



**Sigma Academy for Leadership & Early Middle College  
COVID-19 Preparedness and Response Plan**

Address of School District: 49 Candler; Highland Park, MI 48203

District Code Number: 82770

Building Code Number(s): 03668

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Local Public Health Department: Wayne County

Local Public Health Department Contact Person Email Address: Diane Rushlow/  
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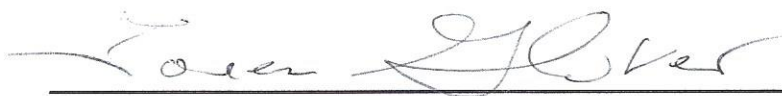
Name of Intermediate School District: Wayne RESA

Name of Authorizing Body: Saginaw Valley State University

Date of Adoption by Board of Directors: July 25, 2020

Assurances

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



Mr. Loren Glover, President of the Board of Directors

08/03/2020

Date



## **Introduction and Overview**

The nation has suffered in countless ways under the extreme conditions caused by the Coronavirus pandemic. The children and families of Highland Park, MI are no different in this regard. The Sigma Academy for Leadership & Early Middle College (SALEMC) is dedicated to ensuring that our students experience a world-class education despite these challenges. We are guided by our mission and vision to this end. The mission and vision are as follows:

### **SALEMC Vision**

The vision of the Sigma Academy for Leadership and Early College is to provide world-class and authentic education to students in and around the Highland Park, Michigan and Greater Detroit that will culminate in their graduating from high school and with an Associate Degree which allows them to accept a high-skill/high-demand career pathway, become viable members of society, informed and engaged citizens, and ethical leaders for their local, regional, state, national, and global communities.

### **SALEMC Mission**

The mission of the Sigma Academy for Leadership and Early College is to ensure that students in and around Greater Detroit gain a world-class education base on the pathways of Bigger and Better Business, Social Action, and devotion to scholarship. The ultimate goal for Sigma Academy for Leadership and Early College students to graduate with an endorsed high school diploma and an industry-recognized credential and/or Associate Degree. At the very least, one hundred percent of Sigma Academy for Leadership and Early College Students will graduate from high school and attain post-secondary credit and an Industry Recognized Credential which will lead to entrepreneurship and/or viable employment, engaged citizenship and a commitment to life-long learning.

Furthermore, the Sigma Academy for Leadership and Early College mission includes a commitment to providing an educational opportunity that is both equal and equitable. This addendum to the mission, stated more explicitly, is to improve the quality of life for the traditionally underserved students in the Highland Park and Detroit Metropolitan area, by providing world-class educational programming that ensures authentic college and career readiness in the globally competitive marketplace. This mission is predicated upon the belief that world-class educational quality attracts talented and high-performing students from not only the city of Highland Park but also the City of Detroit and surrounding suburbs. World-class quality exists where there is inclusion, opportunity to earn, rigor, and relevant programs coupled with instructional excellence.

The Board and founding team developed the vision and mission of the academy, and these developers were informed by research on best practices in instruction, educational and career readiness alignment, adverse childhood experiences, cultural competency, resource allocation and organizational management, restorative justice, curriculum development.

### **Plan Development**

Under emergency conditions, the SALEMC leadership team will provide educational support to students based upon our previous experience of implementing a comprehensive continuity of learning plan in Pontiac, MI. SALEMC is a new Academy, opening in the Fall of 2020, and did not have the need to develop a Continuity of Learning Plan. The Pontiac plan relied upon digital teaching and learning delivered via the Google Classroom learning management system. The SALEMC plan will differ in this regard, by relying on the Edgenuity Learning Management System (LMS) along with Google and Zoom. Additionally, we will supplement this primary delivery with telephonic communications and instructional packets where it is deemed necessary (or preferred) by a family and/or teacher. As we did in Pontiac, the district will distribute chrome book devices to all students and internet connectivity where necessary. Faculty will participate in “in-depth” professional learning focused on the advanced use of Edgenuity, Google Suite, Google Classroom, Power School and Zoom. Parents will be invited to complete the requisite documentation (chrome book loan agreement, AUP, and media release) online and signed electronically. We will also follow strict social distancing guidelines to offer some “in-person” registration and enrollment opportunities.

From this foundational work, the SALEMC team developed this 2020-21 COVID-19 Response Plan. As with the initial work, the process for developing this plan was truly a team and community effort. Teachers, administrators, and parents contributed by reflecting upon the strengths and challenges of the continuity of learning plan and enhancing the strengths while mitigating the challenges. We performed as a true learning community focused on making certain our students’ opportunity to learn will be preserved and their opportunities to excel accentuated.

Our learning community engaged in focus groups, we surveyed parents and students, and the development team met with a collaborative of Saginaw Valley State University cohort districts. The plan aligns with the principles and required components under Governor Gretchen Whitmer’s MI Safe Schools Road Map. Most importantly, we were driven by the urgency to ensure that our students received equitable access to excellence despite the circumstances. We never lost sight that this year will not be replaced, and it is not their fault. We will not permit our children to suffer educational loss simply despite the pandemic!

The plan is created to ensure continuity of student learning in any situation. With agility, we will provide educational excellence remotely during phases one through three, in phase four we will combine remote and direct “in person” instructional delivery, and during phase five we will cautiously and reasonably deliver instruction in a less restricted yet safe environment.

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

### **Phases One through Three Introduction**

In phases one through three of this plan, both students and instructional staff will work remotely. Edgenuity will be the primary Learning Management System (LMS). The school building will be closed to the general public during phases one through three. In addition to remote instructional delivery, all support services will be provided remotely as well. During these phases, student transportation operations will be suspended until phase four. Although we do not offer licensed childcare, we will provide food to the community as was the case in Pontiac during the spring and summer of 2020.

The SALEMC plan is truly the result of the collaborative efforts of teachers, staff, school and district leaders, parents, and board members. The primary developmental work was conducted during virtual grade level meetings with teachers and the principal. Teachers exchanged ideas about items that would support students' academic growth and created plans for delivering meaningful learning opportunities. Additionally, teachers were able to learn and evaluate online tools and features that are embedded within the Edgenuity platform. These efforts built upon professional learning provided to faculty prior to the pandemic related closure. Subsequent to the school level plan development, the principal reviewed the plan with district leadership which included the IT and instructional support team members, and board liaison/chief academic officer. Finally, board feedback was solicited on August 01, 2020 prior to their approval and submission for review by the authorizer Saginaw Valley State University.

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

#### **Physical Presence in the Facility**

In phases one through three, only administrators, technology support specialists, clerical personnel, custodial and food service staff will be permitted into the facility. Outside contractors and select instructional personnel will require administrative permission, from both the school leader and the board liaison, to enter the building. When special permission is granted, it will be for a determined amount of time. Additionally, all parties are required to wear masks and gloves while inside of the building. Dependent upon the conditions, other measures may be imposed (such as temperature readings, etc.).

One designated staff member will report to the school weekly to change Chromebooks or provide paper pencil assignments when necessary. The office manager will report once weekly to address any pupil accounting concerns, compensation for staff and necessary school business.

#### **Food Service**

SALEMC will begin providing food to our students' families, and the City of Highland Park community without interruption beginning September 08, 2020 and will do so throughout every phase of this plan. During phases one through three, food will be available to our families and the community from 9:00 am to 1:00 pm Monday- Friday each week. An additional amount of food will be packaged with in the Friday distributions in order to accommodate the weekend needs.

### **Licensed Childcare**

SALEMC does not offer early childcare, nor does it partner with an early childcare provider.

### **Cleaning and Disinfecting**

SALEMC recognizes that routine cleaning and disinfecting are key to maintaining a safe environment for faculty, students, and the community. Cleaning removes dirt and most germs and is usually done with soap and water. Disinfecting kills most germs, depending on the type of chemical, and only when the chemical product is used as directed on the label. In phases one through three, we will enact the following cleaning and disinfecting protocols:

*We will clean and disinfect at least daily (or more, depending on use patterns) frequently touched surfaces and objects such as:*

- Face shield
- Doorknobs and handles
- Stair rails
- Classroom desks and chairs
- Lunchroom tables and chairs
- Countertops
- Handrails
- Light switches
- Handles on equipment (e.g., athletic equipment)
- Push-buttons on vending machines and elevators
- Shared toys
- Shared remote controls
- Shared telephones
- Shared desktops
- Shared computer keyboards and mice
- Bus seats and handrails

Computer keyboards are difficult to clean. Shared computers should have signs posted instructing proper hand hygiene before and after using them to minimize disease transmission. To facilitate cleaning, we will use covers that protect the keys but enable use of the keys. In phases one through three, we will routinely apply disinfectants to all surfaces, even those that are not high-touch or high-risk (e.g., floors, bookcases, tops of filing cabinets). Soft surfaces such as carpets, rugs, and drapes will be cleaned using soap and water or a cleaner appropriate for the material.

### **Transportation and Athletics**

During phases one through three, student transportation and athletic programs/events will be suspended until further notice.

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

As part of the professional learning provided to faculty and staff prior to implementation, explicit training focused on the areas of cultural competency, effective communications in a virtual context, Electronic Learning, and techniques for supporting Learning Management System (LMS) that will result in positive student academic improvement and mental health. This training also guides teachers with ways to identify possible signs of student crisis. Also, teachers will still have the ability to refer students to the social worker for additional support where necessary.

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

Parents and students will be kept at the center of educational activities by ensuring that they are advised of the plan (in writing, telephonically, texts, and via website). provided multiple opportunities to provide feedback and recommendations, and through weekly wellness conducted check by school administrative team members. Additionally, teachers and instructional staff will use the online communication tools embedded within the Edgenuity platform. SALEMC teachers and instructional staff will make calls to students and parents with an emphasis upon building relationships and maintaining connections. The principal will send a weekly automated call to parents keeping them informed of any updates and/or additional information. This information will also be posted on each teacher's calendar within the LMS. Finally, students will be assigned opportunities to write letters to classmates, teachers, and the principal as a means for remaining connected and encouraged during the time away from one another.

In order to facilitate the effective delivery of content in multiple ways to ensure equitable access to learning opportunities, students will be grouped in accordance with their ability levels across the various subject areas. Additionally, students will receive specified instruction in targeted foundational areas in order to increase student academic performance. Teachers will meet weekly in the LMS and/or Zoom meetings professional learning communities in order to make instructional adjustments, and transition.

Professional learning communities in order to make instructional adjustments, and transition students to new groupings as they master desired skills. The SALEMC team will rely upon students' NWEA performance data, along with teachers' knowledge of students' performance to establish the initial student groups. Also, students will be provided access to learning tools that are embedded within the LMS. Students will receive instruction in the subject areas of social studies and science in accordance with the grade level expectations as specified within the Common Core State Standards. Teachers will infuse a focus on increasing students' capacity to master informational literacy.

Informational reading, in the context of science and social studies is a focus. Additionally, students will receive explicit instruction in writing within the content areas of science and social studies as well. Finally, a significant element of the instructional delivery will include virtual field trips and experimentation. Students that currently receive academic support in the form of a 504 accommodation plan and special education services will continue to receive special education services in accordance with their IEPs and/or 504 plans.

Students will receive direct instruction and educational services daily between 8:00 am and 2:00 pm. During these hours, the school instructional leadership team will conduct daily “virtual walkthroughs.” Teachers and students will receive feedback and encouragement from the principal and other school leaders. Student attendance will be collected via a feature of Edgenuity and that information will be subsequently entered into Power School. As mentioned previously, students will have access to archived class sessions to review for additional support. These archived sessions are available for review should a specific need arise. When necessary, written and hardcopy assignments will be delivered to school personnel at the time of daily food distributions. Teachers will maintain student and parent communication logs on the LMS calendar, as well as records of submission of hardcopy assignments where necessary. Finally, all students will be provided an email address that will give them access to teachers and school leadership.

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

SALEMC Students will have age appropriate instructional times on task within the time frames of 8am until noon and based upon the recommendations set forth by the Michigan Association of Intermediate School Administrators (MAISA). Students will receive instruction via 1:1 electronic device (chrome books). Working in conjunction with our IT department we will be able to monitor student participation. Teachers will create within LMS records student attendance, and this information will be subsequently entered into the student information system. Clerical and administrative support personnel will make daily calls to students who have not been marked present by 8:00 am each morning. Teachers will conduct progress monitoring to help determine academic success. Teachers will meet weekly with the principal for 30 minutes to discuss concerns and successes. The primary rationale for this educational plan is to fortify the foundational learnings and understandings of our learners. Virtual meeting will be held to discuss the criteria of virtual learning. Students will be assessed

Students will receive direct instruction and educational services daily between 8:00 am and 2:00 pm. During these hours, the school instructional leadership team will conduct daily “virtual walkthroughs.” Teachers and students will receive feedback and encouragement from the principal and other school leaders. Student attendance will be collected via a feature of Edgenuity and that information will be subsequently entered into Power School. As mentioned previously, students will have access to archived class sessions to review for additional support. These archived sessions are available for review should a specific need arise. When necessary, written and hardcopy assignments will be delivered to school personnel at the time of daily food distributions. Teachers will maintain student and parent communication logs in the LMS calendar, as well as records of submission of hardcopy assignments where necessary. Finally, all students have been provided an email address that will give them access to teachers and school leadership.



**Plan for Operating during Phase Four of the Michigan Safe Start Plan**

**Phase Four Introduction**

In Phase Four, it is expected that the number of new cases in Highland Park is low and the Michigan “Safe Start Plan” is in the “Containing” phase. This means both K-12 and higher education offer live instruction should resume, increased size gatherings are permissible, most businesses are reopened with strict mitigation measures and any outbreaks of Covid-19 can be quickly contained.

The District’s plan is to open our school, as expected, initially with remote instruction beginning on Tuesday, September 08, 2020. We also know, however, that our day-to-day operations in schools and offices will not look the same as in a typical year. The budgetary ramifications of 100% remote instruction have been factored into the Academy’s operational budget.

Beyond the start-up plan of 100% remote instruction, we may eventually transition into Phase Four. In this scenario, it is generally understood that some families may still want to make more use of virtual instruction while others may want students to attend school in-person. In each phases four and five, the plan is designed to allow for both possibilities, with an emphasis on making in-person instruction as safe as possible for students and staff. The Academy will follow all Required and Strongly Recommended protocols throughout Phase Four.

**Phase Four Required Hygiene Protocols**

During Phase Four, facial coverings will always be worn by staff except for meals. It is permissible for facial coverings to be homemade or disposable level-one (basic) grade surgical masks. Any staff member who cannot medically tolerate a facial covering is not required to wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance, is not permitted to wear a facial covering. Additionally, the following provisions are required:

- PreK-5 and special education teachers consider wearing clear masks.
- Homemade facial coverings will be washed daily.
- Disposable facial coverings will be disposed of at the end of each day.

Facial coverings will be worn by preK-12 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 in hallways and common areas by preK-12 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.
  - Homemade facial coverings must be washed daily.
  - Disposable facing coverings will 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.
- Facial coverings must be worn in classrooms by all students grades 6-12. Any student who cannot medically tolerate a facial covering must not wear one.
- Any student who is incapacitated, or unable to remove the facial covering without assistance, must not wear one.
- All students in grades K-5 must wear facial coverings unless students remain with their classes throughout the school day and do not come into close contact with students in another class.

## **Cooperation with Local Health Department**

- We will cooperate with the local public health department regarding implementing protocols for screening students and staff.
- All schools, public and private, must cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, must 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.
- We will notify local health 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.
- Employees with a confirmed case of COVID-19 will only return to the workplace after they are no longer infectious. Local health officials will provide instruction about 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 these areas.
- Where possible, smaller areas such as individual classrooms will be closed for 24 hours before cleaning to minimize the risk of any airborne particles.
- If cafeterias must be used, mealtimes will be staggered to create seating arrangements with six feet of distance between students.
  - Serving and cafeteria staff will use barrier protection including gloves, face shields, and surgical masks.
  - Students, teachers, and food service staff will wash hands before and after every meal.
- Students, teachers, and staff will wash hands before and after every event.
- Large scale assemblies of more than 50 students are suspended.
- Off-site field trips that require bus transportation to an indoor location are suspended.
- Physical Education classes and recess will be conducted outside whenever possible with appropriate social distancing and cohorting of students. If more than one class is outside, students should wear facial coverings.
- If possible, school-supplied meals should be delivered to classrooms with disposable utensils.
- Whenever possible, we will offer telecasting of assemblies and other school-sanctioned events.
- Extracurricular activities may continue with the use of facial coverings.

## **Additional Provisions**

- Facial coverings will be considered for K-5 students and students with special needs in classrooms.

## **Required Supplies and Practices**

- We 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).
- We 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.

## **Additional Provisions**

- We will educate staff and students on how to cough and sneeze into elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.

## **Transportation**

- Require the use of hand sanitizer before entering the bus. Hand sanitizer must be supplied on the bus.
- The bus driver, staff, and all students in grades preK-12, if medically feasible, must wear facial coverings while on the bus. 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 transportation 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, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes and prior to afternoon routes.
- Clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.
- 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 group transportation to return home and must follow 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 spread of the virus by increasing air circulation, if appropriate and safe.

## **Food Service, Gatherings and Extra-Curricular Activities**

- Indoor assemblies, that bring together students from more than one classroom, are

prohibited.

- Classrooms and / or outdoor areas will be used for students to eat meals at school, when distancing guidelines cannot be met.
- Extracurricular activities may continue with the use of facial coverings.

## **Athletics**

- We will comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).
- Students, teachers, and staff are required to use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant will confirm that they are healthy and without any symptoms prior to any event.
- All equipment must be disinfected before and after use.
- Inter-school competitions may be held provided that facial coverings are worn if school transportation is provided. Buses must be cleaned and disinfected before and after every use, as detailed in the subsequent “Busing and Student Transportation” section.
- 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 contact 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 and Disinfecting**

- Frequently touched surfaces including light switches, doors, benches, bathrooms, must undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.
- Libraries, computer labs, arts, and other hands- on classrooms must undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.
- Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.
- Playground structures must continue to undergo normal routine cleaning, but using an EPA- approved disinfectant is unnecessary.
- 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.

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- Staff must wear gloves, surgical mask, and face shield when performing all cleaning activities.

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

We know that after this prolonged closure, many of our students and staff will require social-emotional support to help them reengage and re-enter work and school. School administrators will be equipped with tools and information on how to support students and maintain our whole child commitment. SALEMC will provide as many items for the staff and students as possible to support student Mental and Social-Emotional Health. SALEMC will provide support as needed by the staff and students. SALEMC will enact the following protocols.

We will:

- Implement a mental health screening for all students by a trained professional, when necessary and/or possible. The 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.
- Establish and communicate to all staff guidelines for identification and rapid referral of at-risk students to appropriate building-level support teams.
- 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 and proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.
- Encourage the identification of a point person or establish an access navigator to centralize mental health referrals, communications to families/ students, and public-facing wellness materials.
- Establish a comprehensive crisis management plan that leverages available internal and external/ community-based resources, which can be activated efficiently as needed (e.g., loss of student, loss of a school staff member).
- Compile and regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that references school and community wellness resources.
- Establish ongoing reporting protocols for school students, and public-facing wellness materials.
- Establish a comprehensive crisis management plan that leverages available internal and external/ community-based resources, which can be activated efficiently as needed (e.g., loss of student, loss of a school staff member).
- Compile and regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that references school and community wellness resources.
- Establish ongoing reporting protocols for school staff to evaluate physical and mental health status.
- Provide resources for staff self-care, including resiliency strategies.
- Designate a mental health liaison (school-based) who will work across the school, local public health agencies, and community partners.
- Leverage MDE resources for student and staff mental health and wellness support.

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- Activate communication channels for school stakeholders to address mental health concerns resulting from COVID-19 (for example, a telephone hotline or a designated email).
- Communicate with parents and guardians, via a variety of channels, return to school transition information including:
  - Destigmatization of COVID-19;
  - Understanding normal behavioral response to crises.
  - General best practices of talking through trauma with children; and
  - Positive self-care strategies that promote health and wellness.

### Phase Four Instruction

#### Introduction

- SALEMC Leadership and Faculty will create a district Return to Instruction and Learning working group, led by the school leader, and composed of a broad group of stakeholders on the district and school level, to:
  - Gather feedback from families, teachers, students, and school leaders about their experiences with remote learning through online surveys and/or virtual focus groups or conversations.
  - Revise the district's remote learning plan to incorporate feedback and input from stakeholders to improve its effectiveness.
  - Share the district's remote learning plan with all involved stakeholders in case of a return to remote learning.

Additionally, we will ensure that:

- All remote/digital learning plans are approved by the SALEMC Board of Education before implementation.
- Hybrid learning programs are activated at scale to deliver standards-aligned curricula and high-quality instructional materials. Integrate synchronous and asynchronous learning and best practices that promote student engagement, consistency, and differentiation. We will consult MDE and Wayne RESA for high-quality digital resources.
- Expectations are clear to school leaders and teachers around hybrid or remote instruction that include:
  - Best practices for blended or remote learning;
  - Grade-level proficiencies;
  - Modes of student assessment and feedback;
  - Differentiated support for students;
  - The inclusion of social-emotional learning; and
  - Guidance around daily instructional time and workload per different grade bands to ensure consistency for students.
- Students' IEPs, IFSPs, and 504 plans are revised 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 environments

- 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.

## **Phase Four Instructional Practices for the 20/21 School year options**

### Option #1 Face-to-face instruction

- Students could attend face-to-face instruction with teacher Monday through Thursday. All students would attend virtual instruction on Friday of each week.
- Students would be provided a Chromebook along with codes to access all academic platforms used in classroom daily.
- Students in Grades K-5 will not be required to wear mask all day. However, it will be strongly suggested. Teaching staff will be provided face shields along with mask to support safety practices.
- Students in Grade 6-12 will be required to wear a mask. Students will not be required to wear a mask during physical education or recess.
- Students will be required to wear a mask on the bus and follow all other transportation protocols.
- All meals will take place in classroom. Students will not be required to wear mask during physical education class or at recess.
- A schedule will be established so that each class may take recess independent from other classes.
- Students will receive grade level curriculum and the use of Chromebooks to receive high quality instruction in the classroom and online.
- Attendance will be taken regularly, and students will be responsible for completing all assignments in order to be promoted.
- Students will receive grades on a combination of the online and face-to-face instruction.
- Students are required to attend face-to-face and online session in accordance with the Michigan Compulsory School Attendance Law (MCL 380.1561 Compulsory attendance at public school).

### Online Instruction Option #2

- Upon parent or guardian written request, individual students may attend classes via remote/digital modality.
- Students will attend online instruction through the LMS.
- Chromebooks will be distributed to each student.
- We will facilitate discounted internet access for those families who request such support. Furthermore, school staff will survey families to ensure that internet access is available for students at home.
- Students will be able to review the instruction along with the students that are attending in person.
- Student will be required to complete all assignments as outlined by student receiving face-to-face instruction.
- Students will have access to all curriculum tools that students receiving face-to-face instruction.



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- Attendance will be taken, and students will be responsible for completing all assignments.
- Grades and progress reports will be generated from assessments and completion of work.
- Online students will participate in all district and state testing.
- Students student are required to attend face-to-face and online session in accordance with the Michigan Compulsory School Attendance Law (MCL 380.1561 Compulsory attendance at public school).

### **Phase 4 Operations**

#### **Introduction**

SALEMC has purchased additional Chromebooks in order to ensure that all students will be issued a device in the event of shifting back into phase three, and in order to support student learning remotely and in person in phases four and five.

When receiving instruction in person, students will take Chromebooks home Thursday through Monday. Online students will have a Chrome book assigned to them. The SALEMC will exchange defective Chromebooks on Thursday of every week. Parents will schedule appointments on those days in order to meet the needs of all students while maintaining safety protocols.

The District's plan is to open schools, as expected, with remote instructional delivery occurring on Tuesday, September 8, 2020. We also know, however, that our day-to-day operations in schools and offices will not look the same as any prior year. Our fall reopening is focused on three possible scenarios for schools, each of which is outlined below. In all scenarios, it is generally understood that some families may want to make more use of virtual instruction while others may want students to attend school in- person. Each scenario is designed to allow for both possibilities, with an emphasis on making in-person instruction as safe as possible for students and staff.

#### **Health and Safety Protocols**

- All reopening scenarios will require SALEMC to establish and follow strict safety protocols to ensure the health and safety of students, families, and staff. Any in-person activities, whether school-based or in central offices, will be conducted with the following guidelines, all in alignment with the most recent CDC guidance:
  - Training for employees and students that promote behaviors that reduce the spread of the virus
  - Daily temperature checks for employees and students
  - Promotion of mitigation practices such as staying home when sick
  - Practicing hand hygiene and respiratory etiquette (including hand washing with soap and water regularly)
  - Conducting daily health screens for staff and students
  - All staff will be required to affirm they are not experiencing Covid-19 symptoms prior to entering a building or office space.

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- Each morning, students will be screened for fever and symptoms prior to entry and those who are experiencing symptoms may be directed to the isolation area where an administrator, or designee, can confirm further assess the student
- Required face coverings when physical distancing is not possible. SALEMC will provide basic masks for students and staff. Individuals may also bring their own face coverings

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

### **Phase Five Introduction**

When delivering educational programming during phase five, it is expected that the number of active cases of COVID-19 have declined significantly. At this point, the possibility of contracting an infection from others is less common. At this point in time, restrictions may be relaxed while reasonably precautionary steps continue. We will remain in regular contact with, and rely upon the guidance from, the local health department.

### **Phase 5 Safety Protocols**

In phase five, we will ensure that:

- Facial coverings will always 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 should not wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance, should not wear a facial covering.
  - PreK-5 and special education teachers should consider wearing clear masks.
  - Homemade facial coverings should be washed daily.
  - Disposable facial coverings should be disposed of at the end of each day.
- Facial coverings will always be worn in hallways and common areas by preK-12 students in the building except for during meals. Any student that is unable to medically tolerate a facial covering should not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, should not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. If social distancing and cohorting is practiced and enforced, facial coverings for students in grades preK-5 are encouraged but not required.
  - Homemade facial coverings should be washed daily.
  - Disposable facing coverings should be disposed of at the end of each day.
- Adequate supplies are provided 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).
- We 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.
- We educate staff and students to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.
- Students will wash their hands or use hand sanitizer after changing any classroom; teachers in the classroom should wash their hands or use sanitizer every time a new group

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of students enters their room.

- Identify and designate a quarantine area and a staff person to care for children who become ill at school.
- Students who become ill with symptoms of COVID-19 at school should be placed in an identified quarantine area with a surgical mask in place until they can be 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.
- Strict records, including date and time, will be kept of non-school employees or other visitors entering and exiting the building.
- Students who develop fever or become ill with symptoms of COVID-19 at school should wear a mask and be transported by their parent/guardian, emergency contact, or ambulance, if clinically unstable, for off-site testing.
- Staff who develop fever or become ill with symptoms of COVID-19 at school should wear a mask and should be transported for off-site testing.
- Parents and guardians should be notified of the presence of any laboratory positive or clinically diagnosed cases in the classroom and/or 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 or have been released from isolation according to CDC guidelines.

When Staff and/or Students Test Positive for COVID-19 we will adhere to the following:

- Notify local health 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 Local 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 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. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.

### **Food Service, Gatherings and Extra-Curricular Activities**

Relative to food service, gatherings, and extra-curricular activities, we will make certain that the following protocols are followed:

- Serving and cafeteria staff will use barrier protection including gloves, face shields,

and surgical masks.

- Students, teachers, and cafeteria staff wash hands before and after every meal.
- All gatherings, including those that occur outdoors (e.g., graduations) will comply with current and future executive orders that set caps on congregations of people.
- If field trips occur, they will comply with transportation guidelines within this document, including mandatory facial covering.

## **Athletics**

As it pertains to participation in athletic events, we will adhere to the following:

- Indoor spectator events are limited to 50 people. Large scale outdoor spectator or stadium events are limited to 250 people. Spectators not part of the same household must always maintain six feet of distance from one another.
- Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant should confirm that they are healthy and without any symptoms prior to any event.
- All equipment must be disinfected before and after use.
- Buses must be cleaned and disinfected before and after every use, as detailed in the subsequent “Busing and Student Transportation” section.
- Each participant should use a clearly marked water bottle for individual use. There should be no sharing of this equipment.

## **Busing/Student Transportation**

To ensure and maintain safety for students and SALEMC personnel in the commission of transporting students, the following measures will be followed:

- Strongly encourage the use of hand sanitizer before entering the bus. Hand sanitizer should be supplied on the bus.
- The bus driver, staff, and all students in grades preK-12, if medically feasible, should wear facial coverings while on the bus.
- Clean and disinfect transportation vehicles regularly. Children should 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, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes and prior to afternoon routes.
- Clean, sanitize, and disinfect equipment including items such as car seats and seat belts, wheelchairs, walkers, and adaptive equipment being transported to schools.
- 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 should not use group transportation to return home and should follow protocols outlined above.
- If a driver becomes sick during the day, they should follow protocols for sick staff outlined above and should not return to drive students.

## **Cleaning and Disinfecting**

The following cleaning and disinfecting protocols will be practiced to ensure a clean and safe environment:

- Frequently touched surfaces including lights, doors, benches, and bathrooms should undergo cleaning at least every four hours with either an EPA- approved disinfectant or diluted bleach solution.
- Libraries, computer labs, arts, and other hands- on classrooms should undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution. Efforts must be made to minimize sharing of materials between students, as able.
- Student desks should be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.
- Playground structures should 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 such products.

## **Medically Vulnerable Staff and Students**

In order to ensure the safety of medically vulnerable staff and students, we will make certain to:

- Systemically review all current plans (e.g., Individual Health Plans, Individualized Education Plans, Individualized Family Service Plans, and/or Section 504 plans) for accommodating students with special healthcare needs and updating their care plans as needed to decrease their risk for exposure to COVID-19.
- Create a process for students/families and staff to self-identify as high risk for severe illness due to COVID-19 and have a plan in place to address requests for alternating learning arrangements or work reassignments.

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

### **Introduction**

As it relates to maintaining comprehensive mental and social health in the school community, we will rely upon the following recommendations:

- Encourage schools to implement a mental health screening for all students by a trained professional, if possible. Any screening should be compliant with HIPAA and FERPA policies. Screening instructions (offered verbally to younger students) should provide age-appropriate and transparent disclosure of protocols in place to protect confidentiality while adhering to mandated reporting guidelines.
- Establish and communicate to all staff guidelines for identification and rapid referral of at-risk students to appropriate building-level support teams.
- Provide all staff with timely, responsive, and ongoing training/PD 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 and proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.

- Encourage the identification of a point person or establish an access navigator to centralize mental health referrals, communications to families/ students, and public-facing wellness materials.
- Establish a comprehensive crisis management plan that leverages available internal and external/ community-based resources, which can be activated efficiently as needed following an acute incident (e.g., loss of student, loss of a school staff member).
- Compile and regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that references school and community wellness resources.
- Establish ongoing reporting protocols for school staff to evaluate physical and mental health status.
- Provide resources for staff self-care, including resiliency strategies.
- Designate a mental health liaison (school-based) who will work across the district, local public health agencies, and community partners.
- Leverage MDE resources for student and staff mental health and wellness support.
- Activate communication channels for district stakeholders to address mental health concerns resulting from COVID-19 (for example, a telephone hotline or a designated email).
- Communicate with parents and guardians, via a variety of channels, return to school transition information including:
  - Destigmatization of COVID-19;
  - Understanding normal behavioral response to crises.
  - General best practices of talking through trauma with children; and
  - Positive self-care strategies that promote health and wellness.

### **Phase 5 Instruction**

#### **Introduction**

In phase five, the emphasis and expectation will be that all teaching and learning is conducted in person, and in the school facility. Although remote learning options will remain available and in effect, they will primarily be used as an option to support and enhance the in-person delivery. As was the case in phase four, the following applies:

- SALEMC Leadership and Faculty will create a district Return to Instruction and Learning working group, led by the school leader, and composed of a broad group of stakeholders on the district and school level, to:
  - Gather feedback from families, teachers, students, and school leaders about their experiences with remote learning through online surveys and/or virtual focus groups or conversations.
  - Revise the district's remote learning plan to incorporate feedback and input from stakeholders to improve its effectiveness.
  - Share the district's remote learning plan with all involved stakeholders in case of a return to remote learning.

Additionally, we will ensure that:

- All remote/digital learning plans are approved by the SALEMC Board of Education before implementation.
- Hybrid learning programs are activated at scale to deliver standards-aligned curricula and high-quality instructional materials. Integrate synchronous and asynchronous learning and best practices that promote student engagement, consistency, and differentiation. We will consult MDE and Wayne RESA for high-quality digital resources.
- Expectations are clear to school leaders and teachers around hybrid or remote instruction that include:
  - Best practices for blended or remote learning;
  - Grade-level proficiencies;
  - Modes of student assessment and feedback;
  - Differentiated support for students;
  - The inclusion of social-emotional learning; and
  - Guidance around daily instructional time and workload per different grade bands to ensure consistency for students.
- Students' IEPs, IFSPs, and 504 plans are revised 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 environments
  - 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.

### **Phase Five Instructional Practices for the 20/21 School year options**

#### **Option #1 Face-to-Face Instruction**

- Students could attend face-to-face instruction with teacher Monday through Thursday. All students would attend virtual instruction on Friday of each week.
- Students would be provided a Chromebook along with codes to access all academic platforms used in classroom daily.
- Students in Grades K-5 will not be required to wear mask all day. However, it will be strongly suggested. Teaching staff will be provided face shields along with mask to support safety practices.
- Students in Grade 6-8 will be required to wear a mask. Students will not be required to wear a mask during physical education or recess.
- Students will be required to wear a mask on the bus and follow all other transportation protocols.
- All meals will take place in classroom. Students will not be required to wear mask during physical education class or at recess.
- A schedule will be established so that each class may take recess independent from other classes.
- Students will receive grade level curriculum and the use of Chromebooks to receive high quality instruction in the classroom and online.

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- Attendance will be taken regularly, and students will be responsible for completing all assignments in order to be promoted.
- Students will receive grades on a combination of the online and face-to-face instruction.
- Students student are required to attend face-to-face and online session in accordance with the Michigan Compulsory School Attendance Law (MCL 380.1561 Compulsory attendance at public school).

### Online Instruction Option #2 (primarily used to supplement and enhance in-person instruction)

- Upon parent or guardian written request, individual students may attend classes via remote/digital modality.
- Students will attend online instruction through the LMS.
- Chromebooks will be distributed to each student.
- We will facilitate discounted internet access for those families who request such support. Furthermore, school staff will survey families to ensure that internet access is available for students at home.
- Students will be able to review the instruction along with the students that are attending in person.
- Student will be required to complete all assignments as outlined by student receiving face-to-face instruction.
- Students will have access to all curriculum tools that students receiving face-to-face instruction.
- Attendance will be taken, and students will be responsible for completing all assignments.
- Grades and progress reports will be generated from assessments and completion of work.
- Online students will participate in all district and state testing.
- Students student are required to attend face-to-face and online session in accordance with the Michigan Compulsory School Attendance Law (MCL 380.1561 Compulsory attendance at public school).

### **Phase 5 Operations**

The District's plan is to open schools, as expected, with remote/digital instruction occurring on Tuesday September 08, 2020 following Phase 1-3 protocols. We will assess local conditions and follow the guidance from the Wayne County Department of health and Human Services, MDE and the Government's office. throughout the semester to determine when to transition to Phase Four and/or Five protocols. We know, however, that our day-to-day operations in schools and offices will not look the same as it would in a traditional school year. Our fall reopening is focused on three possible scenarios for schools, each of which is outlined below. In all scenarios, it is generally understood that some families may want to make more use of virtual instruction while others may want students to attend school in- person. Each scenario is designed to allow for both possibilities, with an emphasis on making in-person instruction as safe as possible for students and staff.

### **Health and Safety Protocols**



- All reopening scenarios will require SALEMC to establish and follow strict safety protocols to ensure the health and safety of students, families, and staff. Any in-person activities, whether school-based or in central offices, will be conducted with the following guidelines, all in alignment with the most recent CDC guidance:
- Training for employees and students that promote behaviors that reduce the spread of the virus
- Daily temperature checks for employees and students
- Promotion of mitigation practices such as staying home when sick
- Practicing hand hygiene and respiratory etiquette (including hand washing with soap and water regularly)
- Conducting daily health screens for staff and students
- All staff will be required to affirm they are not experiencing Covid-19 symptoms prior to entering a building or office space.
- Each morning, students will be screened for fever and symptoms prior to entry and those who are experiencing symptoms may be directed to the isolation area where an administrator, or designee, can confirm and further assess the student.

### **Transportation/Buses**

Prior to re-opening the school in transition from phase four, the following preparation tasks will be followed to prepare buses for safe transport of students.

- We will inventory buses, contractors, including any vehicles used for transporting students to and from school or to other school events, and students riding buses. Our inventory will address:
  - 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 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 any bus contractors have been impacted by COVID-19.
- Inventory bus drivers to understand the extent of high-risk populations.
- 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.

# COVID-19 Preparedness & Response Plan

## Template for Business



Under the Governor's [Executive Order 2020-114](#), all businesses or entities that are operating in person are required to develop a COVID-19 preparedness and response plan, consistent with recommendations in [Guidance on Preparing Workplaces for COVID-19](#) developed by the Occupational Health and Safety Administration.

Within two weeks of resuming in-person activities, whichever is later, a business's or operation's plan must be made readily available to employees, labor unions, and customers, whether via website, internal network, or by hard copy.

This plan does not need to be submitted to a state or local agency for approval. However, it must be retained on the premises of the business or entity and must be made available to State of Michigan representatives or local health or safety authorities in the event of an inspection.

Businesses and entities should refer to industry-specific guidance, including from the [Michigan COVID-19 Business Response Center](#), for more information on how to safely operate. Many industries have developed guidance and response plans that may better suit your needs. In addition, [MIOSHA has online resources available](#).

A business may fill out this template to fulfill the requirement or may develop its own plan. This template was prepared June 8, 2020. Thank you to the New York State Department of Health for content.

COVID-19 guidance and requirements are being continually developed. For local information, contact the Wayne County Health Department.

# COVID-19 Preparedness & Response Plan

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Name of Business:

Sigma Academy for Leadership & Early Middle College

Industry:

K-13 Public School/District

Address:

49 Candler Street; Highland Park, MI 48203

Contact Information:

(888) 569-3424

Owner/Manager of Business:

Dr. Reginald Kirkland

Human Resources Representative and Contact Information, if applicable:

Mr. Charles Moore/charles@clmoorecpa.com

Date(s) Plan Prepared and Updated:

July 24, 2020

## COVID-19 Workplace Coordinators

To ensure the business/entity complies with COVID-19 requirements, we will do the following:

- Designate one or more worksite coordinators on site at all times when employees are present to implement, monitor, and report on the COVID-19 control strategies.

*List names of designated COVID-19 worksite coordinators:*

Dr. Reginald Kirkland

Mr. Claude Tiller, Jr.

## Physical Distancing

To ensure employees comply with physical distancing requirements, we will do the following:

- Ensure 6-foot distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 feet apart from one another, personnel must wear acceptable face coverings.
- Post social distancing markers using tape or signs that denote 6 feet of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations).
- Limit in-person gatherings as much as possible and use tele- or video- conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.

- Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

*List common situations that may not allow for 6 feet of distance between individuals. What measures will you implement to ensure the safety of your employees in such situations?*

**It will be difficult to ensure six feet distancing measures in classroom and cafeteria areas. In these situations, students and teachers will wear masks, and keep as much distance as is reasonable under these conditions. Additionally, teachers and administrators will administer contactless temperature readings at least weekly, and there will be regularly scheduled handwashing requirements for students and teachers. Finally, hand sanitizer will be readily available in each classroom and common area.**

*How will you manage engagement with customers and visitors?*

**Visitors will be limited to the building, and their access to the building will be restricted to the entrance and office areas. Visitors will be required to make appointments unless there is an emergency, and contactless temperature readings will be taken before visitors are permitted through the front door. Hand sanitizer will be made available throughout the building.**

*How will you manage industry-specific physical social distancing (e.g., shift changes, lunch breaks)?*

**There will be a lunch schedule for each class. Classes will not intermingle. Teachers will not eat in a common area, but in their designated offices and classrooms. Custodial services will be adjusted to accommodate this change. Staff meetings and other meetings will be conducted via video conference calls.**

## Screening, Exclusion and Notification

To ensure the business is able to exclude potentially infectious individual, we will do the following:

- Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors, asking about:
- COVID-19 [symptoms](#) or positive test in past 14 days
  - Close contact with confirmed or suspected COVID-19 case in past 14 days
  - International travel in the past 14 days

*What type of screening will you implement? Will the screening be done before workers arrive to work, or on site? If on site, what PPE will be required for the parties conducting the screening? Who will be responsible for performing the screenings, and how will those individuals be trained?*

**The screening will consist of a temperature check, and daily questioning of COVID-19 symptoms.**

- When an employee is identified with a confirmed case of COVID-19, within 24 hours, notify:
- Wayne County Health Department by email or by phone. Cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.
  - Any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.

*If a worker tests positive for COVID-19, who will notify the local health department?*

**The school principal is primarily responsible for notifying the local health department. It is reasonable for the principal to delegate the shared responsibility to notify the local health department.**

*If a worker tests positive for COVID-19, how will you identify - and notify - close contacts?*

**Close contacts will be contacted by telephone of a worker's positive COVID-19 test.**

*If a worker tests positive for COVID-19, what are your response protocols, including sending employees home, temporary closures of all or part of the worksite to allow for deep cleaning, etc.?*

**The employee's work area will be made off limits for 48 hours, and thoroughly cleaned and sanitized. A letter will be sent home with employees and students to advise the public of the positive test. The local health department will be notified.**

## Personal Protective Equipment (PPE)

To ensure employees are appropriately protected, we will do the following:

- Supply appropriate PPE to workers. At a minimum, employers must provide workers with an acceptable face covering at no cost to the worker. Acceptable face coverings include cloth masks, as surgical masks and N95 masks should be reserved for the healthcare industry.

**Employees will be provided with face shields, and/or masks. Hand sanitizer, What type of PPE will you supply? What quantity of PPE will you need to ensure that you always have enough? How will you obtain and replenish these supplies?**

- Require face coverings to be worn when employees cannot consistently maintain six feet of separation from other individuals in the workplace. Consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.

*How will you ensure workers are wearing appropriate face coverings at the appropriate times?*

**Employees will be advised at the opening meeting of the workplace requirement to wear face coverings/masks in all common areas, and in any instances in which the six feet safe distance cannot be maintained. The board of education will be asked to consider approving a policy requiring that employees wear face coverings/masks in all common areas, and in any instance in which the six feet safe distance cannot be maintained. Postings and signage will be present throughout the facility providing notice of this requirement.**

- Any individual able to medically tolerate a face covering must wear a covering over their nose and mouth, such as a homemade mask, scarf, bandana, or handkerchief, when in any enclosed public space.

*How will you ensure customers or visitors wear face coverings?*

**The board of education will be asked to consider approving a policy requiring that employees and visitors wear face coverings/masks in all common areas, and in any instance in which the six feet safe distance cannot be maintained. Postings and signage will be present throughout the facility providing notice of this requirement.**

- Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.

*How will you ensure that PPE is appropriately cleaned, stored, and/or discarded?*

**The personal protection equipment (PPE) owned by the Academy will be cleaned and sanitized in accordance with the custodial protocols established prior to the beginning of school and ratified by the Board of Education. PPE belonging to private parties are beyond the scope of control of the Academy. Yet, employees, students, and visitors will be reminded to clean their personal PPE regularly.**

## Hygiene and Cleaning

To ensure employees comply with hygiene and cleaning requirements, we will do the following:

- Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- Provide and maintain hand hygiene stations, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.

*Where will hand hygiene products or stations be located? How will you promote good hand hygiene?*

**Sanitizer and hand washing facilities will be present throughout the facility and available to employees, students, and visitors. Signage will promote the use and availability of hand sanitizing.**

- Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed. Frequently clean and disinfect shared objects (e.g. tools, machinery) and high touch surfaces, such as door handles/push bars, light switches, credit card machines, copiers, restrooms, and common areas.

*How will you ensure regular cleaning and disinfection of your worksite and any shared objects or materials, using [products identified as effective against COVID-19](#)? If you use a cleaning log, who will be responsible for maintaining the log that documents date, time, and scope of cleaning?*

**The custodial team has been advised of the sanitizing and cleaning requirements, and the necessity to utilize products that have been identified as effective against COVID-19. A cleaning log will be used to ensure compliance, and custodial leader will be held responsible for maintaining the log. Accuracy of the log will be reviewed regularly by the principal and superintendent.**

- Limit the sharing of objects and discourage touching of shared surfaces. Ensure surfaces are cleaned and disinfected between uses. or sanitize or wash hands before and after contact.

*List common objects that are likely to be shared between employees. What measures will you use to ensure the safety of your employees when using these objects?*

**Writing utensils, keyboards, telephones, buttons on equipment, control switches, light switches, door handles, carpets, and some cloth materials are commonly used by multiple parties in the Academy. Keyboards, handles, switches, telephones, buttons on equipment will be cleaned regularly throughout the day by clerical and custodial staff. All cloth materials will be laundered, sprayed and disinfected before and after each use when possible.**

- Have a plan for cleaning and disinfection in the event of a COVID-19 positive case.

*In the case of an employee or visitor testing positive for COVID-19, how will you clean the contaminated areas? What [products identified as effective against COVID-19](#) will you use, and how will you acquire them? Who will do the cleaning?*

**In the event that an employee or visitor tests positive for COVID-19, the contaminated area will be immediately restricted for no less than 48 hours after a thorough cleaning and sanitization has been completed. The cleaning and sanitization will be conducted by appropriately trained custodial personnel. The custodial team will use cleaning products that are scientifically proven effective against COVID-19 <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>.**

## Policies & Training

To ensure employees are aware of COVID-19 safety measures in place at our facility, we will do the following:

- Provide COVID-19 training to employees that covers, at a minimum:
  - Workplace infection-control practices.
  - The proper use of personal protective equipment.
  - Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
  - How to report unsafe working conditions.

*How will you conduct this training? Who will provide the training? How will you document the training?*

### **The Academy will work with local county experts to provide requisite training to employees.**

- Follow [Executive Order 2020-36](#), and any executive orders that follow it, that prohibit discharging, disciplining, or otherwise retaliating against employees who stay home or who leave work when they are at particular risk of infecting others with COVID-19.
- Restrict business-related travel for employees to essential travel only.
- Encourage employees to use personal protective equipment and hand sanitizer on public transportation.
- Promote remote work to the fullest extent possible.
- Adopt any additional infection-control measures that are reasonable in light of the work performed at the worksite and the rate of infection in the surrounding community.

## RESOURCES

- As guidelines and requirements are frequently updated, stay current on local, state, and federal guidance issued in response to COVID-19.

COVID-19 guidance and requirements are being continually developed. For local information, contact the local county department of health. See the [Michigan COVID-19 Business Response Center](#) for industry-specific plans and guidance.

- For the most up-to-date guidance on COVID-19, visit the following sources of official information:
  - Wayne County COVID-19: [www.waynecounty.com](http://www.waynecounty.com) or call 2-1-1 or (734) 287-7870
  - Oakland County: <https://www.oakgov.com/covid/Pages/default.aspx>; 248-858-1000
  - Washtenaw County: [washtenaw.org/COVID19](http://washtenaw.org/COVID19)
  - Michigan: [michigan.gov/coronavirus](http://michigan.gov/coronavirus)
  - National: [cdc.gov/COVID19](http://cdc.gov/COVID19)



## OTHER

Please use this space to provide additional details about your COVID-19 Preparedness and Response plan, including anything to address specific industry guidance.

**Wayne County also established information lines for residents and employees wishing to speak with someone about the virus. In partnership with United Way and the Information Center, residents and employees can dial 2-1-1 or (734) 287-7870.**

### **MI Coronavirus**

[COVID19@michigan.gov](mailto:COVID19@michigan.gov).

[https://www.michigan.gov/coronavirus/0,9753,7-406-99891\\_99912---,00.html](https://www.michigan.gov/coronavirus/0,9753,7-406-99891_99912---,00.html)

### **Oakland County ReOpening Toolkit**

Thank you for your interest in the Oakland County Small Business Re-open Kits. We are currently not accepting new requests for re-open kits at this time while we evaluate our remaining inventory. Please check back next week on the availability of future re-open kits for small businesses of employees of 50 that are open to the public. If you have already ordered a kit, but have not picked it up, please contact us at [reopenkit@oakgov.com](mailto:reopenkit@oakgov.com) to explore pick up options.

**Also see the local county health department information attached to this plan.**