



# MI Safe Schools Roadmap

2020-21

Version 1.0  
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## Introduction

Char-Em ISD has worked collaboratively across our organization to develop a clear and concise return to school plan that implements the highest level of safety possible for our staff, students, families, and visitors. Input and feedback were sought from staff at all levels and departments of our organization. Our Board of Education has reviewed, provided feedback, and approved the following plan.

The plan below includes and combines all of the “Requirements” and “Strongly Recommended” items for Phases 4 and 5 as outlined in Executive Order 2020-142 and the Governor’s Return to School Road Map.

## Guiding Research

### Primary Research and Guidance

- [MI Safe Schools: Michigan’s 2020- 21 Return to School Roadmap](#)
- General Education Leadership Network (GELN) Back to School Plan - [Version 1.0](#) “Do First”

### Secondary Research Support & Resources

- [NIET Planning Guide](#)
- [TNTP Reimagine Teaching](#)
- [Crosswalk of Roadmap, TNTP and NIET planning guides](#)
- [EAB Resource Center](#) and [EAB Webinar](#)
- [K-12 District Reopening Checklist](#) - Hanover Research and Washington Association of School Administrators
- [Transcend Playbook of Tools and Guidance](#)
- [Hanover Research: Offline Equity Best Practices](#)
- Michigan State University - [Reopening Schools During the COVID-19 Pandemic An Overview of Guidance for School Districts](#)
- Other State Resources:
  - [Considerations for Reopening School](#) (Ohio)
  - [Re-Entry and Reopening of Schools](#) (Missouri)
  - [Guidance for Social Distancing in Schools](#) (Minnesota)
  - [Recovery Plan for Education](#) (Maryland)
- Opportunity Labs - State Level Projects
  - [Launch Nebraska](#) (Nebraska)
  - [Path to Recovery for K-12 Schools](#) (Georgia)
  - [Roadmap for Opening Schools](#) (Arizona)
- MIOSHA Safe Work Protocols ([link](#))

## Assurances

Charlevoix-Emmet Intermediate School District commits to implement the following as outlined in the Governor's Executive Order 2020-142.

1. The District assures that when it provides in-person instruction to its students without disabilities, the district will also provide in-person instruction to its students with disabilities, consistent with their individualized education plans.
2. The District assures that when schools are closed to in-person instruction, the district will strive in good faith and to the extent practicable, based upon available resources, technology, training, and curriculum, as well as the circumstances presented by COVID-19, to provide equal access to any alternative modes of instruction to students with disabilities from birth through age 26. This includes the provision of auxiliary services under section 1296 of the Revised School Code, MCL 380.1296.
3. The District assures that while any state of emergency or disaster related to the COVID-19 pandemic continues, it 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.
4. The District assures that it will, to the extent practicable and necessary, make individualized determinations whether and to what extent compensatory services may be needed for students in light of the school closures during the 2019–2020 school year.
5. The District assures that during Phase 1, 2 or 3 it will close its buildings to anyone except:
  - a. District employees or contractors necessary to conduct minimum basic school operations consistent with a Preparedness Plan, including those employers or contractors necessary to facilitate alternative modes of instruction, such as distributing materials and equipment or performing other necessary in-person functions.
  - b. Food-service workers preparing food for distribution to students or their families.
  - c. Licensed child-care providers and the families that they serve, if providers follow all emergency protocols identified by the state.
6. The District assures that during Phase 1, 2, or 3 it will suspend after-school activities, inter-school activities, and busing.
7. The District assures that during Phase 1, 2 or 3 it 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
8. The District assures that during Phase 4 it will prohibit indoor assemblies that bring together students from more than one classroom.
9. Virtual/remote learning in Phases 1-3 will be reflective of the instruction described in the [Instruction section](#) below.

## Phases 4 & 5 - Safety Protocols

### Personal Protective Equipment

#### District and Building Implementation Plan:

1. The expectations for the wearing of face coverings and how to obtain clean face coverings will be included in all district to parent communications, all handbooks, all student orientations, and all staff orientations.
  - a. [Staff and Student Face Covering Protocol](#)
2. Building, grounds, and transportation signage will be prominent throughout all school facilities and clearly identify who is required to wear face coverings in each designated area of the building, grounds, or bus.
3. Appropriate face coverings will be provided to all Char-Em ISD employees, students, guests and family members involved in home visits.
4. Individuals (staff or students) who claim medical exemption will need to complete the [Staff Face Covering Excusal Form](#) or [Student Face Covering Excusal Form](#) and provide the form along with medical documentation to the Principal/Supervisor.
5. Preschool classroom students will not be required to wear masks once in the classroom.
6. Students K - age 26 will be required to wear a face covering at all times when inside the school building.
7. Students PreK- age 26 will be required to wear a mask at all times when riding the school bus or van.
8. Students who are capable of wearing a face covering and refuse to do so in an area where a face covering is required will be issued a face covering by a school official (teacher, paraprofessional, administrator, school safety staff, playground aid, etc.) and asked to put the face covering on. Repeated noncompliance will be addressed on an individual basis.
9. Staff who are capable of wearing a face covering and refuse to do so will have an opportunity to address their concerns with the school administrator or staff supervisor.
10. In instances of uncertainty about individuals not wearing face coverings, these matters will be relayed to the school administrator or staff supervisor.
11. Additional personal protective equipment will be provided for staff members who are in close proximity to students or who are assisting with self-care needs (Gowns, face shields, surgical masks).

### Hygiene

#### District and Building Implementation Plan:

1. Building supplies (paper towels, soap, hand sanitizer, tissues, trash receptacles) will be checked daily and restocked in the classroom.
  - a. Staff who have offices outside of a district building can request supplies through Char-Em ISD.
2. Classroom staff can access the supply closet to replace paper towels, soap, hand sanitizer and tissues during the school day as needed.
3. Handwashing and classroom cleaning routines will be communicated to students, families and staff through the handbooks.
4. Classroom staff will teach students [hygiene safety](#) the first day of school and will reinforce

- hand washing and hygiene weekly.
- 5. Home based providers will follow the [Home Visit Protocol](#).
- 6. Maintenance Staff will
  - a. Procure adequate soap, hand sanitizer, paper towels, tissues
  - b. Post signage related to cleaning and hygiene strategies in each room, restroom, throughout the hallways based on building
- 7. In classrooms, the sharing of school supplies will be limited and each student will have their own supply box for appropriate materials. Staff will limit their sharing of school materials and supplies.

## Spacing, Movement and Access

### District And Building Implementation Plan:

- 1. Classroom administration and teachers will review classroom arrangements to maximize student spacing and determine if furniture needs to be removed from classrooms.
- 2. Maintenance department will collect extra furniture for storage by Wednesday Aug 26th.
- 3. High traffic areas will be marked for appropriate social distancing.
- 4. Signage will be posted throughout the building and on restroom doors reminding students, staff, and guests of the physical distance requirement.
- 5. Guests will not be allowed in Taylor School except under specific circumstances which are pre-approved by building administration. Pre-approved guests will complete screening requirements, sign in, wear a mask and meet in designated areas. Students, staff and guests will follow the [Building Use and Access Protocol](#).
- 6. Guest access to Charlevoix & Boyne City Offices will be limited and approved, at the door, prior to entry by building secretary.
- 7. Staff providing visits in the home will follow the [Home Visit Protocol](#).
- 8. Students, staff and guests will follow the [Spacing, Movement and Access Protocol](#).
- 9. Char-Em ISD staff who are able to effectively and efficiently complete their job responsibilities from a remote location (i.e. home), will be encouraged to do so. An agreement outlining Char-Em ISD's telecommuting expectations and procedures will be made available for staff to consider.

## Screening Students and Staff

### District and Building Implementation Plan:

- 1. Char-Em ISD has developed a [staff screening tool](#) that is reflective of the guidance and recommendations provided by the Health Department of Northwest Michigan. All Char-Em ISD staff will be required to complete the staff screening tool at home prior to coming to work each day through a survey and follow the "Next Steps Section" on the survey as to whether or not they should report to work.
- 2. Staff who are unable to work due to displaying COVID-19 symptoms will be required to report this immediately to their supervisor and Human Resources.
- 3. Depending on symptoms and job duties, staff may be able to provide their services remotely.
- 4. Before each home visit, providers will contact the family to conduct a health screening protocol through Google forms. Refer to [Home Visit Protocol](#).
- 5. Parents will ensure that all students will be screened from home on a daily basis via a [Daily](#)

[Student Health Screening Protocol](#) that is consistent with the guidance and recommendations provided by the Health Department of Northwest Michigan.

6. Each school building will identify a remote and secluded room. This room will be outfitted with appropriate PPE including gowns, face shields, N95 Masks, gloves, sanitizing wipes, and a computer or phone.
7. Each building will have identified and trained staff to provide care for any student showing signs of illness until they are able to be picked up from school.
8. Parent communication will be made immediately with clear and concise directions on where and how to pick up the student and where to report for testing.

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

### District and Building Implementation Plan:

1. Char-Em ISD will collaborate with the Health Department of Northwest Michigan to support the implementation protocols for the screening of staff and students.
2. Char-Em ISD will follow the Health Department of Northwest Michigan's [flowchart](#) (pg. 8) when making decisions regarding staff and students with symptoms and/or a positive COVID-19 test result.
3. Student families and staff will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom/school/work to encourage closer observation for any symptoms at home.

## Responding to Positive Tests Among Staff and Students

### District and Building Implementation Plan:

1. Char-Em ISD will collaborate with the Health Department of Northwest Michigan to support contact tracing and the gathering of any other related information.
2. Char-Em ISD will follow the Health Department of Northwest Michigan's [flowchart](#) (pg. 8) for the identification and handling of students and staff with COVID-19 symptoms and/or those who have received a positive test result.
3. Char-Em ISD will immediately contact the Health Department of Northwest Michigan if any staff or students develop COVID-19 symptoms in a manner that is consistent with the American with Disabilities Act (ADA) and other applicable federal and state privacy laws.
4. In the event of a positive COVID-19 test result for a staff or student, all Char-Em ISD staff and students will be closely monitored and encouraged to self monitor for any COVID-19 symptoms. Testing will ONLY be required for those who develop COVID-19 related symptoms.
5. Positive tests for staff members will result in a required quarantine away from school/work for 14 days. Staff will work with their healthcare provider/Health Department of Northwest Michigan to determine when to return to work and communicate this with the Human Resources Department. Days of quarantine for a COVID-19 positive result will NOT count against employee sick time allocations.
6. Char-Em ISD cleaning staff will wear a surgical mask, gloves, and a face shield when performing the cleaning of the infected areas.
7. Confirmed infected areas will be closed for a minimum of 24 hours prior to cleaning to minimize the risk of any airborne particles. The Health Department of Northwest Michigan will

be consulted to ensure the proper procedures are followed to ensure that the highest levels of safety protocols are followed.

## Food Service

### **District and Building Implementation Plan:**

1. Taylor School students will eat lunch in their classrooms.
2. School lunch is provided by Petoskey Public Schools and will use disposable utensils.
3. Students in Program Classrooms hosted in LEAs will follow the district plan for which they are located.

## Gatherings and Extracurricular Activities

### **District and Building Implementation Plan:**

1. No assemblies will occur.
2. Community Outings will not take place in Phases 4 or 5. Job sites during Phase 4 will be cancelled. Job sites during phase 5 will be determined on an individual basis.
3. Playground access will be limited to 2 classrooms at a time. Schedules will be developed.
4. No extracurricular activities are offered.
5. CTE off site experiences will follow local district Return to School Plans and Procedures.

## Cleaning

### **District and Building Implementation Plan:**

1. An inventory related to all cleaning supplies that are in compliance with EPA-approved COVID-19 materials will be taken and orders made to address increased cleaning protocols.
2. All classrooms will be provided with an EPA-approved disinfectant, paper towels, face shield and gloves in order to address new cleaning protocols. Staff will follow protocol for use of cleaning supplies.
3. Each building custodial team and administrator will tour their building and identify areas of frequent use throughout the building. A map will be created and kept secure in the head custodian room and office to ensure compliance when custodial substitutes are in the building.
4. Custodial staff will wipe the building's high traffic surfaces midday. Staff will note the time and date and initials on a chart that is kept daily.
5. Student desks and spaces will be cleaned when there is a change of cohorts or student(s). Locked storage spaces for cleaning materials will be available for all staff as needed. All classrooms will have the appropriate EPA-approved disinfectant or diluted bleach solution in their rooms.
6. Playground equipment will be cleaned as needed and consistent with the current cleaning routine.
7. A training on cleaning materials and protocols will be provided to the staff through a meeting prior to the first week of school. This training will show the use of PPE when cleaning, protocols for the classroom and storage of cleaning materials.



## Busing and Student Transportation

### District and Building Implementation Plan:

1. Students and drivers are required to use hand sanitizer before entering the bus. Hand sanitizer will be supplied on the bus.
2. The bus driver, staff, and all students ages 3-26, if medically feasible, must wear facial coverings while on the bus.
3. Transportation vehicles (i.e. Buses and vans) will be cleaned and disinfected before and after every transit route on a daily basis. Pre and post trip checklists will be maintained to ensure protocols are followed. Staff will use our Clorox 360 machines to clean all transportation vehicles on a weekly basis. Children will not be present when a vehicle is being cleaned.
4. Transportation equipment including items such as car seats, wheelchairs (when multiple users are needed), walkers, and adaptive equipment being transported to schools will be cleaned, sanitized, and disinfected after each route on a daily basis.
5. Char-Em ISD will create a plan for getting students home safely if they are not allowed to board the vehicle.
6. If a student becomes sick during the day, they will not use group transportation to return home and must follow protocols outlined above. If a driver becomes sick during the day, they will follow [Health Department of Northwest Michigan protocols](#) for sick staff and must not return to drive students.
7. Weather permitting, doors and windows will be kept open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
8. Weather permitting, keeping windows open while the vehicle is in motion will be considered to help reduce spread of the virus by increasing air circulation, if appropriate and safe.

## Medically Vulnerable Students and Staff

### District and Building Implementation Plan:

1. Staff will 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.
2. Any staff member identifying as medically vulnerable must contact their supervisor to discuss options for reasonable accommodation or alternative work assignment.

## Phases 4 & 5 - Mental & Social-Emotional Health

### District and Building Implementation Plan:

1. The ISD will establish a wellness response team to oversee and respond with the items listed below. A Mental and Social-Emotional Health Companion Document with additional resources and details related to the items below can be found [here](#).
2. ISD staff will identify and implement a mental health screening process for students in collaboration with community-based health organizations (Health Dept., Community Mental Health, Alcona Health). This process will be communicated with staff, students and families.

3. The ISD will review and revise the current Crisis Management Plan that leverages available internal and external/community-based resources, which can be activated efficiently as needed for situations such as the loss of a student or staff member.
4. Classroom teachers will incorporate social and emotional instruction into daily lesson plans.
5. The program principal/school social worker will act as the point person for mental health referrals and communications to students and families.
6. All staff will have access to professional learning on student and staff mental health (Youth Mental Health First Aid, Applying Mindfulness for Educator Self-Care, Trauma 101, etc.)
7. A screening and response protocol related to mental health and well-being will be developed for staff.
8. The ISD will compile a list of wellness resources available to support staff, students and parents and will disseminate this to all stakeholders.
9. The ISD will designate the director of special education to act as the mental health liaison who will work with the school, local health providers and community organizations.

## Phases 4 & 5 - Instruction

### Governance

#### District and Building Implementation Plan:

1. Our district's team will be led by our Superintendent. We will include:
  - a. Directors
  - b. Building principals
  - c. Birth - Age 26 representatives from our different buildings and programs
  - d. Support staff representatives (transportation, administrative assistants, teaching assistants)
  - e. Union representative
2. Our group will meet virtually via Zoom based on the availability of our team members. Subgroups may be formed to address specific areas of the plan and will meet as determined through our process.
3. Our district will ask stakeholders to provide feedback regarding online learning through an online survey- After the results from the survey are available, our team will analyze these results to help inform the development of the plan, paying special attention to equity and access by actively recruiting input from underrepresented groups.
4. The final Preparedness Plan will be posted on the district's website, and related sections will be included as a supplement to the student and staff handbooks. In the Welcome Back Meeting for staff in August, our district administration will cover the supplemental information in detail and answer questions related to the plan to ensure clarity of expectations and execution. Building administration and teachers will engage students in a full review of the supplemental information related to the Preparedness Plan to ensure students are well versed in the event we return to remote in any form or fashion.

## Instruction - Before School Reopens

### District and Building Implementation Plan:

1. Char-Em ISD will ensure that every student will:
  - a. Every student will start the year with access to developmentally appropriate, high quality instruction, with standards-aligned instructional materials.
  - b. Every student will be assessed on their understanding of prerequisite skills and grade-level proficiencies using formative assessments, screeners, or diagnostics.
  - c. Every students' academic and social-emotional needs will be addressed with the integration of Social and Emotional Learning (SEL) and strengthening connections with students.
2. Clear expectations have been set around high quality remote and hybrid instruction that include:
  - a. Best practices for blended or remote learning
  - b. Grade-level proficiencies
  - c. Modes of student assessment and feedback
  - d. Differentiated support for students
  - e. The inclusion of social-emotional learning
  - f. Guidance around daily instructional time and workload per student based on individual needs
3. These expectations will be supported by a robust professional learning plan (described later in this document).
4. During Phases 4 and 5, all students Pre-K- age 26 will have the opportunity to participate in face-to-face instruction or distance learning based on parent decision per marking period. Students birth-age 3 will receive instruction through face-to-face and/or virtual home visits. Individual program calendars will provide additional details.
5. Many current curricular resources are accessible digitally for students and staff. Additional digital resources are being utilized to enhance student engagement and the formative assessment process. We are using Gradpoint, Canvas and Google Classroom as our Learning Management Systems (LMS) for all students pK - age 26.
6. We recognize that additional support may be necessary for students as we determine their needs in the first weeks of school. Individualized interventions will be provided based on assessment results and progress in academic areas and SEL.
7. Our district assessment plan provides Birth-Age 26 teachers and students the ability to identify gaps in student learning and target individual student needs on an ongoing basis.
8. Supporting the social-emotional learning needs of students is necessary for academic success. As a staff we place a heavy emphasis on the well-being of students and staff to enable them to meet the significant challenges created by the pandemic and school closures. This includes weekly one-on-one student check-ins by the classroom teacher as well as having counseling services available for all students. Because of this, we are well-poised to meet the needs of our stakeholders during this pandemic.
9. Our system will support strong relationships between staff and students and will provide opportunities to focus on well-being, goal-setting, and self-reflection.
10. Students' IEPs, IFSPs, and 504 plans will be reviewed in coordination with general and special education teachers to address any data-driven accommodations and/or services that are needed due to known changes in students' needs.

- a. A contingency learning plan will be included in each student's IEP to describe the continuation of services for students, including programs, related services, and multi-disciplinary team evaluations.
- 11. Graduates of 2020, the Class of '21 and Class of '22 will be supported for postsecondary education on an individual basis with their teacher, advisor and/or IEP team to address their individualized needs.
- 12. Preparedness team will continue to follow guidance from the Governor, legislature, and MDE. Staff will stay involved in state wide committees.

## Instruction - After School Opens

- 1. Once school starts, we will ensure learning for all students through our current meeting structure. These meetings include full staff meetings, classroom team meetings, and IFSP/IEP meetings to ensure that every student:
  - a. Has access to standards-aligned, grade-level instruction, including strategies to accelerate student learning
  - b. Is assessed to determine student readiness to engage in grade-level content
  - c. Is offered scaffolds and supports to meet their diverse academic and social-emotional needs
- 2. At these meetings, student progress will be reviewed with the student's teacher, IEP team and/or school leader to plan next steps in the learning for each student and ensure adequate progress. Overall data trends and gaps will be identified so that systemic supports and interventions can be planned.
- 3. Ongoing communication with all families will occur to connect and share student progress, identify student needs and develop targeted plans for additional student support.
- 4. Students' IEPs, IFSPs, and 504 plans will be reviewed in coordination with general and special education teachers to address any data-driven accommodations and/or services that are needed due to known changes in students' needs.
  - a. A contingency learning plan will be included in each student's IEP to describe the continuation of services for students, including programs, related services, and multi-disciplinary team evaluations.
- 5. Educators will be provided resources and professional learning including high quality digital tools, standards aligned tools and materials that support differentiation, interventions and remote learning.
- 6. Structures outside of the regular school day, such as extended school year may be leveraged to support students whose progress data shows the need for additional support.
- 7. To remain prepared for needed shifts to an all-district remote learning context, we will:
  - a. Secure online tools and materials that will provide standards-aligned learning that is customizable to student needs.
  - b. Integrate remote learning tools so that teachers and students remain ready for a possible transition to a remote context.
  - c. Prepare communication assets for key audiences (students, teachers, parents) that clarify new protocols and resources, share evidence of student learning, and ensure that all stakeholders receive status updates.
- 8. When in hybrid or remote learning modes we will:
  - a. Confirm that functional devices are distributed to all students (regardless of remote, hybrid, or face-to-face status).

- b. Family connectivity will be addressed on an individual basis to ensure students are able to successfully engage in learning.
- c. Monitor online attendance through activities in Google Classroom, Canvas or Gradpoint. Teachers, students and families will communicate to provide feedback on the progress of student learning and assignments.

## Communications and Family Supports

### **District and Building Implementation Plan:**

1. Based upon family feedback during Spring of 2020, we identified that multiple modes of communication (both one-way and two-way) enabled us to most effectively communicate with our families and students. We used and will continue to use multiple modes including our district website and social media sites, Remind, email, phone calls and text messaging. As we move forward we will implement the following communication protocols:
  - a. Maintain timely, accurate, and clear two-way communication with families regarding student's academic and social-emotional functioning and school and classroom information.
  - b. Clearly communicate all plans and expectations for the return to school and learning. Families will receive communications regarding assessment, curriculum and expectations for developmental and/or grade-level proficiencies.
  - c. Ensure all communications are in both English and the home language of our students.
  - d. Ensure our teachers know and understand the communication plan.
  - e. Ensure our teachers use the district's remote learning platform(s) to communicate effectively and parents have access to the information.
  - f. Communicate in a timely manner when it become necessary to modify our modes of instruction
2. We truly value our parents as essential partners in the educational process. Our families and students have experienced many unforeseen challenges and new experiences during the past few months. We operate from a strength based lens and utilize the Strengthening Families Framework as our overarching parent engagement strategy in many of our departments. We expect that we will all continue to face new experiences in the fall and are committed to supporting our students and families. We plan to provide the following options:
  - a. Individualized parent sessions on the best way to access and use our digital resources on an as needed basis (potentially delivered in a virtual format).
  - b. Supports and resources for our families to use at home including specific strategies for supporting their child's learning at home.
  - c. Q&A sessions where parents can interact with teachers to ask questions.

## Professional Learning

### District and Building and Implementation Plan:

1. We believe that the best professional learning happens when educators can be in a room together. Given the restrictions on in-person collaboration, professional learning offerings will all be held virtually through December 2020.
2. Some professional learning will be offered asynchronously and some will be synchronous.
3. All ISD staff will receive the following professional learning:
  - 1st Semester
    - i. Aug 26 - 8:30-10:30 (virtual) Welcome back meeting
      1. Safety Protocols & PPE
    - ii. November 6th (virtual) - Topics TBD
    - iii. Asynchronous offerings throughout the semester may include:
      1. Canvas/Accelerate
      2. Social Emotional Learning
      3. Mindfulness: A Tool for Educator Self-Care
      4. Strengthening Families Protective Factors
  - 2nd Semester
    - i. February 12, 2021 - All Staff Meeting - Topics TBD
    - ii. May 28, 2021 - All Staff Meeting - Topics TBD
4. Professional learning plans will be developed with staff from each department to address the following topics:
  - Curriculum planning
  - Blended and remote learning
  - Digital tools and learning platforms
  - Student data review process
  - Equity and implicit bias
  - Social-emotional learning
  - Culturally responsive education
  - Safety protocols and PPE

## Phases 4 & 5 - Operations

### Facilities

#### District and Building Implementation Plan:

1. Char-Em ISD will continue to audit and monitor necessary materials and supply chain for cleaning and disinfection supplies.
2. Char-Em ISD will continue to coordinate with Nichols and Auxillio for support with procurement of cleaning and disinfection supplies.
3. Char-Em ISD will provide school-level guidance and training for cleaning and disinfecting all core assets including each of our buildings and playgrounds. Additional signage will be posted

throughout the buildings to ensure all staff and students are reminded of the best practices. Frequently touched surfaces should be cleaned several times a day.

4. Alert school-based custodial and infection control staff of any changes in recommended [cleaning guidelines](#) issued by OSHA and/or CDC. It is expected that this guidance will be updated in real-time based on the status of community spread across local geographies.
5. Char-Em ISD will convene custodial and facilities staff to review and make actionable district guidance regarding cleaning and disinfection. This will include advanced training. Building and Grounds Coordinator will maintain cleaning checklists and make available when needed.
6. Custodial staff will continue deep cleaning over the summer.
7. Audit ISD school buildings with a focus on:
  - a. How many classrooms are available
  - b. The size of each classroom
  - c. Additional spaces that are available
  - d. The ventilation in each classroom
8. Continue to audit and monitor any additional school security protocols to decide if any process changes need to be implemented in the future.
9. School staff will follow CDC protocols if interacting with the general public.
10. Maintain facilities for in-person school operations.
  - a. Check HVAC systems at each building to ensure that they are running efficiently and work with vendors in the case an issue should arise.
  - b. Air filters will be changed regularly.
  - c. Custodial staff will distribute wastebaskets, tissues, and CDC-approved soap 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.
  - d. Signage about frequent [handwashing, cough etiquette, and nose blowing](#) will be widely posted, disseminated, and encouraged through various methods of communication.
  - e. Custodial staff will follow guidance from the CDC about the use of facial coverings and special respirators at use when performing cleaning duties.
11. 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.
12. Level-1 facial coverings, including those with a transparent front, for preK-5 teachers, low-income students, and students with special needs will be made available.
13. Level-1 surgical masks for cleaning and janitorial staff will be made available.

## Budget, Enrollment, and Staffing

### District and Building Implementation Plan:

1. Student arrival and departure procedures will be developed by our Building Administrator ensuring that students, families, and visitors have a safe way to enter and exit each of our buildings.
2. Staff and Family Surveys sent the week of 7/27/20. Data review occurred during the week of 8/3/20.



- a. Review who will be returning and what positions may need to be filled.
  - b. Assess needs to modify staff requirements/job responsibilities.
3. Char-Em ISD will provide the needed technology tools/devices for all staff and students including the needed support to ensure a successful experience.
4. Char-Em ISD administration will continue to collaborate, and work closely with both of our Education Associations to ensure all staff are able to maintain a safe work environment, that will include the possibility of working remotely if job expectations and responsibilities allow for such an arrangement.
5. The building secretary will inventory available substitutes and work with the building administrator on how to best use them when the need arises.
6. Char-Em ISD administration has and will continue to review budgetary concerns frequently, including identifying funding sources, including CARES Act funding, to cover the cost of needed PPE and other related resources. Adjustments to the budget will be made as needed and will reflect intentions to maintain support of our instructional programming needs at all costs.
7. Char-Em ISD will continue to communicate and collaborate with our local school districts to ensure that all services are provided in a manner that meets any legal obligations and that they are delivered in a timely and safe manner consistent with their Preparedness and Response Plans for the 2020-2021 school year.
8. Any needed updates will be made to student and staff handbooks to reflect new COVID procedures. Staff and students will receive an overview of the changes at the beginning of the school year. Updated handbooks will be available in both a digital and hardcopy format.
9. Parents and staff will continually be made aware of any decisions that will impact their school or work experience prior to the start of school, as well as throughout the school year. This will include any student enrollment or attendance policy changes.
10. Administration will continue to work closely with legal council to ensure that all COVID-19 related issues (i.e. liability questions and other related concerns) are handled in a preemptive manner whenever possible.
11. Hiring process protocols and procedures will be adjusted to ensure we are following the appropriate CDC guidelines when interacting with candidates. This will include remote/virtual connections to conduct interviews and any other onboarding activities required for new staff to our organization.
12. Staff will receive training for new safety protocols and other operational changes prior to the start of the school year and whenever changes occur throughout the school year.
13. Building administration, transportation staff, and the appropriate school staff will establish a daily instructional schedule, drop off and arrival/dismissal procedures, and bus schedules that will reflect attention to any and all safety protocols.
14. Building administration will work collaboratively with our food service contractor to ensure that any necessary food handling changes are implemented in accordance with the Health Department of Northwest Michigan's guidance.



## Technology

### District and Building and Implementation Plan:

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

1. In order to make effective, data informed decisions about implementing and supporting Remote Learning, our families will be surveyed about the numbers, types, and condition of devices available in their home. We will also collect data about the availability and capacity of Internet connectivity in each house. Results from the survey will be compiled and shared to help inform the decision-making. Char-Em ISD administration will work with families on an individual basis who indicate that they do not have a connection to the Internet to ensure that a solution is developed.
2. Char-Em ISD's Technology Director will serve as the point person for all technology issues and questions.
3. Char-Em ISD supports the use of technology for teaching and learning, particularly Remote Learning, as outlined in this Preparedness Plan. This plan has been developed collaboratively with representatives from across Char-Em ISD. This plan describes the district's process for cleaning, repairing, and maintaining devices, particularly throughout transitions between in-person and remote learning.
4. In an effort to protect student on-line safety and privacy, the district has developed a technology policy that requires teachers to utilize only approved websites and applications with students. Recognizing the need for flexibility, Char-Em ISD's Tech Department will evaluate requests from staff for the need for new websites or applications.
5. To ensure the most efficient and rapid response to support requests, staff are encouraged to submit all requests for support through the appropriate Help Desk Process:
  - a. Staff will submit a Help Desk Ticket: <https://charem.on.spiceworks.com/portal>
  - b. If a teacher gets a request or hears of a need when communicating with students/families, they will forward those concerns on behalf of the family using these procedures
6. When Help Desk tickets are received, the Technology Department staff members generally work collaboratively on all technology related issues.
7. District-wide procedures have been developed for the return of and inventory of district-owned devices. The procedures include:
  - a. [Sanitizing the devices](#) prior to a repair or replacement evaluation
  - b. Ordering accessories that may be needed
  - c. Conducting prepared maintenance routines to remove malware and fix standard issues including, screen, keyboard, or battery replacement
8. All devices will be cleaned and disinfected according to [CDC Guidelines](#) as described in this guide from [Yale Environmental Health and Safety](#). Each device will be inspected for hardware repair needs (i.e. missing or loose keys, screen cracks, other atypical wear and tear, battery/charging concerns, etc). Finally, the device will be restored to the district's standard image and re-enrolled (if necessary) into the Mobile Device Management system assigned to the appropriate Organizational Unit (School, Cart, Classroom, etc.)
9. Replacement or upgraded devices that have been ordered may not arrive before the start of the school year. When they arrive, the new devices will be traded for these current devices according to the district's replacement and upgrade schedule, and the older devices will be

disinfected, reset, and maintained as an inventory to be used as loaners when repairs are required on assigned machines.

10. Upon receipt, district purchased devices are logged in our central inventory by Model, Serial Number, and Purchase Date. Assignment/Location is tracked through the district's Mobile Device Management Systems appropriate to the device (i.e. Chromebooks through Google Admin, Apple Devices through Apple Management). When a device is removed from service, that is logged on the inventory with the date and reason.
11. When a staff or student issued device requires service, a time will be established for the person to bring the device to a designated location at school to exchange it for a replacement device. The device will be disinfected, diagnosed, and repaired or put out of service as deemed appropriate. The original device will be returned as assigned if required (i.e., Grant requirement), otherwise it will be returned to inventory for reassignment through this process.
12. District staff will use network monitoring tools to verify all switches and wired connections are active and functional, physically addressing any concerns as needed.
13. District WiFi Controller tools will be used to restart and monitor the status of all Access Points (APs). Any APs with concerns or not responding will be physically reset and verified.
14. As necessary, temporary guest or public access SSIDs will be hidden or disabled.

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

1. Students who require a device for use at home have had one assigned to them through the district's Mobile Device Management System. The device has been located in the student's school if it is a shared device, or assigned to the student specifically.
2. When school is instructed to close and it is known before dismissal, each student will be sent home with their assigned device. When that isn't possible, or the school is instructed to close when students are not on-site, the school will communicate a schedule for parents to collect their students' devices in a drive-thru pickup process on the first available school day after closure.
3. All remote lessons will follow our established curriculum and will be delivered through Canvas, Google Classroom or GradPoint for the course. The lessons delivered through Canvas, Google Classroom or GradPoint are available to district curriculum staff to review for effectiveness, enhancement, and sharing. This also provides a historical record of content delivered remotely.

### ***When Schools Reopen for In-Person Instruction***

1. To the extent possible, teachers are encouraged to continue using Canvas, Google Classroom or GradPoint to deliver content and assignments during in-person instruction to familiarize students with the remote learning tools and to minimize disruptions caused by transitioning between in-person and remote learning and back again.
2. The district encourages all staff, students, and families to continue to submit any technology related issues by filling out a ticket via the process outlined above.


## Transportation

### District and Building Implementation Plan:

1. Support schools in assessing student arrival protocols when students arrive at and depart from school (e.g., school bus, dropped off via car, drive themselves, walk, public transportation).
2. Char-Em ISD will continue to inventory buses, contractors, including any vehicles used for transporting students to/from school or to other school events, and students riding buses. A staff survey will be used to gather information regarding the return of staff for the 2020-2021 school year and appropriate actions will be taken if additional drivers and/or riders are needed.
3. Char-Em ISD will continue to ensure through annual training that all bus drivers and riders understand the extent of high-risk populations we transport. We also continue to provide training to address any new high-risk populations that may enroll throughout the school year.
4. Char-Em ISD will continue to ensure that bus procedures for bus drivers and students are informed and guided by the Health Department of Northwest Michigan protocols.
5. Char-Em ISD will continue to ensure that frequent and close collaboration between bus drivers/riders and IEP teams occur frequently to monitor changes to students' IEPs and ensure that any changes are implemented accordingly.
6. Also see the [Busing and Student Transportation](#) section above.

**Date of Approval by the District Board of Education:** August 14, 2020

**Signature of Board President**

DocuSigned by:  
  
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8/14/2020 | 12:42 PM PDT

Thelma Chellis

Date

**Link to the approved Plan posted on the District/PSA/nonpublic school website:**

<https://www.charemisd.org/>

**Name of District/PSA/Nonpublic Leader Submitting Plan:** Jeff Crouse, Superintendent

**Date Received by the ISD Superintendent:** August 14, 2020

**Date Submitted to State Superintendent and State Treasurer:** August 17, 2020