Equipment** - use masks, gloves, and other PPE as indicated.
- **Contact Tracing and Isolation** - trace positive cases and provide supportive measures.

#### **Definitions:**

Symptoms of COVID-19 include, but are not limited to, fever/chills, cough (excluding cough due to a known problem), shortness of breath, fatigue, muscle/body aches, headache, new loss of taste or smell, sore throat, congestion, runny nose, and/or diarrhea (excluding diarrhea due to known medical reasons). The virus spreads mainly from person-to-person, between people who are in close contact with one another (within 6 feet), through respiratory droplets produced when an infected person coughs, sneezes or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. COVID-19 may be spread by people who are not showing symptoms.

#### **Responsibility of Leaders, Staff, and Students:**

- Area Superintendents, School Leaders, and staff should be familiar with this plan and be able to answer questions from their students and their families.
- All employees are responsible for reporting symptoms to their supervisor, human resources, or their designees, practicing good personal hygiene and housekeeping for their assigned areas, using PPE, and screening visitors.
- All students are responsible for reporting symptoms to their teachers and school leaders, practicing good personal hygiene and housekeeping for their classrooms, and using PPE when indicated.
- The Occupational Safety and Health Administration (OSHA) and the Center for Disease Control and Prevention (CDC) have provided the following control and preventive guidance to everyone, regardless of exposure risk:
  - Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand sanitizer with at least 60% alcohol.
  - Avoid touching your eyes, nose, or mouth with unwashed hands.
  - Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.



- Avoid close contact with people who are sick.
- Staff and students must familiarize themselves with the symptoms of COVID-19 listed above. If anyone develops a fever and symptoms of respiratory illness, such as cough or shortness of breath, OR if they come into close contact (within 6 feet for 15 minutes or more) with someone showing these symptoms, they should NOT COME TO SCHOOL and contact their healthcare provider right away.
- Cross training of critical tasks should be considered by staff to continue necessary work in case an employee is sick.
- Within two weeks of return to in-school operations, staff must attend training on: infection control practices (hand washing, sanitizing, etc.), the proper use of PPE, steps staff must take to notify their school leader of any symptoms of covid-19 or suspected case, and how to report unsafe work conditions. This training will be provided by Human Resources and your supervisor. Per state executive order HR will keep a record of this training.

### **Monitoring and Updating:**

The COVID Task Force, and building Crisis (KIP) Team, will continue to monitor information from the CDC, OSHA, and the State of Michigan, adjusting these guidelines as necessary and informing staff. Questions about the guidelines should be directed to the School Leader who serves as the COVID-19 workplace coordinator who may also designate someone to implement and monitor this plan.

### **Procedures:**

#### **Access Control**

- Everyone entering a school building will need to be screened prior to access, through verbal or electronic self-reporting. Per state order, records are to be kept on the conducting of the screening for staff and contractors.
  - Visitors, delivery personnel, etc. will be screened by the front office staff. The doors will be locked and visitors will need to call in to be screened over the phone.
  - Staff will be screened and cleared by their direct supervisor or designee, via the Crisis Go Safety Check-In app. If the app is not available, staff should be asked to respond to the questions below before entering the building. *(Employees are required to take their temperature before reporting to their work site. At no time will an employee's temperature be recorded.)*





- Students will be screened by their parents or guardians prior to arriving at school including taking temperatures and monitoring for symptoms. The presence of any symptoms should prompt the family to keep their student home and follow up with a primary care physician.
- Everyone entering a building must self-report in the affirmative to the following indicators. If they are not able to do so, then they are to be excluded from the building and referred to necessary supports during the exclusion (please see Contact Tracing and Isolation). Parents and guardians are encouraged to use these questions at home prior to coming to school.
  - Their temperature is not elevated >100.4.
  - They are not currently experiencing, or recently experienced within the last 24 hours, any acute respiratory illness symptoms such as fever, cough, or shortness of breath.
  - They have not had close contact (within 6 feet for 15 minutes) in the last 10 days with someone with a diagnosis of COVID-19.
  - They have not been confirmed positive for COVID-19 in the last 10 days.
  - They are being monitored by their parents/guardians if they have traveled internationally or to known pandemic hot spots within the U.S. in the last 10 days.
- Approved screened visitors, showing no symptoms, are limited to the use of the front lobby, conference rooms, training room, visitor bathrooms (if available on site), and other school areas as approved by the school leader. Visitors will be asked to wear a mask and wash/sanitize their hands prior to entering.
- Only those visitors absolutely necessary for school operations will be permitted to enter and will be limited to only those areas necessary to accomplish the task. Family members or other guests are not allowed in the school building except under extenuating circumstances determined by the school leader.
- Students with pre-existing conditions that may compromise their immune systems are at high risk and may need to be considered receiving instruction online as much as possible.
- No employee will be discharged, disciplined, or retaliated against if they stay home or leave work when they are at particular risk of infecting others with COVID-19. Employees should communicate that concern with their direct supervisor and Chief Human Resources Officer.



### Social Distancing

- Everyone at school should stay at least 6 ft apart (~2 arm's length) when possible and wear masks in common areas when close contact is probable.
- Academy staffing will be arranged and coordinated by the school leader to accomplish the learning plan while maintaining appropriate social distancing.
- Each staff member will work individually with their supervisor on an appropriate schedule.
- Leaders will strive to establish a staggered arrival and departure time, and assign door entry points for staff and students, to decrease the possibility of close contact. Please observe social distancing protocols when entering/exiting the building.
- All employees will be asked to stagger their breaks and lunch times.
- Front desk reception signage will indicate the safe distance to stand for everyone.
- Delivery staff will follow the same front desk distancing protocols or leave delivered items at a low risk location that adheres to social distancing, as determined by the school.
- Common areas will be limited to the number of people where social distancing of 6 feet can be followed. Signs may be posted near rooms to indicate the room capacity that will support social distancing.
- Staff who use the copy machines, or other shared equipment, must use gloves or hand sanitizer before and after operation. The copy machine and other shared office equipment should be wiped down every periodically with a disinfecting wipe by the office or custodial staff.
- Bathrooms will be limited to the number that supports social distancing
- Office areas will be audited to reconfigure furniture and equipment to foster safe distancing.
- Personal offices will be limited to the lowest number of people that can maintain 6 feet social distance. If there is not enough space in an office to maintain 6 feet of social distance, staff will be relocated to another work area, and/or a physical barrier or shielding will be explored for installation.
- Schools should consider implementing the following social distancing measures when students are permitted in the buildings to attend in-person instruction, depending on their MI Safe Start Phase:
  - Arrange classrooms to support low risk work spaces and areas for students that are 6 feet apart, where possible. Where it is not possible, sneeze shields or guards should be considered.



- Consider other alternate spaces within the school building to supplement classroom space and support social distancing.
- Consider how outdoor spaces will be used to support social distancing.
- Create hallway traffic plans that include one way movement, flow, or staggered schedules to allow for reduced traffic to support social distancing.
- Reduce the frequency of large gatherings and limit the number of attendees per gathering.
- Alter schedules to reduce mixing and congestion.
- Eat meals in classrooms or other locations so as to not congest the lunchroom.
- Adjust sport competitions within CDC and MHSAA guidelines.
- Drop off and pickup of students should be modified, staggered, and with much separation is possible to provide for social distancing.
- Students at increased risk of severe illness should be considered for blended learning plans or increased online learning.
- Bus transportation social distancing and cleaning plans should be modified:
  - Staggered scheduling, disembarking strategies, drop-off and pickup locations separate from car drop off and pick up areas
  - The use of hand sanitizer will be required before entering the bus. Hand sanitizer will be supplied on the bus.
  - The bus driver, staff, and all students in grades preK-12, if medically feasible, must wear facial coverings while on the bus.
  - Vehicles will be cleaned and disinfected vehicles before and after every transit route. Children must not be present when a vehicle is being cleaned.
  - Frequently touched surfaces in the vehicle will be cleaned and disinfected (e.g., surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes and prior to afternoon routes.
  - If a student becomes sick during the day, they will not be permitted to use group transportation to return home. If a driver becomes sick during the day, they must follow protocols for sick staff and must not return to drive students.
  - Weather permitting, keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
  - Weather permitting, consider keeping windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe.



- Visitors will not be allowed in personal offices.
- Staff members may not work in other staff members' offices or use their equipment.
- Meetings:
  - All in person meetings will be limited and conducted by phone or conference call where possible.
  - Those in attendance at meetings will be tracked in a google doc or sheet created by one designated person. No paper sign in sheets will be shared. In person meetings will be limited to those necessary for social distancing.
- Travel - Non-essential travel is banned; necessary travel must be approved in advance by the School Leader. [CDC guidelines on travel](#) must be followed to meet the same goals as all of the risk mitigating measures mentioned in these guidelines.
  - If someone must travel, they should travel alone and sanitize their vehicle before and after the trip. Ride sharing should be minimized. Adequate ventilation should be ensured.

#### Sanitation and Hygiene Strengthening

- Hand washing instructions and everyday protective measures will be posted everywhere there is a sink (see resources below). When school is in session, teachers should establish regular hand washing, or hand sanitizing, routines in their classrooms.
- Hand sanitizers should be provided at building entrances and at various locations within the building where shared equipment is located.
- Employees should wash or sanitize their hands before starting, periodically throughout, and after completing their day.
- Tissue and touchless trash receptacles should be provided to all office and classroom areas and shall be emptied daily, and bags changed, by the occupant of each office into the main building trash that will then be removed daily by someone who is wearing nitrile, latex, or vinyl gloves.
- Single-use gloves will be provided to all staff sharing office equipment and shall be discarded in appropriate trash receptacles after each use.
- Everyone will be coached to use respiratory etiquette, including covering coughs and sneezes. Tissues are located throughout the building.
- Each staff member will be given supplies and will be asked to sanitize their work area upon arrival and before leaving for the day.



- Frequently touched surfaces including light switches, doors, benches, bathrooms, must undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.
- Libraries, computer labs, arts, and other hands-on classrooms must undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.
- Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.
- Playground structures must continue to undergo normal routine cleaning but using an EPA-approved disinfectant is unnecessary.
- Staff must wear gloves, surgical masks, and face shields when performing all cleaning activities.
- [Custodial staff will sanitize the offices](#) each Friday (or at least weekly), classrooms and high touch student areas should be cleaned daily if possible, where possible exposure to COVID-19 occurs. When school is in session, custodial staff should implement deep sanitizing and cleaning during the natural calendar breaks (Teacher PD, holidays, etc.). A cleaning plan for play equipment and buses should also be created.
- A cleaning plan for items touched by the students should be created. Avoid sharing of equipment by students.
- Student belongings should be stored separately and properly labeled. Items brought from home should be limited. Preschool students should consider bringing shoes to wear and leave at school.
- Preschool - remove toys/objects which cannot be easily cleaned/sanitized between use (e.g. stuffed animals, etc.) Personal blankets, etc. should be kept in the cubbie area between use.
- Sanitizing supplies will include: [common EPA-registered household disinfectant, alcohol solution with at least 60% alcohol, or diluted household bleach solutions](#) (as appropriate for the surface). Safety data sheets will be maintained on site for all disinfectants.
- When someone is diagnosed with COVID-19, or is symptomatic of COVID-19, that area, or office, will be closed until proper sanitizing can occur. *(Although OSHA has indicated that there is typically no need to perform special cleaning of these areas unless they are visibly contaminated with blood or other bodily fluids, we will be taking extra precautions.)*



- Individual water bottles should be used only. Water fountains should be turned off.
- Water faucets should be flushed before opening the school building to remove possible lead and copper sediment.
- Break or lunch rooms should be cleaned once per day by employees who are issued proper personal protection equipment.
- Schools and offices should create a cleaning and sanitation plan consistent with [CDC guidance for reopening schools and communities](#).
- Ventilation systems should be analyzed for proper functioning and activated to allow for increased air flow as much as possible. Windows should be opened, where possible and feasible, to increase ventilation.

#### Personal Protective Equipment

- Staff, students in grades 6-12, and visitors must wear masks inside the school (except during meals) and may wear their own masks that are taken home and cleaned. Students PreK-12 must wear masks in hallways and common areas except during meals. Masks do not have to be worn when exercising and the mask would interfere with the activity or when outdoors and social distancing of 6 feet can be maintained (Executive Order 2020-147). If more than one class is using the playground, masks should be worn.
- Disposable Masks will be provided at the entrances for all visitors who don't have them.
- Gloves will be provided in all areas where shared items are used. Used gloves will be disposed of in trash receptacles and trash will be taken out daily by the office occupant.
- Gowns and face shields should be available near first aid areas to be used when exposure to someone with COVID-19 is probable.

#### Contact Tracing and Isolation

- Visitors, students, and staff, are to be excluded from the building if they exhibit or report any of the following:
  - Elevated temperature  $>100.4$ , or they are experiencing, or recently experienced within the last 24 hours, any acute respiratory illness symptoms such as fever, cough, or shortness of breath.
  - They have been confirmed positive for COVID-19 in the last 10 days.





- They have had close contact in the last 10 days with someone with a diagnosis of COVID-19. Close contact is defined as being less than 6 feet close for 15 minutes or more to the diagnosed person.
- *If visitors, students, or staff exhibit COVID-19 symptoms*, they must remain home until they are symptom free for at least 24 hours (that is one full day of no fever without the use of medicine that reduces fevers or other symptoms). Students and staff will be required to obtain a doctor's note clearing them to return.
- *If visitors, students, or staff test positive for COVID-19*, they will be directed to self-quarantine away from the building. They may return after 10 days with a physician's note and have been symptom free for the last 24 hours. Anyone hospitalized with COVID-19 may return to work/school when directed to do so by their medical care provider. Documentation to return to school or work will be requested from those who have tested positive. Confirmed cases of COVID-19 in staff or students must be reported to the local public health department immediately. General exposure information must be reported to any students, co-workers, contractors, or suppliers that may have come in contact with the confirmed person, within 24 hours, following local public health guidance.
- PTO, or work from home arrangements for staff, will be made with their supervisor.
- Contact tracing, notification, and investigation - If the school learns that a staff or student has tested positive, they will contact their local public health department immediately and cooperate with them in conducting an investigation into others in the school community that may have had close contact with the confirmed-positive person two days before they showed symptoms to the time they were last present in school. The individuals who had contact with the carrier will be directed, within 24 hours of the identification of the confirmed case, to self-quarantine for 10 days from the last date of close contact with the carrier. If a student or staff learns that he or she has come into close contact with a confirmed-positive individual outside of the school, he/she must alert the school leader of the close contact and also self-quarantine for 10 days from the last date of close contact with the carrier.
- Isolation - students or staff who have the aforementioned symptoms or report testing positive for COVID-19, and obtain access to the school building, will be directed to wear a mask and isolate in an area with closable doors until they can be transported home or to a physician by their parent/guardian. Students who develop symptoms should not go home on a school bus.



### Mental Health Needs

Students who need social and emotional support due to the pandemic should be referred to their primary teacher or school social worker for assistance or referral. Staff should be referred to Human Resources (HR) who will be available to assist and support during this time. In addition to reaching out to HR at any time, if staff feel the need to utilize the Employee Assistance Program, please know that there is no cost and it is completely confidential. No one will know that staff used the service. The Mutual of Omaha's Employee Assistance Program provides professional, confidential quality consultation, 24 hours a day. A support representative can be reached by phone at 1-800-316-2796 or by visiting the website at [mutualofomaha.com/eap](http://mutualofomaha.com/eap). EAP professionals can assist you by locating affordable support and solutions in your area.

### Notification/Confidentiality/Privacy

Except for circumstances in which school administration is legally required to report school or workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed of a student or employee's condition will be kept at the minimum needed not only to comply with legally-required reporting, but also to assure proper care of the individual and to detect situations where the potential for transmission may increase. A sample parent notification is attached to these guidelines. Human Resources will create the notification regarding employees. School administration reserves the right to inform others that a student, staff member, or vendor (without disclosing the person's name) has been diagnosed with COVID-19 if the other individuals might have been exposed to the disease so they may take measures to protect their own health.

### OSHA Recordkeeping

If a confirmed case of COVID-19 is reported, Human Resources will determine if it meets the criteria for recordability and reportability under OSHA's recordkeeping rule. Human Resources will ensure that all OSHA regulations are followed.

### References and Resources

[MI Safe Schools: Michigan's 2020-21 Return to School Roadmap](#)



[CDC Signage and Print Resources](#)  
[Choice Schools Signage Resources](#)  
[CDC COVID-19 Considerations for Schools](#)  
[CDC K-12 School Considerations FAQ for COVID-19](#)  
[Return to School Roadmap - Opportunities Lab](#)  
[MI-OSHA COVID-19 Workplace Guidelines](#)  
[OSHA Guidance on Preparing Workplaces for COVID-19](#)  
[CDC - COVID-19 Response and President's Plan to Open Up America](#)  
[CDC - Guidance for Cleaning and Disinfecting Public Spaces](#)  
[CDC Guideline for Reopening Schools - Decision Tree](#)  
[Checklist for Preparing School Buildings for Reopening after COVID-19 NCSI](#)  
[Reopening Schools Checklist - Safe Six - NCSI](#)  
[EPA Approved products for use against COVID-19](#)  
[CDC Cleaning Plan](#)  
[Executive Order 2020-147 Masks](#)  
[Guidelines for Safe Child Care Operations During COVID-19](#)  
[Executive Order 2020-114 Safeguards to Protect Michigan Workers](#)  
[Executive Order 2020-36 Staying Home When Infected](#)

#### **APPENDIX**

- Parent Notification of Close Contact
- COVID-19 Handouts for Staff
- Sample Procurement List

### **Parent Notification**



DATE: [DATE]

TO: [Parent]

FROM: [School Leader]

We have been informed by one of our [students/employees/customer/vendor/etc.] working at [SITE] that he/she has a confirmed case of COVID-19, commonly known as “Coronavirus,” based on test results obtained on [DATE]. Per school policy, this [student/employee/customer/vendor/etc.] has been directed to self-quarantine for 10 days until permitted to return.

We are alerting you because, based on our investigation, we believe that your student may have come into contact with the confirmed-positive case, on or about [DATE]. Based on school policy we are directing your student not to report to school (i.e., self-quarantine) until, at least, [14 days from last contact with confirmed case]. In the interim, we encourage you to seek medical advice and a COVID-19 test, especially if you are exhibiting symptoms of the virus.

If you do not test positive for COVID-19, or experience symptoms, by [10 days from last contact with confirmed case], you may return. However, please inform [school leader] if any of the following occur during your self-quarantine: you experience flu-like symptoms, including fever, cough, sneezing, or sore throat; or you test positive for COVID-19.

We are committed to providing a safe environment for all of our students and staff. It is in the interest of those goals that we provide this information out of an abundance of caution.

We will treat information regarding the identity of anyone with suspected or confirmed cases of COVID-19 as confidential to the extent practicable and will comply with applicable laws regarding the handling of such information. Further, per school policy, we will not tolerate harassment of, or discrimination or retaliation against, anyone.



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Please contact the [school leader] at [PHONE NUMBER] if you have any questions or concerns.

For more information about COVID-19, please visit the CDC website at:  
<http://www.cdc.gov/coronavirus/2019-ncov/index.html>

Sincerely,

School Leader



## COVID-19 Checklist

### Know the Symptoms of COVID-19

- Coughing, fever, shortness of breath, and difficulty breathing. Early symptoms may include chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.
- If you develop a fever and symptoms of respiratory illness, DO NOT GO TO WORK and call your health-care provider immediately. Do the same thing if you come into close contact with someone showing these symptoms.

### School Responsibilities

- Access to the worksite will be limited to only those necessary for the work.
- Everyone will be pre-screened to ensure they are not exhibiting symptoms.
- Employees, contractors, and visitors will be asked to leave the worksite and return home if they are showing symptoms.
- Provide hand sanitizer and maintain Safety Data Sheets of all disinfectants used on site.
- Provide protective equipment (PPE) to any employees assigned cleaning/disinfecting tasks..

### Staff Responsibilities

- Practice good hygiene: wash hands with soap and water for at least 20 seconds. If these are not available, use alcohol-based hand rub with at least 60% alcohol.
- Cover mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home—DO NOT GO TO WORK.
- Sick employees should follow [CDC-recommended steps](#). Employees should not return to work until the criteria to [discontinue home isolation](#) are met, in consultation with healthcare providers and state and local health departments.





### **Cleaning/Disinfecting Worksites and Other Protective Measures**

- Clean and disinfect frequently used tools, equipment, and assigned work areas, at the beginning and end of the work day. To disinfect, use [products that meet EPA's criteria for use against SARS-CoV-2](#), (the cause of COVID-19), and are appropriate for the surface.
- Clean shared spaces such as break/lunchrooms/restrooms at least once per day.
- Disinfect shared surfaces (machinery controls, etc.) after each use.
- Avoid using other employees' phones, desks, offices, or other work equipment, when possible. If not, disinfect before and after each use.
- Everyone should empty their own trash from their office or classroom into larger trash bins. Trash collected from these bins must be changed daily by custodial staff wearing gloves.

### **Personal Protective Equipment and Alternate Work Practice Controls**

- Wear the proper PPE.

## **COVID-19 - General Information**

### **What is COVID-19?**

The novel coronavirus, COVID-19 is one of seven types of known human coronaviruses. COVID-19, like the MERS and SARS coronaviruses, likely evolved from a virus previously found in animals. The remaining known coronaviruses cause a significant percentage of colds in adults and children, and these are not a serious threat for otherwise healthy adults.

Patients with confirmed COVID-19 infection have reportedly had mild to severe respiratory illness with symptoms such as fever, cough, and shortness of breath.

According to the U.S. Department of Health and Human Services/Centers for Disease Control and Prevention ("CDC"), Chinese authorities identified an outbreak caused by



a novel—or new—coronavirus. The virus can cause mild to severe respiratory illness. The outbreak began in Wuhan, Hubei Province, China, and has spread to a growing number of other countries—including the United States.

### **How is COVID-19 Spread?**

COVID-19, like other viruses, can spread between people. Infected people can spread COVID-19 through their respiratory secretions, especially when they cough or sneeze. According to the CDC, spread from person-to-person is most likely among close contacts (about 6 feet). Person-to-person spread is thought to occur mainly *via* respiratory droplets produced when an infected person coughs or sneezes, like how influenza and other respiratory pathogens spread. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It is currently unclear if a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.

In assessing potential hazards, employers should consider whether their workers may encounter someone infected with COVID-19 in the course of their duties. Employers should also determine if workers could be exposed to environments (e.g., worksites) or materials (e.g., laboratory samples, waste) contaminated with the virus.

Depending on the work setting, employers may also rely on identification of sick individuals who have signs, symptoms, and/or a history of travel to COVID-19-affected areas that indicate potential infection with the virus, in order to help identify exposure risks for workers and implement appropriate control measures.

There is much more to learn about the transmissibility, severity, and other features associated with COVID-19, and investigations are ongoing.

### **Sample Supplies/Equipment Procurement Plan**



Needs	Quantity Needed	Vendor	Notes	Completed
Gloves (nitrile, latex, or vinyl)				
Tissues				
Disinfecting Cleaner				
Disinfecting Wipes				
Hand Sanitizer				
Hand Sanitizer for Stations				
Signs for how to wash hands				
Signs posted to summarize overview of these rules and space usage rules				
Max occupancy signs for common rooms				
Signs for front office to how far to stand in front of desk				
Safety data sheets for cleaning chemicals				
Trash bags				
Gowns				
Disposal Face masks				
Cloth Face Masks				
Eye wear				
Touchless Thermometer				
Vehicle COVID Kit: masks, gloves, hand sanitizer, cleaning supplies, tissue, garbage bag, etc.				
Physical shielding or barrier where 6 feet				



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distancing can't be accomplished				
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## Van Atten-Densmore, Amy Sue

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**From:** COVID-19 Preparedness and Response Plan <MDE-GEMS@michigan.gov>  
**Sent:** Thursday, August 13, 2020 12:24 PM  
**To:** Van Atten-Densmore, Amy Sue  
**Subject:** [External] COVID-19 Preparedness and Response Plan Submission Complete



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

GRETCHEN WHITMER  
GOVERNOR

MICHAEL F. RICE, Ph.D.  
STATE SUPERINTENDENT

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

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