



## **Woodland Park Academy COVID-19 Preparedness and Response Plan**

Address of School District: 2083 East Grand Blanc Road, Grand Blanc, MI, 48439

District Code Number: 25902

Building Code Number(s): 04074

District Contact Person: Jeremy Brown

District Contact Person Email Address: [jbrown@wp-academy.org](mailto:jbrown@wp-academy.org)

Local Public Health Department: Genesee County Health Department

Local Public Health Department Contact Person Email Address: Ashley Herbig,  
[aherbig@GCHD.us](mailto:aherbig@GCHD.us)

Name of Intermediate School District: Genesee Intermediate School District

Name of Authorizing Body: Central Michigan University

Date of Adoption by Board of Directors: 08/13/2020



August 13, 2020 [via email]

Mr. Jeremy Brown  
Woodland Park Academy  
2083 East Grand Blanc Road  
Grand Blanc, MI 48439

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

Dear Mr. Brown:

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

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

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

Sincerely,

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

Corey Northrop  
Executive Director

cc: Susan Peters, Board President  
Amy Schaefer, Board Corresponding Agent

Attachment:  
Approved COVID-19 Preparedness and Response Plan

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

Woodland Park Academy (the “Academy”)

A special meeting of the Academy Board of Directors was held on the 13th day of August 2020, at 6:00 p.m.

The meeting was called to order at 6:03 p.m. by Board Member Susan Peters:

Present - Susan Peters, Marcus Randolph, Ken Kander, and Clenetta Nunn

Absent - Emily Doerr

The following preamble and resolution were offered by Board Member President Susan Peters and supported by Board Member K. Kander:

**BACKGROUND**

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

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

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

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

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

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

**THE ACADEMY BOARD THEREFORE RESOLVES THAT:**

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

Ayes: Susan Peters, Ken Kander, Marcus Randolph, Clenetta Nunn

Nays: 0

Resolution declared adopted.

A handwritten signature in black ink that reads "Susan Peters". The signature is written in a cursive style with a horizontal line underneath the name.

Print Name: Susan Peters

President, Academy Board

## Assurances

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

Susan Peters  
President, Board of Directors

Board Approved: 08/13/2020

## **Introduction and Overview**

Woodland Park Academy is a public school academy located in Grand Blanc serving students in grades K-8 from throughout Genesee County. Our educational professionals have continued to utilize the relationships they have developed with our families to reach students. The implementation of our Continuity of Learning plan focused on using online resources, instructional Zoom meetings, offline packets, social-emotional Zoom meetings, and teacher-initiated check-ins to ensure that student learning was taking place. We have also coordinated summer learning programs through a local university and provided literacy activities to students since the summer has begun.

The mission at Woodland Park Academy is to partner with families and provide diverse learning opportunities to inspire our children to change the world.

### **Core Values:**

- Relationships
- Achievement
- Citizenship

### **Vision:**

#### **Relationships**

- Compassionate school-family relationships
  - Classrooms to be caring, collaborative communities
  - Staff and student relationships
  - Respectful family partnerships

#### **Achievement**

- Challenging learning environment where students achieve at high levels
  - High functioning collaborative teams
  - Ongoing professional training
  - Rigorous learning environment
  - Students aspiring to succeed

#### **Citizenship**

- Develop and empower our students to positively change the world
  - Community Outreach
  - Curricular Connections
  - Stewardship
  - Leadership

We have used these foundational principles to guide our work in developing this plan and implement previous plans. Our focus on relationships has driven us to implement lessons that foster achievement and encourage our students to optimize their citizenship opportunities. Our students have led marches and supported the local law enforcement as examples of this optimization of citizenship. In addition to the mission, vision, and values of Woodland Park Academy we have focused on the safety of the students and staff while developing this plan.

The administrative team worked to interpret the guidance from state and federal agencies before developing the plan. The plan then began to take shape from the templates provided. Our staff was allowed to provide feedback and concerns via email and phone as this was developed in July with limited access to staff. We also incorporated the feedback from families collected through multiple surveys.



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

### **Contingency Clause**

The Academy administration and Board of Directors will retain the authority to move between phases of the Safe Start Plan as dictated by health and safety trends with concern to our school and family needs.

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

- Woodland Park Academy will be closed for in-person instruction.
- If a disaster relief child care center is needed, we will coordinate with Genesee County Emergency Response and the Genesee ISD to ensure Woodland Park Academy can be used by licensed child care providers.
- School employees and contractors are permitted to be physically present at Woodland Park Academy to conduct basic school operations, including remote live instruction, as determined by the school administration.
- Woodland Park Academy will distribute food weekly. This distribution includes deliveries to home for families without transportation and pick up at our building for those families that have transportation. We will publicize this distribution to our families and the community at large through social media, our website, the countywide listing of sites, and all internal channels of communication.
- All of our afterschool and athletic events will be canceled during the shutdown.
- Upon the closure of school our cleaning protocols will be adjusted as follows:
  - Cleaning and maintenance staff will monitor the use of the building and clean areas that are being used.
  - When the closure is lifted, we will resume daily cleaning to ensure the sanitizing of the learning environment.
- All busing and transportation services will be suspended for the duration of the closure.

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

- Woodland Park Academy will implement a mental health screening for all students overseen by a trained professional, if possible. Our screening will be compliant with HIPAA and FERPA policies. Screening instructions (offered verbally to younger students) will provide age-appropriate and transparent disclosure of protocols in place to protect confidentiality while adhering to mandated reporting guidelines.
- Woodland Park Academy will establish and communicate guidelines to all staff regarding the identification and rapid referral of at-risk students to appropriate building level teams.
- Woodland Park Academy will provide all staff with timely, responsive, and ongoing training/professional development as well as needed tools, resources, and implementation support, focused on a variety of topics, including social-emotional learning, trauma-informed best practices, identification of students at risk, proper local referral protocols, and self-care to promote holistic wellness and resilience and prevent burnout and vicarious trauma.

- Woodland Park Academy will utilize our crisis management team that leverages available internal and external/community-based resources, which can be activated efficiently as needed (e.g. loss of a student, loss of a school staff member).
- Woodland Park Academy will continue to update our comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that reference school and community wellness resources.
- Woodland Park Academy will continue to use our various staff meeting platforms to report protocols for staff to evaluate physical and mental health status.
- Woodland Park Academy will provide resources to staff regarding self-care, including [Resiliency Strategies](#).
- Jeremy Brown will be the school mental health liaison and will work with school personnel across the school, local public health agencies, and community partners.
- Woodland Park Academy will continue to leverage MDE resources for student and staff mental health and wellness support.
- Woodland Park Academy will use 810-695-4710 to address mental health concerns resulting from COVID-19.
- Woodland Park Academy will communicate with parents and guardians, using Focus, Dojo, email, social media and our typical channels, return to school transition information including:
  - [Destigmatization of COVID-19](#)
  - Understanding normal behavioral responses to crises.
  - General best practices of talking through trauma with children.
  - Positive self-care strategies that promote health and wellness.

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

### **Governance**

- Woodland Park Academy will engage a district “Return to Instruction and Learning” workgroup, composed of the building Administration, teachers, and staff. The workgroup will utilize feedback from remote learning, revise the district’s remote learning plan to incorporate feedback from stakeholders, and share the new remote learning plan with all stakeholders.

### **Remote Instruction**

- Woodland Park Academy will contract services with the GISD to provide a Virtual Learning Platform using Canvas and Accelerate Education to provide 100% virtual students and remote learning.
- Woodland Park Academy will ensure that the revised remote learning plan is distributed to all involved stakeholders and made available in the families’ home languages.
- Woodland Park Academy will gather feedback on the remote learning plan.
- The remote learning plan will include standards-aligned curricula and high-quality instructional material. The plan integrates synchronous and asynchronous learning and best practices that promote student engagement, consistency, and differentiation.
  - Chromebooks will be provided to students in Grades 1st-8th.
  - Tablets will be provided to students in Kindergarten.

- Hotspots will be provided to students without internet access.
- Elementary Students will be provided a workbook to use with Canvas.
- Woodland Park Academy will utilize NWEA MAP testing virtually during the first few weeks of school to understand where each child is and to inform teachers, students, and families.
- Woodland Park Academy will review students' IEPs, IFSPs, and 504 plans, in coordination with general education and special education teachers to reflect each child's needs based on assessment data and parent feedback, and design accommodations and match services accordingly.
  - Commence online intervention and support services. Plans must include all programs and learning environments.
  - Establish structures for general and special education teachers to collaborate on delivery methods for assessments and instruction, as outlined in IEPs. We will consider students' needs around accessibility and provide assistive technologies, where possible.
- Conduct checkpoints with teachers around curriculum and instruction and ongoing monitoring of student progress, specifically homing in on the progress of students in need of additional support.
- Remain connected with MDE about policies and guidance.
- Develop a continuation of services plan for students needing occupational, physical, and/or speech and language therapy, including evaluations by school psychologists and social workers.
- Work in conjunction with the Genesee ISD Special Education department to ensure coordination of continuation of services planning.
- Woodland Park Academy will NOT;
  - Secure supports for students who are transitioning to post-secondary, as we are a K-8 building.

### **Communication & Family Supports**

- Woodland Park Academy will implement multiple modes of communication needed to reach every family and student in their home language (e.g. FOCUS app, email, DOJO, home visit, phone calls) regarding:
  - Expectations around the duration of the closure and reopening;
  - Decisions about grade-level proficiencies, modes of assessment and feedback, daily instructional time, and estimated workload.
  - Supports and resources for families to use at home, such as grade-specific activities and strategies for teaching and helping their children; and
  - Training on accessing and using the school's digital systems and tools, and workshops for families to build digital literacy.

### **Professional Learning**

- Woodland Park Academy will continue to provide professional learning and training through virtual modes for educators to:

- Offer restorative supports for teachers and learning around equity and implicit bias, social-emotional learning, and culturally responsive education;
- Share knowledge, continuously learn, and exchange ideas successes and failures around remote learning;
- Share information and data about students' assessment results, progress, and completed assignments;
- Learn how to use the schools' digital systems and tools appropriately and sustainably; and
- Build capacity around high-quality remote learning.
- Utilize structures, such as professional learning communities, for educators to collaborate on prototypes for weekly instruction to establish consistency and appropriate workload.

### **Monitoring**

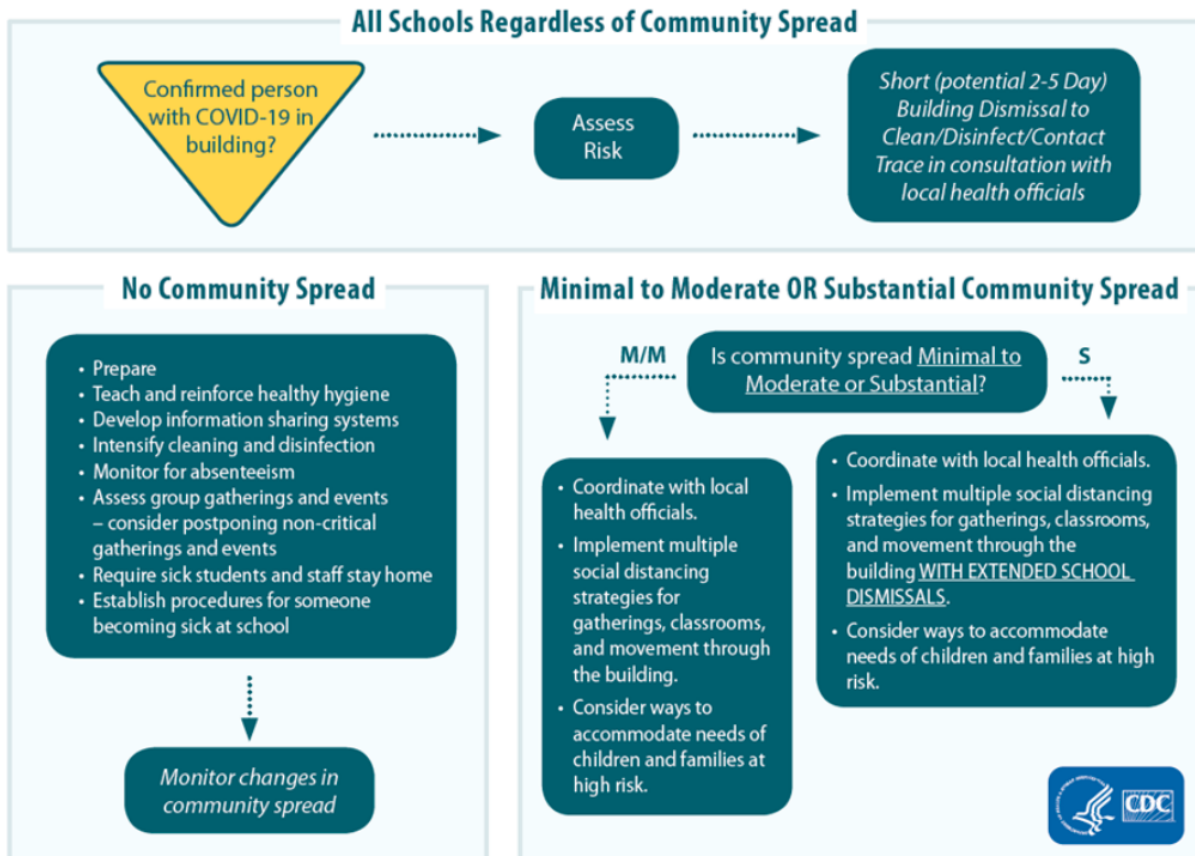
- Activate plans to monitor and assess the following:
  - Connectivity and Access:
    - Ensure that all students and families have adequate connectivity and the devices necessary to successfully engage in and complete schoolwork.
  - Attendance:
    - Develop systems to monitor and track students' online attendance daily.
  - Student Work:
    - Teachers will assess the quality of student work and provide feedback to students and families.
    - Students will self-assess the quality of work, reflect on teacher feedback, and learning progress.

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

#### **Facilities**

- Woodland Park Academy will audit the necessary materials and supply chain for cleaning and disinfection supplies.
- Woodland Park Academy will continue to maintain the school in good working order to prepare for the subsequent return of students.
- Woodland Park Academy will, to the best of our ability, execute the school cleaning and disinfection protocols according to the CDC School Decision Tree model below and with a consultation with our Genesee County Health Department:

# School Decision Tree



- Woodland Park Academy custodial staff will wear face coverings while performing school cleaning duties.
- Woodland Park Academy will be ready to coordinate the use of the building for essential actions including, elections, food distribution, and childcare, particularly for essential workers.
- Woodland Park Academy will coordinate with Local Emergency Management for support with procurement of cleaning and disinfection supplies: David Stamm, [dstamm@co.genesee.mi.us](mailto:dstamm@co.genesee.mi.us), 1002 South Saginaw Street, Flint, MI 48502, Phone: (810) 257-3064, Fax: (810) 237-6169

## Technology

- Woodland Park Academy has surveyed our families regarding the technology used in the home. Another survey will be conducted for Fall instruction.
- The Woodland Park Academy’s single point of contact to communicate with technology staff is Jeremy Brown.
- Woodland Park Academy will continue to use our current technology plan and will supplement training offered to strengthen the use of technology to support distance learning.
- Woodland Park Academy contracts our Information Technology services through the Genesee Intermediate School District. Our device and general technology support lead is Mark Yeater.
- All staff currently serve in the capacity of “help desk” to families that are having technical issues.
- Woodland Park Academy will continue to use our district-wide procedures for return and inventory of district-owned devices.
  - Proper intake of devices collected.

- Sanitizing and flagging for repair.
- Ordering new parts.
- Conducting scheduled maintenance.
- Woodland Park Academy already has an onsite triage process to reduce staff and student time without devices.
- Woodland Park Academy conducts an annual evaluation of our infrastructure and WiFi access points to ensure the density of connectivity.
- Woodland Park Academy will continue to monitor device usage and compliance with online learning programs.
- Woodland Park Academy will provide support to ensure that students and families can access online teaching and troubleshoot problems with access.
- Woodland Park Academy will ensure that students can submit assignments and be evaluated accordingly.
- Woodland Park Academy will schedule ongoing staff training on platforms and tools.
- Woodland Park Academy will continue to review and update relevant technology policies including data privacy policies, acceptable use policies, and policies related to accidental damage, theft, and loss of technology.
- Woodland Park Academy will work to ensure every student has access to the appropriate technology and connectivity needed to continue learning.
- Woodland Park Academy will develop a technology support plan for families.
- Woodland Park Academy will NOT;
  - Woodland Park Academy will not assign technology process leaders to key efforts and publish through the contact information on the district intranet and or internet. We already have this program in effect with our small community and current processes are working well.
  - Woodland Park Academy does not need to identify an asset tracking tool. We utilize an inventory system managed by our Information Technology staff.
  - Woodland Park Academy does not need to identify a vendor to assist with processing, returning, and maintaining devices. We already take care of these tasks with our Information Technology staff.

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

- Woodland Park Academy will, based on instructional programming, provide instructional resources and materials to staff and students as feasible.
- Woodland Park Academy will work with MDE to understand flexibility with hiring and develop a plan to govern hiring in a remote environment.
- Woodland Park Academy will ensure a plan for nutrition services and student meals is in place and provide a list of alternative meal options to families.
- Woodland Park Academy will communicate logistical expectations, including attendance expectations and time on schooling by grade level for students and teachers.
- Woodland Park Academy will NOT;
  - Solidify food service processes, device distribution, delivery sites, and communications plans as necessary. We are not going to do this strongly recommended item as we already have solid processes as related to these items.

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

## **Contingency Clause**

The Academy administration and Board of Directors will retain the authority to move between phases of the Safe Start Plan as dictated by health and safety trends with concern to our school and family needs.

## **Phase 4 Safety Protocols**

### **Personal Protective Equipment**

- Facial coverings must be worn by staff except for meals. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Any staff member who cannot medically tolerate a facial covering must not wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering.
  - K-5 and special education teachers should consider wearing a mask that makes their mouth visible.
  - Homemade facial coverings must be washed daily.
  - Disposable facial coverings must be disposed of at the end of each day
- Facial coverings must be worn by K-8 students, staff, and bus drivers during school transportation. Any staff or student that is unable to medically tolerate a facial covering must not wear one. Any staff or student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.
- Facial coverings must always be worn by K-8 students in the building and on recess except for during meals. Any student that is unable to medically tolerate a facial covering must not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.
  - Homemade facial coverings must be washed daily.
  - Disposable facial coverings must be disposed of at the end of each day.
  - Note: Students with significant disabilities preventing the use of facial coverings are referred to forthcoming guidance from MDE.
- Students in grades 6-8 will remain in cohort groups and teachers will travel to them.

### **Hygiene**

- Woodland Park Academy will provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and [signs](#) reinforcing proper handwashing techniques).
- Woodland Park Academy 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.
- Woodland Park Academy will educate staff and students on coughing and sneezing into their elbow or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.
- Woodland Park Academy will systematically and frequently check and refill soap and hand sanitizers.

- Students and teachers must have scheduled handwashing with soap and water every 2-3 hours.
- Woodland Park Academy will limit the sharing of personal items and supplies such as writing utensils.
- Woodland Park Academy will keep students' items separate and in individually labeled cubbies, desks, containers, or lockers.
- Woodland Park Academy will limit the use of classroom materials to small groups and disinfect between use or provide adequate supplies or assign for individual student use.
- Woodland Park Academy will procure hand sanitizing stations to set up throughout the school.

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

- In classrooms where desks or tables are utilized Woodland Park Academy will space students as far apart as feasible.
- As feasible, Woodland Park Academy will arrange desks and tables facing the same direction.
- Teachers should maintain six feet of spacing between themselves and students as much as possible.
- Family members or other guests are not allowed in Woodland Park Academy except under extenuating circumstances determined by building leadership.
- If building leadership determines "extenuating circumstances" then the adult guests will be screened for symptoms, have temperature taken, wear a facial covering, and wash/sanitize hands before entering. Strict records, including date and time, will be kept of non-school employees or other visitors entering and exiting the building.
- Woodland Park Academy will post signage to encourage proper social distancing where possible.
- Floor tape or other markers will be used to promote social distancing where line formation is anticipated.
- Woodland Park Academy will provide social distancing markings in waiting and reception areas.
- Woodland Park Academy will post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.
- In classrooms that have windows, they should be open as much as, safely, possible. Weather and security should be considered in addition to care for students with allergy-induced asthma.
- We will have staff monitor arrival and dismissal. Students will be encouraged to go straight to classrooms in the morning and straight to the exit in the afternoon. Breakfast will be brought to the classroom.
- Where possible, physical education should be held outside and social distancing of six feet should be practiced.
- Woodland Park Academy will encourage the use of far-right sides of the hallway and flow traffic much like vehicles on the road. Front doors will serve as an entrance in the morning and exit in the afternoon. k-3 students will use the north doors and 4-8 students will use the south door (these doors will have labels).

### **Screening Students and Staff**

- Woodland Park Academy will cooperate with the Genesee County Health Department regarding implementing protocols for screening students and staff.
- Woodland Park Academy will use office space to quarantine a student if necessary and the office staff will care for the student who has become ill at school.
- Students who become ill with symptoms of COVID-19 while at Woodland Park Academy will be placed in an office quarantine area with a surgical mask in place until they are picked up. Identified school staff caring for these children should wear a surgical mask, with the exception



of students with special needs requiring aerosolized procedures in which an N95 mask is required.

- Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to [CDC guidelines](#).
  - At least 10 days since symptoms first appeared and
  - At least 24 hours with no fever without fever-reducing medication and
  - Symptoms have improved
- Woodland Park Academy staff should conduct daily self-examinations before coming to work. These examinations should include a temperature check. If they exhibit any respiratory or gastrointestinal symptoms or have a temperature of 100.4 or greater, they should stay home.
- Employees will complete the monitoring form daily.
- Woodland Park Academy's parents are encouraged to examine children before sending them to school. This examination should include a temperature check. If the child exhibits any respiratory or gastrointestinal symptoms or has a temperature of 100.4 or greater, they should stay home.

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

- Woodland Park Academy will cooperate with the Genesee County Health Department regarding implementing protocols for screening students and staff.
- Students who develop a fever or become ill with COVID-19 symptoms at school should wear a mask, while in the quarantine area and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing.
- Staff who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported for off-site testing.
- Symptomatic students and staff sent home from school should be kept home until they have tested negative for COVID-19 ([locating a testing site](#)), or have been released from isolation according to [CDC guidelines](#).
  - At least 10 days since symptoms first appeared and
  - At least 24 hours with no fever without fever-reducing medication and
  - Symptoms have improved
- Woodland Park Academy families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the school to encourage closer observation for any symptoms at home.
- In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts should be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student, staff member or bus driver) so that they can be quarantined for 14 days at home. Students and staff should be closely monitored for any symptoms of COVID-19. At this time, empiric testing of all students or staff members in the class is not recommended. Only those that develop symptoms require testing for COVID-19.
- Parents and guardians are encouraged to check students' temperature at home every morning using oral, tympanic (ear), or temporal scanners; students with a temperature of 100.4 or greater must stay home and consider coronavirus testing.
- Parents and guardians are encouraged to monitor for symptoms of COVID-19. The presence of any unexplained symptoms, including cough or shortness of breath, should prompt the parent or guardian to keep the student home from school and to follow up with their primary care provider.

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

- Woodland Park Academy will cooperate with the Genesee County Health Department 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 showed symptoms to the time when he or she was last present at the school.
- Woodland Park Academy will notify Genesee County Health Department officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
  - The Genesee County Health Department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self-quarantine for up to 14 days after exposure. Local health officials, depending on the situation, may identify other contacts who require quarantine. Schools can help the Genesee County Health Department by collecting data and contact information of those exposed.
  - We will provide staff with guidance on confidentiality laws and statutes that protect student and staff health information. Student communicable disease-related information is protected health information. (Even if a family/ student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test).
- Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Genesee County Health Department officials will provide instruction about the return to work, using the most current guidelines from the CDC for this determination.
- Cleaning staff will wear a surgical mask, gloves, and a face shield when performing cleaning of areas where a potential COVID-19 case has been identified.
- If possible, smaller areas such as individual classrooms will be closed for 24 hours before cleaning to minimize the risk of any airborne particles.

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

- Woodland Park Academy will prohibit indoor assemblies that bring together students from more than one classroom.
- Classroom or outdoor areas will be used to eat meals.
- School supplied meals will be delivered to the classroom with disposable utensils.
- Large scale assemblies of more than one class are suspended.
- Off-site field trips that require bus transportation to an indoor location are suspended.
- Recess should be conducted outside whenever possible with appropriate social distancing and cohorts of students. Students should wear facial coverings.
- Woodland Park Academy will offer to telecast of assemblies and other school-sanctioned events.
- Extracurricular activities may continue with the use of facial coverings.

### **Athletics**

- Woodland Park Academy will comply with all guidelines published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).
- Students, teachers, volunteers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gatherings. All participants should confirm that they are healthy and without any symptoms before any event.

- All equipment must be disinfected before and after use.
- Woodland Park Academy does not use busing for athletic events.
- Spectators are allowed provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times. Attention must be given to entry and exit points to prevent crowding.
- Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
- Handshakes, fist bumps, and other unnecessary contacts must not occur.
- Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.
- Large scale indoor spectator events are suspended. Large scale outdoor spectator or stadium events are limited to 100 people, and people not part of the same household must maintain six feet of distance from one another.

### **Cleaning**

- [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.
- 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 new class transition if the area is subject to new class transitions.
- Playground structures must continue to undergo normal routine cleaning, but using an [EPA approved disinfectant](#) is [unnecessary](#).
- Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use products.
- Staff must wear gloves, surgical masks, and face shields when performing all cleaning activities.

### **Busing and Student Transportation (Note: Woodland Park Academy contracts our transportation through our Mass Transportation Authority, MTA)**

- Require the use of hand sanitizer before entering the bus. Hand sanitizers must be supplied on the bus.
- The bus driver, staff, and all students in grades K-8, if medically feasible, must wear facial coverings while on the bus. Note: there may be situations where it is not safe for the bus driver to wear a facial covering. Decisions about these situations should be made on a case-by-case basis with Genesee County Health Department officials.
- [Clean and disinfect](#) vehicles before and after every transit route. Children must not be present when a vehicle is being cleaned.
- Clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver's cockpit, hard seats, armrests, door handles, seat belt buckles, light and air controls, doors, and windows, and grab handles) before morning routes and before afternoon routes.
- Clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.
- Woodland Park Academy will create a plan for getting students home safely if they are not allowed to board the vehicle.

- If a student becomes sick during the day, they must not use MTA transportation to return home and must follow the protocols outlined above. If a driver becomes sick during the day, they must follow protocols for sick staff outlined above and must not return to drive students until cleared.
- 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 the spread of the virus by increasing air circulation, **if appropriate and safe**.

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

- Systematically review all current plans (e.g. Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19.
- Woodland Park Academy will respond when presented with documentation from an MD that states a student/family or staff is high-risk for severe illness due to COVID-19 and will address requests for alternative learning arrangements or work reassignments as directed by legal counsel concerning Board Policy.

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

- Woodland Park Academy will implement a mental health screening for all students overseen by a trained professional, if possible. Our screening will be compliant with HIPAA and FERPA policies. Screening instructions (offered verbally to younger students) will provide age-appropriate and transparent disclosure of protocols in place to protect confidentiality while adhering to mandated reporting guidelines.
- Woodland Park Academy will establish and communicate guidelines to all staff regarding the identification and rapid referral of at-risk students to appropriate building level teams.
- Woodland Park Academy will provide all staff with timely, responsive, and ongoing training/ professional development as well as needed tools, resources, and implementation support, focused on a variety of topics, including social-emotional learning, trauma-informed best practices, identification of students at risk, proper local referral protocols, and self-care to promote holistic wellness and resilience and prevent burnout and vicarious trauma.
- Woodland Park Academy's Point Person is Doug Bishop, our school Relationship Coach. He will centralize mental health referrals, communications to families/students, and public-facing wellness materials.
- Woodland Park Academy will utilize our crisis management team that leverages available internal and external/community-based resources, which can be activated efficiently as needed (e.g. loss of a student, loss of a school staff member).
- Woodland Park Academy will continue to update our comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that reference school and community wellness resources.
- Woodland Park Academy will continue to use various staff meeting platforms to report protocols for staff to evaluate physical and mental health status.

- Woodland Park Academy will provide resources to staff regarding self-care, including [Resiliency Strategies](#).
- Jeremy Brown will be the school mental health liaison and will work with school personnel across the school, local public health agencies, and community partners.
- Woodland Park Academy will continue to leverage MDE resources for student and staff mental health and wellness support.
- Woodland Park Academy will use 810-695-4710 to address mental health concerns resulting from COVID-19.
- Woodland Park Academy will communicate with parents and guardians, using Focus, Dojo, email, social media and our typical channels, return to school transition information including:
  - [Destigmatization of COVID-19](#)
  - Understanding normal behavioral responses to crises.
  - General best practices of talking through trauma with children.
  - Positive self-care strategies that promote health and wellness.

## **Phase 4 Instruction**

### **Governance**

- Woodland Park Academy will engage a district “Return to Instruction and Learning” workgroup, composed of the building Administration, teachers, and staff. The workgroup will utilize feedback from remote learning, revise the district’s remote learning plan to incorporate feedback from stakeholders, and share the new remote learning plan with all stakeholders.

### **Instruction**

- Woodland Park Academy will provide daily in-person instruction.
- Woodland Park will offer Virtual Learning only instruction through the GISD.
- If our State moves to Phases 1-3 or we have COVID-positive exposure in the building, Woodland Park Academy will also activate technology-based learning programs to deliver standards-aligned curricula and high-quality instructional materials. We will integrate synchronous and asynchronous learning and best practices that promote student engagement, consistency, and differentiation.
- Woodland Park Academy will make expectations clear around remote instruction that include;
  - Best practices for remote learning;
  - Grade-level proficiencies;
  - Modes of student assessment and feedback;
  - Differentiated support for students;
  - The inclusion of social-emotional learning;
  - Guidance around daily instructional time and workload per different grade bands to ensure consistency for students.
- Woodland Park Academy’s vision for reopening in the Fall of 2020 is;

- Every student will start the year with access to grade-level instruction and high quality, standards-aligned instructional materials in every subject;
- Every student will be assessed on their understanding of prerequisite skills and grade-level proficiencies using formative assessments, screeners, or diagnostics;
- Every students' academic and social-emotional needs will be addressed with the integration of Social and Emotional Learning (SEL) to strengthen connections with students.
- Woodland Park will support teachers to implement grade-level curricula that are aligned to Michigan K-8 standards.
  - Support teachers to utilize power standards that identify the major work of the grade to focus, prioritize, and accelerate instruction.
- Woodland Park will revise students' IEPs, IFSPs, and 504 plans in coordination with general and special education teachers to reflect the child's evolving needs based on assessment data and parent feedback, and design accommodations and match services accordingly.
  - Commence intervention and support services. Plans must include all programs and learning environments, especially special education.
  - Establish structures for general and special education teachers to collaborate on delivery methods for assessments and instruction as outlined in IEPs. Consider students' needs around accessibility and provide assistive technologies, where possible.
- Inventory all intervention programs and services available to students on the district level and identify any gaps.
- Develop a continuation of services plan for students needing either occupational, physical, and/or speech and language therapy, including evaluations by school psychologists and social workers.
- Woodland Park Academy will NOT;
  - Provide hybrid learning options
  - Secure supports for students who are transitioning to postsecondary.
  - Address Birth to Five services and CTE.

### **Communications and Family Supports**

- Woodland Park Academy will implement multiple modes of communication needed to reach every family and student in their home language (e.g. FOCUS app, email, DOJO, home visits, phone calls) regarding:
  - Expectations around their child's return to school;
  - Information about modes of assessment, details on curricula used in each of the core subjects, and grade-level proficiencies; and
  - Plans for each of the different school opening/closing scenarios.
- Woodland Park Academy values parents as partners in their child's education. We will offer family supports that provide families with:
  - Training about how to access and use the schools' digital systems and tools;

- Supports and resources for families to use at home, such as grade-specific activities and strategies for teaching and helping their child;
- Opportunities to build their digital literacy; and
- Strategies to support their child at home.
- Woodland Park Academy will NOT;
  - Communicate information about hybrid schedules and configurations, as we will not be implementing a hybrid model.

### **Professional Learning**

- Woodland Park Academy will provide adequate time for educators to engage in;
  - Intentional curriculum planning and documentation to ensure the stability of instruction, whether school buildings are open or closed;
  - Identify students who did not engage in remote learning and develop a plan to provide additional supports, if needed. Share data and concerns about each student’s growth and needs with students’ assigned teacher(s) for the 2020-21 school year;
  - Identify students who potentially need additional support; and
  - Share knowledge and ideas around the use and effectiveness of digital tools and resources that support remote learning.
- Woodland Park Academy’s professional learning plan includes;
  - Restorative supports and learning around equity and implicit bias, social-emotional learning, and culturally responsive education for teachers;
  - Training of school leaders and teachers thoroughly in the chosen digital systems and tools and their use; and
  - Build the capacity to design and develop remote learning experiences that are equitable and engaging.

### **Instruction**

- Woodland Park Academy will ensure that every student:
  - Has access to standards-aligned, grade-level instruction, including strategies to accelerate student learning;
  - Is assessed with NWEA MAP (in-person or remote) to determine student readiness to engage in grade-level content; and
  - Is offered scaffolds and supports to meet their diverse academic and social-emotional needs.
- Woodland Park administration will conduct checkpoints with teachers around curriculum pacing and ongoing monitoring of student progress, specifically homing in on the growth of students who need acceleration.
- Review student data to identify overall trends and gaps in student learning to design systemic supports and interventions.
- Conduct a review of each students’ IEP in partnership with teachers and parents to reflect each student’s evolving needs based on time away from associated services including OT, PT, and Speech while school buildings were closed.

- Procure any additional standards-aligned tools or materials to support differentiation, intervention, and remote learning, based on students’ needs.
- Set expectations for teachers to integrate high-quality digital tools and resources that are appropriate and sustainable at each grade level, to increase teachers’ and students’ familiarity with online learning in case of a return to remote instruction.
- Determine and activate structures outside of the regular school day, such as after-school programming, to potentially leverage support to students in need of additional support.
- Communicate regularly with families in their home language about their child’s progress and the targeted plans for students in need of additional support.
- Woodland Park Academy will NOT;
  - Provide a hybrid model of instruction which eliminates the planning of;
    - Connectivity and Access
    - Attendance
    - Student Work

## Phase 4 Operations

### Facilities

- Woodland Park Academy will audit the necessary materials and supply chain for cleaning and disinfection supplies.
- Woodland Park Academy will coordinate with Local Emergency Management for support with procurement of cleaning and disinfection supplies: David Stamm, [dstamm@co.genesee.mi.us](mailto:dstamm@co.genesee.mi.us), 1002 South Saginaw Street, Flint, MI 48502, Phone: (810) 257-3064, Fax: (810) 237-6169
- Provide school-level guidance for [cleaning and disinfecting](#) all core assets including buildings and playgrounds. Frequently touched surfaces should be cleaned several times a day.
- Alert school-based custodial and staff of any changes in recommended cleaning guidelines issued by OSHA and/or CDC.
- Convene custodial and facilities staff to review and make actionable district guidance regarding cleaning and disinfection.
- Continue deep cleaning over the summer.
- Audit the building with a focus on;
  - How many classrooms are available;
  - The size of each classroom;
  - Additional available spaces (e.g., gym, lunchroom, auditorium);
  - The ventilation in each classroom.
- Audit school security protocols to decide if any process changes need to be implemented.
- Maintain facilities for in-person school operations.
  - Check HVAC systems to ensure they are running efficiently.
  - Air filters should be changed regularly.
  - Custodial staff should distribute wastebaskets, tissues, and CDC-approved soap or sanitizer to every office and classroom so that these materials can be used upon entry and exit into any discrete location and during travel between sites.
  - Signage about frequent handwashing, cough etiquette, and nose blowing should be widely posted, disseminated, and encouraged through various methods of communication.



- Custodial staff should follow guidance from the CDC about the use of facial covering and special respirators at use when performing cleaning duties.
- School leaders will conduct and document a facility walk-through with the custodial services team to ensure that the classrooms, common spaces, and the exterior are ready for staff and students.
- Procure level-1 facial covering, including those with a transparent front for K-5 teachers, low-income students, and students with special needs.
- Procure level-1 surgical masks for cleaning and janitorial staff.
- Activate school cleaning and disinfection protocols according to the CDC school Decision Tree.
- Woodland Park Academy will maintain facilities for the resumption of school operations.
- Woodland Park Academy will NOT;
  - Audit additional facilities that may be used for learning.
  - Provide advanced training for custodial staff.
  - Address school security staff to follow CDC protocols as we do not have security staff.

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

- Woodland Park Academy will assess student arrival protocols including arrival (bus, private vehicle) and dismissal processes.
- Woodland Park Academy will conduct staff and student outreach to understand who is coming back.
  - For staff, this should include a breakdown of the staff (admin, educators, support staff, full- and part-time staff, etc.)
  - Develop a staffing plan to account for teachers and staff who are not returning or are at risk (i.e., those who are 65 years or have an underlying medical condition and decide not to return).
  - For students, this should include those with preexisting conditions who may need a remote learning environment.
- Woodland Park will assess the need for new or additional positions with a specific focus on student and staff wellness, technology support, and other COVID-19 related needs.
- Woodland Park will recruit, interview, and hire new staff, as needed.
- Woodland Park Academy may redeploy underutilized staff to serve core needs.
- Woodland Park Academy, where possible, may identify and modify staff positions, that would enable high-risk staff to provide remote services.
- Woodland Park will communicate any student enrollment or attendance policy changes with school staff and families.
- Coordinate services with related service providers, in the school and community, to identify and address new student and adult needs.
- Inventory how many substitute teachers are available.
- Build and send back to school communications to all relevant stakeholders (i.e., families, school staff) and include updates across all policies and procedures.
- Verify that student and staff handbooks and planners are printed and ready for distribution and/or are available digitally. Create a master list of any changes to distribute at the first staff meeting.
- Consult legal counsel to preemptively address liability questions, related concerns, or vendor issues related to COVID-19 and share with school leaders.
- Orient new school staff to any operational changes.
- Create master teaching schedules, student and faculty arrival/dismissal schedules, bus schedules, lunch schedules for staff and students, and bell schedules with safety protocols in mind.

- Collaborate with food service staff to ensure any necessary food handling changes are implemented based on local public health guidance.
- Woodland Park Academy will NOT;
  - Work with relevant local bargaining units to assess how job responsibilities may shift in light of COVID-19 and how new or additional responsibilities will be accounted for, as we do not have local bargaining agreements.
  - Guide school leaders for recruiting, interviewing, and hiring staff remotely.
  - Seek and guide the use of CARES Act funding for key purchases (e.g., cleaning supplies) as these funds have already been applied for.
  - Engage in a budgeting exercise to help plan for changing enrollment patterns, new staffing needs, and resource constraints or additional dollars, as we already have a process and have been engaged in these exercises.

## **Technology**

### **Technology: Before Schools Re-open for In-Person Instruction**

- Woodland Park Academy has surveyed our families regarding the technology used in the home. Another survey will be conducted for Fall instruction to collect information about the numbers, types, and conditions of devices used in their homes to support remote learning.
- The Woodland Park Academy’s single point of contact to communicate with technology staff is Jeremy Brown.
- Woodland Park Academy will continue to use our current technology plan and will supplement with training offered to strengthen the use of technology to support remote learning.
- Woodland Park Academy contracts our Information Technology services through the Genesee Intermediate School District. Our device and general technology support lead is Mark Yeater.
- All staff currently serve in the capacity of “help desk” to families that are having technical issues.
- Woodland Park Academy will continue to use our district-wide procedures for return and inventory of district-owned devices.
  - Proper intake of devices collected;
  - Sanitizing and flagging for repair;
  - Ordering new parts;
  - Conducting scheduled maintenance.
- Woodland Park Academy already has an onsite triage process to reduce staff and student time without devices.
- Woodland Park Academy conducts an annual evaluation of our infrastructure and WiFi access points to ensure the density of connectivity.
- Woodland Park Academy will develop a technology support plan for families.

### **Technology Continued: If Schools are Instructed to Close for In-Person Instruction**

- Deploy digital learning devices and move to virtual learning.
- Communicate consistent procedures for return and inventory of school-owned devices as part of a return to school technology plan. The procedures should include:
  - Proper intake of devices collected;
  - Sanitizing and flagging for repair;
  - Ordering new parts;
  - Conducting scheduled maintenance to remove malware and fix standards issues including screen, keyboard, or battery replacement.
- Ensure that school and community access points and wired network devices are functional.

### **Technology Continued: When Schools Reopen for In-Person Instruction**

- Compile technology-facing lessons learned for including in the district’s updated remote learning plan.
- Review issues with tracking and inventory results frequently as a way of understanding the quality and progress of technology processes in our district.
- Continue infrastructure evaluations until all issues are resolved.
- Identify chronic technology issues that arose during the school closure period and use them to begin the development of a long-term technology maintenance plan.
- Woodland Park Academy will organize and centralize online resources that were created, published, or distributed by teachers and others during the closure period as these will be housed on our Virtual Platform (Google Site).
  
- Woodland Park Academy will **NOT**;
  - Woodland Park Academy will not assign technology process leaders to key efforts and publish through the contact information on the district intranet and or internet. We already have this program in effect with our small community and current processes are working well.
  - Where practical given demands on parents or guardians, consider identifying family technology liaisons to support communication regarding the use of technology.
  - Woodland Park Academy will not identify an asset tracking tool. We utilize an inventory system managed by our Information Technology staff.
  - Woodland Park Academy will not identify a vendor to assist with processing, returning, and maintaining devices. We already take care of these tasks with our Information Technology staff.

### **Transportation**

#### **Transportation: Before Schools Reopen for In-Person Instruction**

- Inventory bus contractors (MTA), including any vehicles used for transporting students to/from school or to other school events, and students riding buses. Address questions such as:
  - How many buses are or could be made available in the district?
  - How much variation is there in the size and maximum capacity of buses in the district?
  - How have the buses been currently or historically used?
  - How many drivers will be returning? How many are in the training pipeline? What is the plan to address any shortage of drivers?
- Assess whether MTA has been impacted by COVID-19 (i.e., closed or opt-out from current roles).
- Finalize bus procedures for bus drivers and students that are informed by public health protocols.
- Encourage close collaboration between transportation and IEP teams to monitor changes to students; IEPs and implement accordingly.
- Woodland Park Academy will **NOT**;
  - Inventory bus drivers to understand the extent of high-risk populations.
  - Utilize buses to provide food service and delivery of instructional materials.

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

## **Contingency Clause**

The Academy administration and Board of Directors will retain the authority to move between phases of the Safe Start Plan as dictated by health and safety trends with concern to our school and family needs.

## **Phase 5 Safety Protocols**

### **Personal Protective Equipment**

Facial coverings will be optional in phase 5 except on the bus. Facial coverings are required by all on the bus. Woodland Park Academy staff will monitor health and the spread of COVID-19 and may require masks in all environments except with respect to eating.

- Facial coverings should be worn by staff except for meals. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Any staff member who cannot medically tolerate a facial covering must not wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering.
  - K-5 and special education teachers should consider wearing a mask that makes their mouth visible.
  - Homemade facial coverings must be washed daily.
  - Disposable facial coverings must be disposed of at the end of each day
- Facial coverings should be worn in hallways and common areas by K-8 students in the building except for during meals. Any student that is unable to medically tolerate a facial covering must not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Note: Woodland Park Academy staff will monitor health and the spread of COVID-19 and may require masks in all environments except with respect to eating.
  - Homemade facial coverings must be washed daily.
  - Disposable facial coverings must be disposed of at the end of each day.

### **Hygiene**

- Woodland Park Academy will provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and [signs](#) reinforcing proper handwashing techniques).
- Woodland Park Academy 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.
- Woodland Park Academy will educate staff and students on coughing and sneezing into their elbow or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.
- Woodland Park Academy will systematically and frequently check and refill soap and hand sanitizers.
- Woodland Park Academy will limit the sharing of personal items and supplies such as writing utensils.
- Woodland Park Academy will keep students' items separate and in individually labeled cubbies, desks, containers, or lockers.

- Woodland Park Academy will limit the use of classroom materials to small groups and disinfect between use or provide adequate supplies or assign for individual student use.
- Woodland Park Academy will procure hand sanitizing stations to set up throughout the school.

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

- In classrooms where desks or tables are utilized Woodland Park Academy will space students as far apart as feasible.
- As feasible, Woodland Park Academy will arrange desks and tables facing the same direction.
- Teachers should maintain six feet of spacing between themselves and students as much as possible.
- Woodland Park Academy will post signage to encourage proper social distancing where possible.
- Woodland Park Academy will provide social distancing markings in waiting and reception areas.
- Woodland Park Academy will post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.
- In classrooms that have windows, they should be open as much as, safely, possible. Weather and security should be considered in addition to care for students with allergy-induced asthma.
- We will have staff monitor the arrival and dismissal. Students will be encouraged to go straight to classrooms in the morning and straight to the exit in the afternoon. Breakfast will be brought to the classroom.
- Where possible, physical education should be held outside and social distancing of six feet should be practiced.
- Woodland Park Academy will encourage the use of far-right sides of the hallway and flow traffic much like vehicles on the road. Front doors will serve as an entrance in the morning and exit in the afternoon. k-3 students will use the north doors and 4-8 students will use the south door (these doors will have labels).

### **Screening Students, Staff, and Guests**

- Woodland Park Academy will use office space to quarantine a student if necessary and office staff will care for the student who has become ill at school.
- Students who become ill with symptoms of COVID-19 while at Woodland Park Academy will be placed in an office quarantine area with a surgical mask in place until they are picked up. Identified school staff caring for these children should wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required.
- Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to [CDC guidelines](#).
  - At least 10 days since symptoms first appeared and
  - At least 24 hours with no fever without fever-reducing medication and
  - Symptoms have improved
- Woodland Park Academy will keep strict records, including the date and time of non-school employees or other visitors entering and exiting the building.

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

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

- Staff who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported for off-site testing.
- Woodland Park Academy families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the school to encourage closer observation for any symptoms at home.
- Symptomatic students and staff sent home from school should be kept home until they have tested negative for COVID-19 ([locating a testing site](#)), or have been released from isolation according to [CDC guidelines](#).
  - At least 10 days since symptoms first appeared and
  - At least 24 hours with no fever without fever-reducing medication and
  - Symptoms have improved
- In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts should be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. Students and staff should be closely monitored for any symptoms of COVID-19. At this time, empiric testing of all students or staff members in the class is not recommended. Only those that develop symptoms require testing for COVID-19.
- Parents and guardians are encouraged to check students' temperature at home every morning using oral, tympanic (ear), or temporal scanners; students with a temperature of 100.4 or greater must stay home and consider coronavirus testing.
- Parents and guardians are encouraged to monitor for symptoms of COVID-19. The presence of any unexplained symptoms, including cough or shortness of breath, should prompt the parent or guardian to keep the student home from school and to follow up with their primary care provider.

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

- Woodland Park Academy will notify Genesee County Health Department officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
  - The Genesee County Health Department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self-quarantine for up to 14 days after exposure. Local health officials, depending on the situation, may identify other contacts who require quarantine. Schools can help the local health department by collecting data and contact information of those exposed.
  - **Note:** schools should provide staff with guidance on confidentiality laws and statutes that protect student and staff health information. Student communicable disease-related information is protected health information. (Even if a family/ student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test).
- Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Genesee County Health Department officials will provide instruction about the return to work, using the most current guidelines from the CDC for this determination.
- If possible, smaller areas such as individual classrooms will be closed for 24 hours before cleaning to minimize the risk of any airborne particles.
- Cleaning staff will wear a surgical mask, gloves, and a face shield when performing cleaning of these areas.

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

- Classroom or outdoor areas will be used to eat meals.
- School supplied meals will be delivered to the classroom with disposable utensils.
- All gatherings, including those that occur outdoors (e.g., recess, graduations) will comply with current and future executive orders that set caps on congregations of people. Note: Woodland Park Academy staff will monitor health and the spread of COVID-19 and may require masks in all environments except with respect to eating.
- If field trips occur, they should comply with transportation guidelines within this document, including mandatory facial coverings.
- Woodland Park Academy will telecast assemblies and other school-sanctioned activities.
- Extracurricular activities may continue and facial coverings are optional with social distancing.

### **Athletics**

- Indoor spectator events are limited to 50 people. Large scale outdoor spectator or stadium events are limited to 250 people, and people not part of the same household must maintain six feet of distance from one another.
- Students, teachers, volunteers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gatherings. All participants should confirm that they are healthy and without any symptoms before any event.
- All equipment must be disinfected before and after use.
- Woodland Park Academy does not use busing for athletic events.
- Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
- Handshakes, fist bumps, and other unnecessary contacts must not occur.
- Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.

### **Cleaning**

- [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.
- 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](#).
- Athletic equipment can be cleaned with either an [EPA approved disinfectant](#) or diluted bleach solution before and after each use.
- Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use products.
- Staff should wear gloves, surgical masks, and face shields when performing all cleaning activities.

### **Busing and Student Transportation (Note: Woodland Park Academy contracts our transportation through our Mass Transportation Authority, MTA)**

- Strongly encourage the use of hand sanitizer before entering the bus. Hand sanitizers must be supplied on the bus.
- The bus driver, staff, and all students in grades K-8, if medically feasible, must wear facial coverings while on the bus. Note: there may be situations where it is not safe for the bus driver to wear a facial covering. Decisions about these situations should be made on a case-by-case basis with local public health officials.
- [Clean and disinfect](#) vehicles before and after every transit route. Children must not be present when a vehicle is being cleaned.
- Clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver's cockpit, hard seats, armrests, door handles, seat belt buckles, light and air controls, doors, and windows, and grab handles) before morning routes and before afternoon routes.
- Clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.
- Woodland Park Academy will create a plan for getting students home safely if they are not allowed to board the vehicle.
- If a student becomes sick during the day, they must not use MTA transportation to return home and must follow the protocols outlined above. If a driver becomes sick during the day, they must follow protocols for sick staff outlined above 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 the spread of the virus by increasing air circulation, if appropriate and safe.

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

- Systematically review all current plans (e.g. Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19.
- Woodland Park Academy will respond when presented with documentation from an MD that states a student/family or staff is high-risk for severe illness due to COVID-19 and will address requests for alternative learning arrangements or work reassignments as directed by legal counsel concerning Board Policy.

### **Specific Examples of How Phases 4 and 5 Are Different**

- Facial coverings are optional in phase 5 except on the bus. Facial coverings are required by all on the bus.
- Athletic events described in phase 5 have specific numbers listed per the Roadmap, whereas, the guidelines for phase 4 state "Large Scale Indoor" gatherings. This difference indicates that indoor events are suspended.



## Phase 5 Mental & Social-Emotional Health

- Woodland Park Academy will implement a mental health screening for all students overseen by a trained professional, if possible. Our screening will be compliant with HIPAA and FERPA policies. Screening instructions (offered verbally to younger students) will provide age-appropriate and transparent disclosure of protocols in place to protect confidentiality while adhering to mandated reporting guidelines.
- Woodland Park Academy will establish and communicate guidelines to all staff regarding the identification and rapid referral of at-risk students to appropriate building level teams.
- Woodland Park Academy will provide all staff with timely, responsive, and ongoing training/professional development as well as needed tools, resources and implementation support, focused on a variety of topics, including social-emotional learning, trauma-informed best practices, identification of students at risk, proper local referral protocols, and self-care to promote holistic wellness and resilience and prevent burnout and vicarious trauma.
- Woodland Park Academy's Point Person is Doug Bishop, our school Relationship Coach. He will centralize mental health referrals, communications to families/students, and public-facing wellness materials.
- Woodland Park Academy will utilize our crisis management team that leverages available internal and external/community-based resources, which can be activated efficiently as needed (e.g. loss of a student, loss of a school staff member).
- Woodland Park Academy will continue to update our comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that reference school and community wellness resources.
- Woodland Park Academy will continue to use our various staff meeting platforms to report protocols for staff to evaluate physical and mental health status.
- Woodland Park Academy will provide resources to staff regarding self-care, including [Resiliency Strategies](#).
- Jeremy Brown will be the school mental health liaison and will work with school personnel across the school, local public health agencies, and community partners.
- Woodland Park Academy will continue to leverage MDE resources for student and staff mental health and wellness support.
- Woodland Park Academy will use 810-695-4710 to address mental health concerns resulting from COVID-19.
- Woodland Park Academy will communicate with parents and guardians, using Focus, Dojo, email, social media and our typical channels, return to school transition information including:
  - [Destigmatization of COVID-19](#)
  - Understanding normal behavioral responses to crises.
  - General best practices of talking through trauma with children.
  - Positive self-care strategies that promote health and wellness.

## Phase 5 Instruction

### Governance

- Woodland Park Academy will engage a district “Return to Instruction and Learning” workgroup, composed of the building Administration, teachers, and staff. The workgroup will utilize feedback from remote learning, revise the district’s remote learning plan to incorporate feedback from stakeholders, and share the new report learning plan with all stakeholders.

### Instruction

- Woodland Park Academy will continue to offer in-person instruction as well as virtual-only instruction through the GISD’s Canvas/Accelerate Ed program.
- Woodland Park Academy’s vision for reopening in the Fall of 2020 is;
  - Every student will start the year with access to grade-level instruction and high quality, standards-aligned instructional materials in every subject;
  - Every student will be assessed on their understanding of prerequisite skills and grade-level proficiencies using formative assessments, screeners, or diagnostics;
  - Every students’ academic and social-emotional needs will be addressed with the integration of Social and Emotional Learning (SEL) to strengthen connections with students.
- Woodland Park will support teachers to implement grade-level curricula that are aligned to Michigan K-8 standards.
  - Support teachers to utilize power standards that identify the major work of the grade to focus, prioritize, and accelerate instruction.
- Woodland Park will revise students’ IEPs, IFSPs, and 504 plans in coordination with general and special education teachers to reflect the child’s evolving needs based on assessment data and parent feedback, and design accommodations and match services accordingly.
  - Commence intervention and support services. Plans must include all programs and learning environments, especially special education.
  - Establish structures for general and special education teachers to collaborate on delivery methods for assessments and instruction as outlined in IEPs. Consider students’ needs around accessibility and provide assistive technologies, where possible.
- Inventory all intervention programs and services available to students on the district level and identify any gaps.
- Remain connected to MDE about policies and guidance.
- Develop a continuation of services plan for students needing either occupational, physical, and/or speech and language therapy, including evaluations by school psychologists and social workers.
- Woodland Park Academy will NOT;
  - Secure supports for students who are transitioning to postsecondary.
  - Address Birth to Five services and CTE.

## **Communications and Family Supports**

- Woodland Park Academy will implement multiple modes of communication needed to reach every family and student in their home language (e.g. FOCUS app, email, DOJO, home visit, phone calls) regarding:
  - Expectations around their child’s return to school;
  - Information about modes of assessment, details on curricula used in each of the core subjects, and grade-level proficiencies; and
  - Plans for each of the different school opening/closing scenarios.
- Woodland Park Academy values parents as partners in their child’s education. We will offer family supports that provide families with:
  - Training about how to access and use the schools’ digital systems and tools;
  - Opportunities to build their digital literacy; and
  - Strategies to support their child at home.

## **Professional Learning**

- Woodland Park Academy will provide adequate time for schools and educators to engage in;
  - Intentional curriculum planning and documentation to ensure the stability of instruction, whether school buildings are open or closed;
  - Identify students who did not engage in remote learning and develop a plan to provide additional supports, if needed. Share data and concerns about each student’s growth and needs with students’ assigned teacher(s) for the 2020-21 school year;
  - Identify students who potentially need additional support; and
  - Share knowledge and ideas around the use and effectiveness of digital tools and resources that support remote learning.
- Woodland Park Academy’s professional learning plan includes;
  - Restorative supports and learning around equity and implicit bias, social-emotional learning, and culturally responsive education for teachers;
  - Training for school leaders and teachers thoroughly in the chosen digital systems and tools and their use; and
  - Build the capacity to design and develop remote learning experiences that are equitable and engaging.

## **Instruction: Recommended when schools reopen for in-person instruction.**

- Woodland Park Academy will ensure that every student:
  - Has access to standards-aligned, grade-level instruction, including strategies to accelerate student learning;
  - Is assessed to determine student readiness to engage in grade-level content; and
  - Is offered scaffolds and supports to meet their diverse academic and social-emotional needs.

- Woodland Park administration will conduct checkpoints with teachers around curriculum pacing and ongoing monitoring of student progress, specifically homing in on the growth of students who need acceleration.
- Review student data to identify overall trends and gaps in student learning to design systemic supports and interventions.
- Conduct a review of each students' IEP in partnership with teachers and parents to reflect each student's evolving needs based on time away from associated services including OT, TP, and Speech while school buildings were closed.
- Procure any additional standards-aligned tools or materials to support differentiation, intervention, and remote learning, based on students' needs.
- Set expectations for teachers to integrate high-quality digital tools and resources that are appropriate and sustainable at each grade level, to increase teachers' and students' familiarity with online learning in case of a return to remote instruction.
- Determine and activate structures outside of the regular school day, such as after-school programming, to potentially leverage support to students in need of additional support.
- Communicate regularly with families in their home language about their child's progress and the targeted plans for students in need of additional support.

## Phase 5 Operations

### Facilities

- Woodland Park Academy will audit the necessary materials and supply chain for cleaning and disinfection supplies.
- Woodland Park Academy will coordinate with Local Emergency Management for support with procurement of cleaning and disinfection supplies: David Stamm, [dstamm@co.geneseee.mi.us](mailto:dstamm@co.geneseee.mi.us), 1002 South Saginaw Street, Flint, MI 48502, Phone: (810) 257-3064, Fax: (810) 237-6169
- Provide school-level guidance for [cleaning and disinfecting](#) all core assets including buildings and playgrounds. Frequently touched surfaces should be cleaned several times a day.
- Alert school-based custodial and infection control staff of any changes in recommended cleaning guidelines issued by OSHA and/or CDC.
- Convene custodial and facilities staff to review and make actionable district guidance regarding cleaning and disinfection.
- Continue deep cleaning over the summer.
- Audit the building with a focus on;
  - How many classrooms are available;
  - The size of each classroom;
  - Additional available spaces (e.g., gym, lunchroom, auditorium);
  - The ventilation in each classroom.
- Audit school security protocols to decide if any process changes need to be implemented.
- Maintain facilities for in-person school operations.
  - Check HVAC systems to ensure they are running efficiently.
  - Air filters should be changed regularly.
  - Custodial staff should distribute wastebaskets, tissues, and CDC-approved soap or sanitizer to every office and classroom so that these materials can be used upon entry and exit into any discrete location and during travel between sites.

- Signage about frequent handwashing, cough etiquette, and nose blowing should be widely posted, disseminated, and encouraged through various methods of communication.
- Custodial staff should follow guidance from the CDC about the use of facial covering and special respirators at use when performing cleaning duties.
- School leaders will conduct and document a facility walk-through with the custodial services team to ensure that the classrooms, common spaces, and the exterior are ready for staff and students.
- Procure level-1 facial conversing, including those with a transparent front, for K-5 teachers, low-income students, and students with special needs.
- Procure level-1 surgical masks for cleaning and janitorial staff.
- Woodland Park Academy will NOT;
  - Audit additional facilities that may be used for learning.
  - Provide advanced training for custodial staff.
  - Address school security staff to follow CDC protocols as we do not have security staff.

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

- Woodland Park Academy will assess student arrival protocols including arrival (bus, private vehicle) and dismissal processes.
- Woodland Park Academy will conduct staff and student outreach to understand who is coming back.
  - For staff, this should include a breakdown of the staff (admin, educators, support staff, full- and part-time staff, etc.)
  - Develop a staffing plan to account for teachers and staff who are not returning or are at risk (i.e., those who are 65 years or have an underlying medical condition and decide not to return).
  - For students, this should include those with preexisting conditions who may need a remote learning environment.
- Woodland Park will assess the need for new or additional positions with a specific focus on student and staff wellness and technology support.
- Woodland Park will recruit, interview, and hire new staff, as needed.
- Woodland Park Academy may redeploy underutilized staff to serve core needs.
- Woodland Park Academy, where possible, may identify and modify staff positions, that would enable high-risk staff to provide remote services.
- Woodland Park will communicate any student enrollment or attendance policy changes with school staff and families.
- Coordinate services with related service providers, in the school and community, to identify and address new student and adult needs.
- Inventory how many substitute teachers are available.
- Build and send back to school communications to all relevant stakeholders (i.e., families, school staff) and include updates across all policies and procedures.
- Verify that student and staff handbooks and planners are printed and ready for distribution and/or are available digitally. Create a master list of any changes to distribute at the first staff meeting.
- Consult legal counsel to preemptively address liability questions, related concerns, or vendor issues related to COVID-19 and share with school leaders.
- Orient new school staff to any operational changes.

- Create master teaching schedules, student and faculty arrival/dismissal schedules, bus schedules, lunch schedules for staff and students, and bell schedules with safety protocols in mind.
- Collaborate with food service staff to ensure any necessary food handling changes are implemented based on local public health guidance.
- Woodland Park Academy will NOT;
  - Work with relevant local bargaining units to assess how job responsibilities may shift in light of COVID-19 and how new or additional responsibilities will be accounted for, as we do not have local bargaining agreements.
  - Guide school leaders for recruiting, interviewing, and hiring staff remotely.
  - Seek and guide the use of CARES Act funding for key purchases (e.g., cleaning supplies) as these funds have already been applied for.
  - Engage in a budgeting exercise to help plan for changing enrollment patterns, new staffing needs, and resource constraints or additional dollars, as we already have a process and have been engaged in these exercises.

## **Technology**

### **Technology: Before Schools Re-open for In-Person Instruction**

- Woodland Park Academy has surveyed our families regarding the technology used in the home. Another survey will be conducted for Fall instruction to collect information about the numbers, types, and conditions of devices used in their homes to support remote learning.
- The Woodland Park Academy’s single point of contact to communicate with technology staff is Jeremy Brown.
- Woodland Park Academy will continue to use our current technology plan and will supplement with training offered to strengthen the use of technology to support and adapt to remote learning.
- Woodland Park Academy contracts our Information Technology services through the Genesee Intermediate School District. Our device and general technology support lead is Mark Yeater.
- Woodland Park Academy will continue to use our district-wide procedures for return and inventory of district-owned devices.
  - Proper intake of devices collected;
  - Sanitizing and flagging for repair;
  - Ordering new parts and accessories;
  - Assessing technology needs from loaner devices during Spring 2020;
  - Conducting scheduled maintenance routines to remove malware and fix standard issues including screen, keyboard, or battery replacement.
- Woodland Park Academy already has an onsite triage process to reduce staff and student time without devices.
- Woodland Park Academy conducts an annual evaluation of our infrastructure and WiFi access points to ensure the density of connectivity.
- Woodland Park Academy will develop a technology support plan for families.

### **Technology Continued: If Schools are Instructed to Close for In-Person Instruction**

- Woodland Park Academy will NOT;
  - Woodland Park Academy will not assign technology process leaders to key efforts and publish through the contact information on the district intranet and or internet. We already have this program in effect with our small community and current processes are working well.

- Where practical given demands on parents or guardians, consider identifying family technology liaisons to support communication regarding the use of technology.
- Woodland Park Academy does not need to identify an asset tracking tool. We utilize an inventory system managed by our Information Technology staff.
- Woodland Park Academy does not need to identify a vendor to assist with processing, returning, and maintaining devices. We already take care of these tasks with our Information Technology staff.
- Woodland Park Academy will organize and centralize online resources that were created, published, or distributed by teachers and others during the closure period as these will be housed on our Virtual Platform (Google Site).
- Consider implementing live streaming of classrooms for medically vulnerable students.

## **Transportation**

### **Transportation: Before Schools Reopen for In-Person Instruction**

- Inventory bus contractors (MTA), including any vehicles used for transporting students to/from school or to other school events, and students riding buses. Address questions such as:
  - How many buses are or could be made available in the district?
  - How much variation is there in the size and maximum capacity of buses in the district?
  - How have the buses been currently or historically used?
  - How many drivers will be returning? How many are in the training pipeline? What is the plan to address any shortage of drivers?
- Assess whether MTA has been impacted by COVID-19 (i.e., closed or opt-out from current roles).
- Finalize bus procedures for bus drivers and students that are informed by public health protocols.
- Encourage close collaboration between transportation and IEP teams to monitor changes to students; IEPs and implement accordingly.
- Woodland Park Academy will NOT;
  - Inventory bus drivers to understand the extent of high-risk populations.
  - Utilize buses to provide food service and delivery of instructional materials.

## **Plan for Operating during Phase 6 of the Michigan Safe Start Plan**

### **Contingency Clause**

The Academy administration and Board of Directors will retain the authority to move between phases of the Safe Start Plan as dictated by health and safety trends with concern to our school and family needs.

### **Phase 6 Responding to Positive Tests Among Staff and Students**

- In the event of a lab or clinically diagnosed case of COVID-19 among staff or a student, the classroom or areas exposed must be immediately closed until cleaning and disinfection can be performed.
  - If the person was in the school building without a facial covering, or large areas of the school were exposed to the person, short term dismissals may be required to clean and disinfect the larger areas. This decision must be made in concert with the local public health department.

- Cleaning staff must wear a surgical mask when performing cleaning of these areas along with gloves and face shield.



## Van Atten-Densmore, Amy Sue

---

**From:** COVID-19 Preparedness and Response Plan <MDE-GEMS@michigan.gov>  
**Sent:** Friday, August 14, 2020 12:32 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.

STATE BOARD OF EDUCATION

CASANDRA E. ULBRICH – PRESIDENT • PAMELA PUGH – VICE PRESIDENT  
MICHELLE FECTEAU – SECRETARY • TOM MCMILLIN – TREASURER  
TIFFANY D. TILLEY – NASBE DELEGATE • JUDITH PRITCHETT  
LUPE RAMOS-MONTIGNY • NIKKI SNYDER

808 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909  
[www.michigan.gov/mde](http://www.michigan.gov/mde) • 833-633-5788