



3662 Poinsettia Ave SE, Grand Rapids, MI 49508

Tel: 616-243-6221 • Fax: 616-243-0305

[NewBranches.org](http://NewBranches.org) • CONNECT WITH US 

**New Branches Charter Academy**  
**COVID-19 Preparedness and Response Plan**

Address of School District: 3662 Poinsettia Avenue SE, Grand Rapids MI 49508

District Code Number: 41901

Building Code Number(s): 08019

District Contact Person: Teresa Larkin

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

Local Public Health Department: Kent County Health Department

Local Public Health Department Contact Person Email Address:  
Joann Hoganson, MSN, RN  
Division Director of Community Wellness &  
Liaison to Schools  
616-632-7067, cell 616-690-0735  
[covid@kentcountymi.gov](mailto:covid@kentcountymi.gov)

Name of Intermediate School District: Kent Intermediate School District

Name of Authorizing Body: Central Michigan University

Date of Adoption by Board of Directors: August 10, 2020



## Table of Contents

**Assurance Statement.....3**

**Introduction and Overview.....4**

**Plan for Operating during Phases 1,2 or 3 of the Michigan Safe Start Plan.....6**

- Phase 1, 2, or 3 Safety Protocols
- Phase 1, 2, or 3 Mental & Social-Emotional Health
- Phase 1, 2, or 3 Instruction
- Phase 1, 2, or 3 Operations

**Plan for Operating during Phase 4 of the Michigan Safe Start Plan.....17**

- Phase 4 Safety Protocols
- Phase 4 Mental & Social-Emotional Health
- Phase 4 Instruction
- Phase 4 Operations

**Plan for Operating during Phase 5 of the Michigan Safe Start Plan.....33**

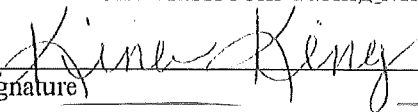
- Phase 5 Safety Protocols
- Phase 5 Mental & Social-Emotional Health
- Phase 5 Instruction
- Phase 5 Operations

**Attachments.....35**

- Workplace Preparedness Plan

### 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.

  
\_\_\_\_\_  
Signature  
President of the Board of Directors

Date 8/10/2020

## **Introduction and Overview**

New Branches Charter Academy is a family-oriented school in inner-city Grand Rapids. We have approximately 380 students enrolled in preschool through 8<sup>th</sup> grade. We are fortunate to be located on 12 acres in the city which allows us to offer a unique educational program which focuses on environmental education and incorporating a love of nature into our daily instruction whenever possible. We are beginning our 26<sup>th</sup> year as a charter school and are proud of the progress we have made and continue to make academically and as a respectable school in the area.

Our staff is amazing. They are committed to developing positive, caring relationships with their students and parents. The staff is supportive of each other, and collaborate well to help meet the needs of the students. We work together to create solutions that work for our staff and school community.

Our school leaders have met frequently since the closure since March to evaluate, reflect and seek input on developing a thorough plan by forming a Continuity Implementation Team composed of a variety of stakeholders including teachers, parents, and non-instructional staff. All of our decisions are focused around a framework we developed asking key questions:

### Decision Making Framework for New Branches Charter Academy

We are committed as a team to ask ourselves three questions to make the best decisions for our students and school community:

1. Does this help students learn?
2. Does this keep students and staff safe:
3. Does this empathize with the needs of our families?

To understand the perspectives of various stakeholders, we sought information from our parents, students, board members, teachers, and staff members in the creation of our Preparedness Plan. We also got insight from Choice Schools Associates, MAPSA, MASSP, our authorizer (CMU), legal council, universities and other school leaders. Collected electronically through surveys, articles, virtual meetings and phone calls, this information was extremely valuable as we created multiple plans to ensure every detail was determined prior to school opening safely.

Our vision, mission and core values are listed below. Whether we are virtual or on campus, we strive to align everything we do to our vision, mission and core values.

## Academy Vision Statement

New Branches Charter Academy, in partnership with educators, students, families and community stakeholders, closes the achievement gap and transforms the human culture by developing problem solvers and life-long learners who are fully prepared for high school, college, global economy careers, and world change.

## Academy Mission Statement

New Branches Charter Academy will provide a positive learning environment, along with a rigorous, academic and cultural program where our children learn to become healthy, responsible citizens, life-long learners, and world leaders.

## Academy Core Values

**Community**—We strive to create a safe environment that fosters inclusiveness and belonging by students, parents, staff, and community stakeholders.

**Perseverance**—We always strive to push ourselves and our students to their fullest potential.

**Responsibility**—Students, parents and staff are respectful to each other. Students learn to understand their responsibilities and take initiative to act upon them in their local, national and world communities.

**Diversity**— We embrace and value working with families with rich cultural and diverse backgrounds. We recognize that immersion in a variety of cultures will prime our students to work and live in a global economy. We celebrate and honor all the perspectives and aspects of every culture and background that creates the fabric of our school culture.

**Teamwork**—We provide a respectful process for open communication, collaboration and the opportunity for everyone to realize their value in our school community.

**Communication**—We practice healthy, open and candid dialogue between all members of our school community. Healthy dialogue encourages necessary conversations and respects all parties.

**Stewardship**—We ensure that our teaching and operational principles and practices are morally sound, ethical, transparent, respectful, and honest.

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

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

NBCA will follow all required protocols in the MI Safe Start Plan.

If the Grand Rapids Region is placed in Phases 1, 2, or 3 on the MI Safe Start Plan, New Branches Charter Academy will provide education through virtual instruction for students. The school building, while in phases 1-3, NBCA will be closed for in-person instruction, busing operations, athletics, extracurricular activities, and suspension of responding to positive tests among students. NBCA will follow all required and strongly recommended protocols for safety.

School employees and contractors are permitted to be physically present in the building for the purposes of basic school operations, including remote live instruction and food preparation and distribution. Any person in the building will be required to follow sign-in screening (symptom checking) and sanitizing procedures upon entry and exit. Building areas will be cleaned and sanitized prior to exit.

NBCA will follow all local public health department protocols for responding to positive tests of staff, while respecting confidentiality laws according to the School Teachers and Administrators COVID-19 Toolkit. NBCA will provide staff with guidance on confidentiality laws and statutes. Employees who have tested positive with COVID-19 may only return to the workplace after they are no longer infectious results according to CDC guidelines.

Meals will be distributed from 10am-12:45pm Monday and Wednesday every week. Two breakfasts and two lunches for each child are provided at Monday food distributions. Three breakfasts and three lunches for each child are provided at Wednesday food distributions. This information has been posted on our website, Facebook page, and sent to all families through School Messenger. This information will be sent to families in multiple letters and emails.

Child Care services may be available pending the need expressed by parents and available staffing. If licensed Child Care is able to be offered, parents must register and follow all Child Care policies and procedures. We will be following the expectations listed under phase 4 with regards to screening students, responding to positive tests among staff and students. LARA guidelines will be followed during licensed programming-including ratios, cleaning schedules, and student/staff screenings.

All areas of the building will be cleaned and sanitized thoroughly. Cleaning staff will clean and disinfect all areas using EPA-approved disinfectants. All staff will be trained on proper cleaning procedures and will clean and disinfect prior to leaving the building.

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

NBCA will follow all strongly recommended protocols in the MI Safe Start Plan unless asterisked.

\*NBCA does not have the budget available to hire and/or conduct mental health screenings by a designated professional on site, but will partner with the Kent County Health Department by participating in the Patient Education Genius program at no cost to the school for a daily mental health assessment and daily symptom checker. Features available on the program include:

- Daily text reminders which include parent registration, ability for consent and ability to opt out
- Branded portal available for the parents or students to access tasks which include a Daily Symptom Checker and a Mental Health Assessment
- Helpful articles for parents/students to be aware of during the COVID-19 pandemic which are customizable
- Data is directed to the Kent County Health Department
- NBCA is able to log into the Patient Education Genius account and extract the data for each day in multiple formats.

We have advised staff that our role as mandatory reporters has not changed and will report any instances where they feel a student's safety is compromised.

Staff were trained in trauma-informed best practices, staff self-care in August 2019. Staff will be trained in Sanford-Harmony Social Emotional Learning Curriculum in August 2020. Staff will receive professional development on self-care to promote holistic wellness and resilience and to prevent burnout and trauma in August 2020.

Choice Schools Associates works in partnership with NBCA to provide resources for staff self-care (ex. Employee Assistance program).

NBCA utilizes an online CrisisGo management plan that addresses crisis situations in partnership with the management company, Choice Schools Associates.

A comprehensive list of community wellness resources will be posted on the school's website. Parents will be notified through email of the list of resources available in the community. NBCA will work with KISD to keep the list updated.

The Vice Principal will be the school-based mental health liaison who will work with the local health department and community partners.

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

School administration will leverage MDE resources for student and staff mental health and wellness support.

Administration will activate communication channels for school stakeholders to address mental health concerns resulting from COVID-19 which will include email communication directly with the teaching staff and/or administration. Choice Schools Associates Human Resources is available to help address any staff concerns in partnership with the school.

Return to school transition information will be communicated to NBCA families through email and Facebook. Teachers will also communicate by including the transition information in their emails and/or phone calls. Resources regarding best practices in maintaining positive mental health will be shared with stakeholders through our website and emails.

As part of the communication with students, teachers will talk about questions, fears, concerns, and ideas that their students may have during this crisis. The school administrator will include a positive self-care strategy in the weekly email to all families. Below are resources to share with parents to help them talk with their student about the COVID-19 outbreak:

- [Talking to kids about the coronavirus – ChildMind](#)
- [Just for Kids: A comic exploring the new coronavirus – NPR](#)
- [Talking to teens and tweens about coronavirus – NYTimes](#)
- [PBS videos and resources](#)
- JED Foundation - JED exists to protect emotional health and prevent suicide for our nation's teens and young adults. Text "START" to 741-741 or call 1-800-273-TALK (8255)
  - <https://www.jedfoundation.org/covid-19-and-managing-mental-health/>
- [Coping & Dealing with COVID via CDC](#)
- [National Association of School Psychologists](#)
- [Supporting students with Autism Spectrum Disorder and COVID-19](#)
- Destigmatization of COVID-19 by CDC

Teachers will assess any needs for mental health supports during their weekly communication with students and parents. Based on any concerns, the teacher will elevate that need to the behavior specialists (Student Advocate, Social Worker, principal, Homeless Liaison, etc.) The specialists will reach out to individual students and families to determine what they may need. The specialist will help connect the family to outside agencies to help meet their needs. Administration will hold weekly virtual staff meetings with teachers to identify any additional students or families in need. A comprehensive list of mental health resources will be compiled and posted on the school's website, and distributed through email.

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

NBCA will follow all required and strongly recommended protocols except those asterisked.

### **Governance**

NBCA has created a Continuity Implementation Team (CIT) working group which will continue to focus on returning to instruction and learning. This working group is composed of a representative sample of stakeholders (teachers, administration, parents) and will continue to focus on gathering feedback and input to improve the plan. The team will share the remote learning plan with all stakeholders through email and Facebook.

### **Virtual/Remote Instruction – New Branches Virtual Academy (NBVA)**

The virtual method of instruction will utilize the Canvas Learning Management System. This platform is new and was not evaluated during the spring closure due to lack of time, financial resources, and training required for staff and students. Canvas will be fully implemented including staff professional development and parent training prior to the start of school.

Canvas will serve as the hub for students, parents, and staff in all grades. NBCA will use the Canvas online learning management system (LMS) for communication between school and home, and all instructional delivery. Resources, assignments, grades, feedback, and communication will be shared through this platform. Teachers will also communicate feedback from parents/guardians and students to administration.

All teachers will focus on essential standards in each subject area that are aligned with Common Core State Standards and communicated through Canvas with clear learning targets, pre-assessments, post-assessments, assignments and resources. Teachers will integrate synchronous and asynchronous learning dependent on grade level student needs through Canvas each week.

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

NBCA may also utilize the Zoom tool to provide enrichment experiences. Grade level teams will collaborate to allow for the same lesson to be delivered through video multiple times throughout the day, which allows for flexibility for families. The curriculum in the charter contract will be followed. Individualized support will occur to ensure students can make academic progress. An emphasis will be put on student participation and creating an engaging environment. Collaboration amongst the grade level team will be imperative to ensure accurate

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

pacing. The special teachers and academic support staff will support the initiative as well. Special education services will include academic support, socio-emotional check ins, speech therapy, occupational therapy, and physical therapy.

NBCA will provide an electronic device (Chromebook or iPad) to all students to use for the school year. All attempts will be made to connect families with resources to remove barriers to internet use.

Expectations for time on schooling by grade level for virtual/remote instruction for students and teachers will be developed and communicated to students and staff.

### **Supplies Needed**

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

- School-issued electronic device - Chromebook or iPad (NBCA)
- Case and charger for electronic device (NBCA)
- Headphones (NBCA)
- Math workbooks (NBCA)
- CKLA/Amplify workbooks (NBCA)
- Writing utensils (Parents)
- Paper, folders (Parents)
- Novels or books (NBCA)
- Learning kits with unit specific manipulatives for learning (NBCA)

### **Assessments**

To better understand the needs of the students, we will assess every student in grades PK-8 during the first month of school. Based on that data, we will be aligning our resources to support our students in whatever needs are determined.

We plan on assessing our students at the intervals required by our charter contract unless otherwise mandated.

NWEA MAP – Three times per year – fall, winter, spring  
Fountas and Pinnell and Acadience for grades K-3 – fall, winter, spring

For grades TK-1, we will utilize:

Fountas and Pinnell, Acadience, and local assessments provided by our curriculum.

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

For grades 2-8 assessments, we will utilize:

NWEA MAP in reading, math and science in grades 4-8)

These assessments will be delivered online through remote test taking. This program will be done individually and the program will be pushed through by our tech department onto each of our devices.

In addition, assessments will be utilized to measure the understanding of our students on a consistent basis. Staff members will utilize programs through Google forms, Kahoot, or Canvas to manage feedback and feedback will load into our data management system.

\*NBCA will not be able to conduct the Kindergarten Readiness Assessment while in Phases 1-3.

### **Subgroups:**

NBCA will work closely with Kent ISD to ensure a successful GSRP program during Phase 1-3. GSRP teachers will communicate through email and text with parents. Zoom may be utilized for instructional delivery. The GSRP team will work closely with families to ensure technology needs are met during Phases 1-3. Feedback from the spring in GSRP was centered around difficulty to engage social-emotional lessons. Edits have been made to deliver these lessons to increase engagement.

To best support students who are in need of special education services, English Language Learners, have 504 plans, or require English or reading interventions, specific Zoom meetings will occur for these students. Groups will be determined by the needs of the students and meeting 504 and Individualized Education Plans.

NBCA will review students' IEP's, and 504 plans (no ISFP's) in coordination with general and special education teachers to reflect the child's needs based on assessment data and parent feedback, and design accommodations and match services accordingly. Students will receive

online instruction and support services. Continuation of services plans will be created for students needing occupational, physical and/or speech and language therapy, including evaluations by school psychologists and social workers.

### **Communication and Family Supports**

Parents are encouraged to provide school supplies for their child from the traditional supply list provided by the school for the specific grade.

## Phase 1, 2, or 3 Instruction

NBCA teachers will create learning kits that will include necessary supplies for each unit/subject as required to effectively teach lessons in the curriculum. and are outside of the traditional school supply list. Parents will pick up the unit learning kits at the school at designated times aligning to each unit. All students will have access to grade-level textbooks/workbooks either online or by picking them up at the school to complete their work, if needed.

NBCA will work with the KISD to have remote learning plans translated into stakeholders in their home languages and will utilize communication tools which are able to translate information.

The school will survey families to determine the technology needs (internet accessibility) of each student through email and/or phone communication. The district will be providing Chromebooks or iPads for all students, and will connect families with resources to remove barriers to internet use (ex. Accessing internet in school parking lot).

As always going into the school year, communication will be key this year. We utilize many different avenues of communication to best meet the needs of the student and family bodies. To assist with this, we have broken down the type of communication and the avenues of delivery.

### Communication Avenues of Delivery

Topic of Communication	Delivery Method
School Closure	Email and Phone call through School Messenger, Facebook, Class Dojo (elementary), Wood TV, WZZM, school website
Health Concern	Letter via Email
All School: Need to Know	Email from Principal, Facebook, Class Dojo (elementary), Canvas, Automated Phone Call through School Messenger
More than one Grade Level	Email, Class Dojo (elementary), Canvas, Automated Phone Call through School Messenger
One grade level/team	Email from teacher, Class Dojo (elementary), Canvas, Automated Phone Call and/or email through School Messenger
Student Specific	Email, personal phone call or Class Dojo (elementary), Canvas

Teachers will hold at least one classroom meeting through Canvas or Zoom each week to maintain a sense of community, allow students to interact and socialize, and teach essential concepts.

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

Teachers will hold weekly office hours a minimum of one day per week which will allow for students and parents to contact teachers with questions, concerns, and help needed. Office hours will be communicated to parents through Canvas Facebook, letter, and email. A helpline will be available through email/phone asking for support if needed. We plan on hiring a Virtual

Academy Coordinator who will oversee the helpline and work with staff to monitor and improve online instruction.

Support staff may be re-deployed and may take part in individual student well checks to maintain healthy learning relationships and help students that may be struggling academically or emotionally during the closure. Specials teachers will help support healthy habits, emotional well-being, and exploratory learning through Canvas.

Students that usually receive behavioral, emotional, or social learning support will receive weekly individual check-ins from their service providers which will be logged. We have advised staff that our role as mandatory reporters has not changed and will report any instances where they feel a student's safety is compromised.

For students who have special education programs and services, we will be initiating a contingency plan, with parent input, to address the needs of each individual student. Students with IEP's will be provided with learning opportunities in the same manner as general education students. These learning opportunities will include accessibility options as well as materials that have been accommodated and modified. Teachers will be supporting students through virtual or phone contact.

Teachers will provide grade specific activities and strategies for teaching and to use at home for families (ex. Khan Academy). Answer keys and additional resources for teaching and understanding concepts will be provided to parents as needed.

Parents will receive access to online training for digital systems including Canvas at the beginning and throughout the school year.

We will be creating an addendum to our NBCA Student and Family Handbook which will be focused on online learning called New Branches Virtual Academy Student and Family Handbook. This will include expectations and policies and procedures of the virtual learning program.

### **Professional Learning**

Professional learning is going to look different than it ever has and perhaps is the most challenging of all years. We have prioritized our time with staff to accomplish many goals.

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

During the week of August 24, staff have been assigned online resources to train them on the Canvas Learning Management System as well as identifying the essential/priority standards for the year for each grade level. Staff also will have additional COVID-19, ADA/HIPAA and workplace training they must complete online.

During the week of August 31, we have identified areas that require collaboration and teamwork that will be done in a virtual format through Zoom. Staff will have experiences involving vision setting, curriculum priority standards, developing student centered supports, training on digital tools, and time for special education conversations. Later in the year, we will continue our professional development experience. Opportunities to better understand classroom data, developing priority standard pacing guides, racial educational equity, and building grit in students.

Professional development, PLC's, and staff meetings during Phases 1, 2, 3 will be held virtually on the days allocated on the school calendar. This will enable us to collaborate as a team on consistent, effective instructional delivery, share successes and failure around online learning, and exchange information on student data to drive instruction. Grade level teams will work to coordinate the pacing of curriculum and instruction aligned with the needs of the students virtually.

We will continue professional development on such topics as implicit bias, learning around equity, and culturally responsive teaching and learning through webinars or virtual means.

### **Monitoring**

The Technology Coordinator will utilize IBoss to monitor student access, connectivity, and participation to successfully engage in and complete school work. The school does not have the budget to provide wifi hotspots for students and families. Administration will be working on a solution to find resources to help provide families who need help with connectivity.

Attendance will be monitored daily through Canvas based on communication, participation, and assignment completion.

Teachers will monitor student progress and provide feedback to students and families through Canvas. Students will be taught to self-assess the quality of their work and reflect on teacher feedback to make progress toward the learning objectives.

School leaders will monitor student instructional delivery, student progress, and assessment data through Canvas and grade level team meetings with the instructional staff.

School administration will remain connected with MDE about policies and guidance through emails from MDE.

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

NBCA will follow all required and strongly recommended protocols in the MI Safe Start Plan.

### **Facilities**

The Custodial Supervisor will audit necessary materials to ensure effective supply level for cleaning, disinfection in order to maintain the school in good working order.

All custodial staff will wear face coverings and follow school cleaning and disinfection protocols according to the CDC Decision Tree, along with symptom screening for all who enter the building. Access to the building will be monitored through a sign-in system and necessary cleaning and disinfecting will occur upon exit.

If we need a contingency plan to coordinate the school building for essential actions including elections, food distribution, and child care, appropriate action will be taken. We will also coordinate with local emergency management programs.

### **Technology**

The school will survey all GSRP-8<sup>th</sup> families to determine the technology needs (internet accessibility) of each student through email and/or phone communication. The district will be providing Chromebooks or iPads for all students, and will connect families with resources to remove barriers to internet use (ex. accessing internet in school parking lot).

The Technology Coordinator will serve as the point of contact for staff to plan and communicate technology needs and concerns. A technology support line has been developed to communicate and address any technology issues. The support line and Coordinator's information will be posted on the school website.

As part of our administration team, we are developing our 1:1 technology handbook that will support the needs of our community but also develop protocols and systems for staff. A technology plan will be developed to adapt to remote learning which will include safe procedures for distribution and return of electronic devices, The Technology Coordinator and IT Team will inventory and track all electronic devices for students and staff, and prepare the infrastructure evaluation process.

The Technology Coordinator will utilize IBoss to monitor student access, connectivity, asset tracking, and participation to successfully engage in and complete school work.

Ongoing training on technology will be provided to stakeholders as needed.

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

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

#### **Budget**

All expenditures will be monitored by school administration and Choice Schools Associates.

#### **Food Service**

Food service will be distributed to families two times per week on Monday and Wednesday from 10:00-12:45 during Phases 1, 2, and 3 in a grab-and-go style. We offer free breakfast and lunch for all students. Food will be prepared and wrapped to meet necessary food handling processes. Parents will pick up 2 breakfast meals and 2 lunch meals on Monday, and 3 breakfast and 3 lunch meals on Wednesday so children will have breakfast and lunch for five days during the week. This information will be posted on our website, Facebook page, and through School Messenger to all families. This food process is what we currently utilize and it will be familiar to our families. A list of options/locations for meals in the community will be provided to parents on the school's website.

#### **Enrollment**

Logistical expectations will be developed for staff and students in regard to attendance, participation, and completion of assignments.

Attendance will be taken daily by participation, communication and completed assignments on Canvas according to state requirements from MDE Pupil Accounting for students and teachers. Expectations for time on schooling by grade level for virtual/remote instruction for students and teachers will be defined and communicated to students and staff.

#### **Staffing**

Based on our programming, NBCA will provide instructional resources and materials to staff and students. In addition, our administration team will understand the flexibility with hiring and develop a plan to govern hiring in a remote environment per MDE and in partnership with Choice Schools Associates Human Resources. Logistical expectations will be shared with staff and students to outline attendance expectations, participation and time on schooling for each grade level and teachers. If we cannot find meaningful work for individuals on the team, staff will be laid off the temporary status of being in phase 1-3. This would include maintenance staff members, before and after school care, food service and building substitutes.

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

### **Phase 4 Safety Protocols**

NBCA will follow all required and strongly recommended safety protocols.

NBCA has made the decision that all students PK-8 will be required to wear facial coverings while in school when in Phase 4. We will also ensure compliance with the PPE requirements including:

- Facial coverings must be worn by all staff except for during meals. According to the MI Safe Start Plan, facial coverings may be homemade or disposable level-one basic) grade surgical masks.
- Clear shields may be worn by staff in grades PK-5, or based on preference of style of face covering
- All students and staff will wear face covering on buses
- GSRP students may wear clear face shields as facial coverings are not recommended for use in classrooms by children ages 4.
- Students and staff who are unable to medically tolerate a facial covering may not wear one but a physician's note is required to be on file.

Students and staff who choose not to comply with required safety protocols in the school will not be allowed to enter or work. Anyone not medically able to wear a facial covering must have a valid physician's statement on file in the office.

Changes required by MDE and/or the local health department will be communicated with the various stakeholders and needed.

### **Hygiene**

Staff will teach and reinforce proper handwashing techniques, how to cough and sneeze in their elbows through posted signage and instruction and will have scheduled handwashing every 2-3 hours. Adequate supplies will be provided in the building and in each classroom.

All students will have their own labeled supplies. Each student will have a labeled brown paper sack to store their facial covering when not wearing during eating.

When sharing supplies in a small group, all supplies will be disinfected between use.

Each classroom will have a hand sanitizing dispenser. NBCA does not have the budget to purchase handwashing stations for each classroom.

## **Phase 4 Safety Protocols**

Custodians will wipe down bathrooms every four hours, which will be documented on a bathroom cleaning schedule posted in each bathroom.

Playground structures will be cleaned on a routine basis.

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

NBCA will follow the strongly recommended protocols unless asterisked.

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

Throughout the school, there will be signage to indicate proper social distancing practices including reminders, floor markers, seating markings in reception areas as well as best hygiene practices. Teachers will use distancing ropes with their students in the hallways to teach them to maintain a 3-6 foot social distance.

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

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

## **Phase 4 Safety Protocols**

For students who do not feel comfortable in being in the school setting, NBCA will be offering the ability for students to participate virtually with the same curriculum as their on campus peers. Using the Canvas program, students will be assigned work on the priority standards and will receive enrichment and comprehensive assignments. Instruction will occur through video - sometimes live and sometimes pre-recorded. This will be dependent on the subject area and grade level.

Windows will be open in the classroom as much as safe and possible.

Arrival and dismissal processes will be altered to better discourage congregating and congestion. We will be sharing our arrival and dismissal plan with families and will expect students to exit their transportation, enter the building, and go straight to the classroom beginning at 7:50am. The dismissal process will be staggered. Each grade level/team will have a designated drop off spot outside of the building that respects each cohort (if possible) and discourages congregation. Students are expected to pick up siblings (if necessary) and go directly to their mode of transportation. Students in our after school care program will be the only students permitted on campus after 3:15 pm. We will have staff designated to support families during dismissal.

Visitors are not allowed in school during school hours except under extenuating circumstances. If an adult guest must enter the building, the guest will be screened for symptoms, wear a facial covering, and sanitize hands prior to entering. Sign-in records will be kept in the front office indicating date and time of visit.

## **Screening Students and Staff**

NBCA will follow all required and strongly recommended protocols in the MI Safe Start Plan.

NBCA will cooperate with Kent County Health Department and implement screening and reporting protocols based on the School Teachers and Administrators COVID-19 Toolkit.

Staff will conduct daily health self-screening by using the CrisisGo application prior to arriving at work to identify possible symptoms.

Families will be encouraged to check each student's temperature prior to leaving for school. Students with temperatures over 100.4 degrees will be required to stay home.

A quarantine area will be identified close to the office and school administration will designate a staff member to care for students who become ill at school.

Any student developing a temperature or symptoms will be sent to the designated quarantine area awaiting pick-up by a parent/guardian.

## **Phase 4 Safety Protocols**

In order to return to school, all persons must be completely recovered or have a negative COVID-19 test result according to CDC guidelines.

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

NBCA will follow all local public health department protocols for screening all students and staff based on the School Teachers and Administrators COVID-19 Toolkit.

Students and staff who develop a fever or become ill with COVID-19 symptoms at home will be encouraged to report to a testing center and be tested. In order to return to school, all persons must be completely recovered, be asymptomatic, or have a negative test result according to CDC guidelines.

Students and staff who develop a fever or become ill with COVID-19 symptoms at school will be moved to the quarantine area, wear a mask, and parents will be notified to pick up the student as soon as possible. Parents will be encouraged to report to an off-site testing facility to be tested. The school will provide a list of testing centers to the parent or staff member. In order to return to school, all persons must be completely recovered and asymptomatic, and/or have negative test results according to CDC guidelines.

NBCA will notify families of the presence of any positive tests in the classroom and/or school through a letter sent home and/or email, and/or phone call to the parent/guardian. The school will conduct contact tracing according to the School Teachers and Administrators COVID-19 Toolkit.

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

NBCA will follow all local public health department protocols for responding to positive tests of all students and staff, while respecting confidentiality laws according to the School Teachers and Administrators COVID-19 Toolkit.

NBCA will notify families of the presence of any positive tests in the classroom and/or school through a letter sent home and/or email, and/or phone call to the parent/guardian. The school will initiate and conduct contact tracing according to the School Teachers and Administrators COVID-19 Toolkit.

NBCA will provide staff with guidance on confidentiality laws and statutes.

Employees who have tested positive with COVID-19 may only return to the workplace after they are no longer infectious results according to CDC guidelines.

## **Phase 4 Safety Protocols**

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

NBCA will follow all required protocols in the MI Safe Start Plan unless asterisked.

#### **Food Service**

Meals will be distributed daily for students on-campus. We offer free breakfast and lunch for all students. Food will be prepared and wrapped to meet necessary food handling processes. Meals will be delivered to their classrooms during their assigned times. For virtual/remote learning students, we will continue our meal delivery plan. Meals are distributed from 10am-10:30am daily. Breakfast and lunches for each child are provided at the daily food distributions. This information will be posted on our website, and Facebook page and communicated through email. This information will be sent to families in multiple letters and in multiple emails throughout the year. Communication about meals will also be delivered in Spanish.

If NBCA needs to close the building during Phase 4, we will shift to our virtual plan. Food service will follow the plan utilized in Phase 1-3. NBCA will offer a grab-and-go pick-up food service program Monday and Wednesday from 10:00am-12:45pm.

#### **Athletics**

\*NBCA has made the decision to prohibit all athletic programs and extracurricular activities during Phase 4. Indoor assemblies will be prohibited.

#### **Cleaning**

NBCA will follow all required cleaning protocols in the MI Safe Start Plan.

A cleaning schedule will be developed to ensure all frequently touched surfaces in and around the school are cleaned at least every four hours with an EPA-approved disinfectant. Cleaning products will be used correctly and stored away from children. Staff will wear gloves, masks, and face shields when cleaning.

#### **Busing and Student Transportation**

NBCA will follow all required protocols in the MI Safe Start Plan.

All students and drivers must use hand sanitizer before entering the bus. Each bus will have hand sanitizer supplied. All riders must wear facial coverings while on the bus. Weather permitting, windows will remain open while in motion.

Buses and equipment will be cleaned and disinfected before and after riding with proper ventilation and correct use of cleaning products.

### **Phase 4 Safety Protocols**

Parents will be made aware that students cannot use bus transportation if they are ill and must be picked-up if they become ill during the day.

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

NBCA will follow all strongly recommended protocols.

Review current and update student medical plans.

Student families and staff will notify school administration if student is medically vulnerable with physician documentation Individual plans will be developed to address requests for alternative learning arrangements or work reassignments.

A comprehensive list of community health resources will be developed and posted on the school's website.

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

NBCA will follow all strongly recommended protocols in the MI Safe Start Plan unless asterisked.

\*NBCA does not have the budget available to hire and/or conduct mental health screenings by a designated professional on site, but will partner with the Kent County Health Department by participating in the Patient Education Genius program at no cost to the school for a daily mental health assessment and daily symptom checker. Features available on the program include:

- Daily text reminders which include parent registration, ability for consent and ability to opt out
- Branded portal available for the parents or students to access tasks which include a Daily Symptom Checker and a Mental Health Assessment
- Helpful articles for parents/students to be aware of during the COVID-19 pandemic which are customizable
- Data is directed to the Kent County Health Department
- NBCA is able to log into the Patient Education Genius account and extract the data for each day in multiple formats.

Teachers will also check-in with students weekly through phone calls, Zoom meetings, or email to informally assess student mental health and refer any at-risk students to appropriate building-level support systems (administration or student advocates, or social worker for students with IEP's).

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

We have advised staff that our role as mandatory reporters has not changed and will report any instances where they feel a student's safety is compromised.

Staff were trained in trauma-informed best practices, staff self-care in August 2019. Staff will be trained in Sanford-Harmony Social Emotional Learning Curriculum in August 2020.

Choice Schools Associates works in partnership with NBCA to provide resources for staff self-care (ex. Employee Assistance program).

NBCA utilizes an online CrisisGo management plan that addresses crisis situations in partnership with the management company, Choice Schools Associates.

A comprehensive list of community wellness resources will be posted on the school's website. Parents will be notified through email of the list of resources available in the community. NBCA will work with KISD to keep the list updated.

The Vice Principal will be the school-based mental health liaison who will work with the local health department and community partners.

School administration will leverage MDE resources for student and staff mental health and wellness support by posting on school website and weekly email from school administrator.

Administration will activate communication channels for school stakeholders to address mental health concerns resulting from COVID-19 which will include email communication directly with the teaching staff and/or administration. Choice Schools Associates Human Resources is available to help address any staff concerns in partnership with the school.

Return to school transition information will be communicated to NBCA families by administration through email and Facebook. Teachers will also communicate by including the transition information in their emails and/or phone calls. Resources regarding best practices in maintaining positive mental health will be shared with stakeholders through our website and emails.

As part of the communication with students, teachers will talk about questions, fears, concerns, and ideas that their students may have during this crisis. Below are resources to share with parents to help them talk with their student about the COVID-19 outbreak:

- Talking to kids about the coronavirus – ChildMind
- Just for Kids: A comic exploring the new coronavirus – NPR
- Talking to teens and tweens about coronavirus – NYTimes
- PBS videos and resources

## Phase 4 Mental & Social-Emotional Health

- JED Foundation - JED exists to protect emotional health and prevent suicide for our nation's teens and young adults. Text "START" to 741-741 or call 1-800-273-TALK (8255)  
<https://www.jedfoundation.org/covid-19-and-managing-mental-health>
- Coping & Dealing with COVID via CDC
- National Association of School Psychologists
- Supporting students with Autism Spectrum Disorder and COVID-19

Teachers will assess any needs for mental health supports during their weekly communication with students and parents. Based on any concerns, the teacher will elevate that need to the behavior specialists (Student Advocate, Social Worker, principal, Homeless Liaison, etc.) The specialists will reach out to individual students and families to determine what they may need. The specialist will help connect the family to outside agencies to help meet their needs. Administration will hold weekly virtual staff meetings with teachers to identify any additional students or families in need.

A comprehensive list of mental health resources will be compiled and posted on the school's website and distributed through email.

## Phase 4 Instruction

### Governance

NBCA has created a Continuity Implementation Team (CIT) working group which will continue to focus on returning to instruction and learning with support from Choice Schools Associates and Central Michigan University. This working group will be composed of a representative sample of stakeholders and will focus on gathering feedback and input to improve the plan. The team will revise and share the remote learning plan with all stakeholders through email and Facebook.

### Instruction

NBCA will have two options for instruction in Phase 4:

1. In-person instruction
2. Virtual/remote instruction

If there is a closure, any students who are receiving in-person instruction will transition to virtual/remote instruction, and will return to in-person instruction once re-opened.

NBCA will provide an electronic device (Chromebook or iPad) to all students to use for the school year to ensure transitions happen smoothly for students and staff. All attempts will be made to connect families with resources to remove barriers to internet use.

## **Phase 4 Instruction**

It is the vision of NBCA school administrators and staff that all students will have access to grade level high quality instruction that will be aligned with state standards. All students will be assessed on understanding of skills and grade level proficiencies as well as social emotional learning.

NBCA will ensure that every student has access to instruction that is aligned with grade level Common Core State Standards. Essential/priority standards will be identified and lessons will be planned for students to meet grade level proficiencies.

Parents have a choice to register for virtual/remote instruction or in-person instruction on a trimester basis. This enables the school to plan accordingly to meet the needs of the students and school.

### **In-person instruction in the school building**

NBCA will utilize the Canvas Learning Management System for instructional delivery and communication between school and home. Canvas will serve as the hub for student's classwork for all students whether they are in the building for in-person instruction or learning remotely.

All teachers will focus on essential standards in each subject area that are aligned with Common Core State Standards and communicated through Canvas with clear learning targets, pre-assessments, post-assessments, assignments and resources.

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

School administration will communicate best practices and expectations for in-school and remote instruction. Resources, assignments, and video lessons will be shared through Canvas.

Assignments will be submitted through the site, graded, and feedback will be shared with students.

Students will be in classrooms with certified teachers. Staff will share instruction based around identified essential/priority standards in each subject, with comprehension, analysis, and enrichment to follow. Students will receive instruction in English Language Arts, Mathematics, Science, Social Studies, and exposure to Eco-Art, Physical Education, STEAM, and Environmental Science.

## **Phase 4 Instruction**

IEP and 504 plans will be evaluated, revised, and implemented based on state requirements and to reflect the child's revolving needs.

## **Virtual/remote Instruction**

The virtual method of instruction will utilize the Canvas Learning Management System. This platform is new and was not evaluated during the spring closure due to lack of time, financial resources, and training required for staff and students. Canvas will be fully implemented including staff professional development and parent training prior to the start of school.

Canvas will serve as the hub for students, parents, and staff in all grades. NBCA will use the Canvas online learning management system (LMS) for communication between school and home, and all instructional delivery. Resources, assignments, grades, feedback, and communication will be shared through this platform. Teachers will also communicate feedback from parents/guardians and students to administration.

All teachers will focus on essential standards in each subject area that are aligned with Common Core State Standards and communicated through Canvas with clear learning targets, pre-assessments, post-assessments, assignments and resources. Teachers will integrate synchronous and asynchronous learning dependent on grade level student needs through Canvas each week.

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

NBCA will also utilize the Zoom tool to provide enrichment experiences. Staff will host Zoom class for their classrooms at once per week which will be recorded and shared with the class. Interventionists and special education teachers will support our students on Zoom calls to support them on a one-on-one or small group basis. Special education services will include academic support, social-emotional check-ins, speech therapy, occupational therapy, and physical therapy as indicated by the students IEP.

## **Assessments**

Students will be assessed in the following manner either through virtual/remote testing or in-person testing at the school:

NWEA MAP Assessment three times per year per charter contract

Grades 3-8 Reading

Grades K-8 Math

Grades 4-8 Science

## **Phase 4 Instruction**

### **Assessments, continued**

Fountas & Pinnell Benchmark Assessment - Grades K-3

Acadience - Grade K-2

Kindergarten Readiness Assessment – 30% of kindergarten students

Professional Learning Communities (PLC's) will be scheduled virtually and/or in -person on a weekly basis which will provide the opportunity for instructional staff to collaborate on delivery methods for instruction, assessments, differentiated instruction, interventions and acceleration, etc. Grade level teams will work to coordinate the pacing of curriculum and instruction aligned with the needs of the students. School leaders will monitor PLC progress.

Expectations will be sent for students, parents, and staff and training will occur to enable smooth operation and use of online learning tools and processes.

Teachers will communicate with students and parents on student progress and targeted plans including IRIP's, IEP's, 504 plans and any other additional supports.

### **Supplies Needed**

A supply list will be provided to families to support students when in Phases 1-3 and 4-6. An effort will be made to align the supply lists so additional school requirement costs will not fall on the families. When in Phases 103, students will require the following supplies, and who should be providing them:

#### **In-person Instruction:**

- School-issued electronic device - Chromebook or iPad (NBCA)
- Case and charger for electronic device (NBCA)
- Headphones (NBCA)
- Math workbooks (NBCA)
- Face mask (Homemade by Parents, disposable by NBCA)
- Backpack (Parents)
- Writing utensils (Parents)
- Supplies on grade level supply list provided by teacher (Parents)
- Novels or books (NBCA)
- Learning kits with unit specific manipulatives for learning (NBCA)

## **Phase 4 Instruction**

### **Supplies for Virtual/remote learners:**

- School-issued electronic device - Chromebook or iPad (NBCA)
- Case and charger for electronic device (NBCA)
- Headphones (NBCA)
- Math workbooks (NBCA)
- Writing utensils (Parents)
- Supplies on grade level supply list provided by teacher (Parents)
- Novels or books (NBCA)
- Learning kits with unit specific manipulatives for learning (NBCA)

Attendance will be taken daily by participation, communication and completed assignments on Canvas according to state requirements from MDE Pupil Accounting for students and teachers.

Expectations for time on schooling by grade level for virtual/remote instruction for students and teachers will be defined and communicated to students and staff.

### **Communications and Family Supports**

NBCA will communicate all details of the instructional program through multiple modes in their home language. Expectations in-person instruction, virtual/remote instruction, return to school information, clear information about hours and schedules, and curriculum and assessment of each core subject.

Family supports will be offered to provide training on Canvas for parents and students, and access to community resources for additional supports.

Parents are encouraged to provide school supplies for their child from the traditional supply list provided by the school for the specific grade.

NBCA teachers will create learning kits that will include necessary supplies for each unit/subject area outside of the traditional school supplies. Parents will pick up the unit learning kits at the school at designated times aligning to each unit. All students will have access to grade-level textbooks/workbooks either online or by picking them up at the school to complete their work, if needed.

NBCA will work with the KISD to have remote learning plans translated into stakeholders in their home languages and will utilize communication tools which are able to translate information.

### Phase 4 Instruction

The school will survey families to determine the technology needs (internet accessibility) of each student through email and/or phone communication. The district will be providing

Chromebooks or iPads for all students, and will connect families with resources to remove barriers to internet use (ex. Accessing internet in school parking lot).

As always going into the school year, communication will be key this year. We utilize many different avenues of communication to best meet the needs of the student and family bodies. To assist with this, we have broken down the type of communication and the avenues of delivery.

#### Communication Avenues of Delivery

Topic of Communication	Delivery Method
School Closure	Email and Phone call through School Messenger, Facebook, Class Dojo, Wood TV, WZZM, school website, Canvas
Health Concern	Letter via Email
All School: Need to Know	Email from Principal, Facebook, Class Dojo (elementary), Canvas, Automated Phone Call through School Messenger
More than one Grade Level	Email, Class Dojo (elementary), Canvas, Automated Phone Call through School Messenger
One grade level/team	Email from teacher, Class Dojo (elementary), Canvas, Automated Phone Call and/or email through School Messenger
Student Specific	Email, personal phone call or Class Dojo

Teachers will hold at least one classroom meeting through Canvas or Zoom each week to maintain a sense of community, allow students to interact and socialize, and teach essential concepts.

For virtual/remote learners, teachers will hold weekly office hours a minimum of two days per week at varying times which will allow for students and parents to contact teachers with questions, concerns, and help needed. Office hours will be communicated to parents through Canvas Facebook, letter, and email.

For students who have special education programs and services and will be learning virtually, we will be initiating a contingency plan, with parent input, to address the needs of each individual student. Students with IEP's will be provided with learning opportunities in the same manner as general education students. These learning opportunities will include accessibility options as well as materials that have been accommodated and modified. Teachers will be supporting students through virtual or phone contact.

## **Phase 4 Instruction**

Teachers will provide grade specific activities and strategies for teaching and to use at home for families (ex. Khan Academy). Answer keys and additional resources for teaching and understanding concepts will be provided to parents as needed.

Parents will receive access to online training for digital systems including Canvas at the beginning and throughout the school year.

We will be creating an addendum to our NBCA Student and Family Handbook which will be focused on online learning called New Branches Virtual Academy Student and Family Handbook. This will include expectations and policies and procedures of the virtual learning program.

## **Professional Learning**

Professional learning is going to look different than it ever has and perhaps is the most challenging of all years. We have prioritized our time with staff to accomplish many goals. During the week of August 24, staff have been assigned online resources to train them on the Canvas Learning Management System as well as identifying the essential/priority standards for the year for each grade level. Staff also will have additional COVID-19, ADA/HIPAA and workplace training they must complete online.

During the week of August 31, we have identified areas that require collaboration and teamwork. Staff will have experiences involving vision setting, curriculum priority standards, developing student centered supports, training on digital tools, and time for special education conversations. Later in the year, we will continue our professional development experience. Opportunities to better understand classroom data, developing priority standard pacing guides, racial educational equity, and building grit in students.

Professional development, PLC's, and staff meetings during Phase 4 will be held virtually and/or in-person on the days allocated on the school calendar. This will enable us to collaborate as a team on consistent, effective instructional delivery, share successes and failure around online learning, and exchange information on student data to drive instruction. Grade level teams will work to coordinate the pacing of curriculum and instruction aligned with the needs of the students.

## **Phase 4 Operations**

Custodial Supervisor will audit necessary materials to ensure effective supply level for cleaning, disinfection in order to maintain the school in good working order.

All custodial staff will wear face coverings and follow school cleaning and disinfection protocols according to the CDC Decision Tree.

## **Phase 4 Operations**

School building will be audited for classrooms available, sizes of classroom, ventilation, and additional spaces available for instruction.

School leader will conduct facility walkthrough with custodial team prior to return to school to ensure building is ready for staff and students.

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

NBCA will follow all strongly recommended protocols in the MI Safe Start Plan.

#### **Budget**

All expenditures will be monitored by school administration and Choice Schools Associates.

#### **Food Service**

NBCA will survey families about plan for returning and method of transportation. If families are not comfortable to have their child return to school, they will be required to participate through the online program.

#### **Enrollment**

School administration will monitor enrollment throughout the summer and school year and adjust staffing needs based on the budget.

#### **Staffing**

Staffing will be evaluated based on model and need for instructional staff. NBCA will work with Choice Schools Associates to hire and place necessary staff members and redeploy underutilized staff. We will also work with EduStaff to provide substitute teachers.

Choice Schools has conducted a survey of all staff in July to assess who is returning and concerns.

\*NBCA does not have a local bargaining unit.

We will communicate updates of policies and procedures to all stakeholders in a timely manner. Which will include updating the NBCA Family & Student Handbook to reflect online learning expectations, policies and procedures.

School administration will work with staff to create master schedule while following safety protocols. Ex. Arrivals and dismissals, bathroom procedures, busing, passing in the hallway, breakfast and lunch procedures, etc.

## **Phase 4 Operations**

### **Technology**

NBCA will follow all strongly recommended protocols in the MI Safe Start Plan.

The school will survey families to determine the technology needs (internet accessibility) of each student through email and/or phone communication. The district will be providing Chromebooks or iPads for all students, and will connect families with resources to remove barriers to internet use (ex. Accessing internet in school parking lot).

Students will be taught and required to bring their electronic device to and from school at all times. Students will be taught how to access all necessary online sites and how to independently use Canvas and complete required assignments posted by the teacher.

The Technology Coordinator will serve as the point of contact for staff to plan and communicate technology needs and concerns. A technology support line has been developed to communicate and address any technology issues.

A technology plan will be developed to adapt to remote learning which will include safe procedures for distribution and return of electronic devices, and proper cleaning and disinfection of the device when transitioning from school to home and back. Identify any chronic technology issues and develop a long-term technology maintenance plan and corresponding budget.

The Technology Coordinator and IT Team will inventory and track all electronic devices for students and staff, and prepare the infrastructure evaluation process.

The Technology Coordinator will utilize IBoss to monitor student access, connectivity, and participation to successfully engage in and complete school work.

Ongoing training on technology will be provided to stakeholders as needed.

### **Transportation**

NBCA will follow all strongly recommended protocols in the MI Safe Start Plan.

The Transportation coordinator will audit the overall transportation system including staffing, equipment, procedures, routes, etc.

Buses will not be utilized for food service delivery should school close.

All students and staff are required to wear facial coverings while on buses at all times.

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

### **Phase 5 Safety Protocols**

At NBCA, the plan for Phase 5 would be the same as Phase 4 except for the following exceptions:

#### **PPE**

Gloves are not required except for custodial staff or teachers cleaning their classrooms. NBCA will require all students and staff to wear facial coverings while in Phase 5.

#### **Hygiene**

Students and staff should wash hands and use sanitizer after changing any classrooms or working with a new group of students.

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

No staggered school schedule necessary or recommended.

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

Only one parent/guardian per child allowed to enter building at a time and must follow safety protocols upon entering.

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

Same for Phase 4 and 5.

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

Same requirements for Phase 4 and 5.

#### **Budget, Food Service Gatherings and Extracurricular Activities**

Expenditures will be monitored in all areas of the school and aligned with enrollment through a working partnership with Choice Schools Associates.

Staff must comply with all safety protocols (handwashing before and after every meal, barrier protection required).

Field trips are allowed but all students and staff must wear facial coverings.

#### **Athletics**

School competitions are allowed.

Indoor spectator events must not exceed 50 people.

Spectators and staff must wear facial coverings in the building.

Social distancing outside of families must be met.

## **Phase 5 Safety Protocols**

### **Cleaning**

Safety handwashing techniques must be followed.

Temperatures taken of all participants must be taken and recorded prior to arriving for the game.

All participants must have their own personal water bottled labeled with name.

No physical contact – handshakes, fist bumps, etc.

All athletic equipment will be cleaned before and after each use.

All surfaces in the facility will be cleaned and sanitized.

### **Busing and Student Transportation**

Same requirements for Phase 4 and 5.

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

Same requirements for Phase 4 and 5.

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

Same plan for Phase 4 and 5.

## **Phase 5 Instruction**

### **Governance**

Same plan for Phase 4 and 5.

### **Instruction**

Same plan for Phase 4 and 5.

### **Communications and Family Supports**

Same plan for Phase 4 and 5.

### **Professional Learning**

Same plan for Phase 4 and 5.

## **Phase 5 Operations**

### **Facilities**

Same plan for Phase 4 and 5.

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

Same plan for Phase 4 and 5.

## **Phase 5 Operations**

### **Technology**

Same plan for Phase 4 and 5.

### **Transportation**

Same plan for Phase 4 and 5.

## **ATTACHMENT**

### **Post Pandemic Return to School Risk Mitigation Guidelines**

#### **(Workplace Preparedness Plan)**

#### **Administrative Guideline # 8420 E2 (Revised 7/27/20)**

### **Purpose:**

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

### **Overview of Guidelines:**

- **Access control** - screening everyone before entering a school facility.
- **Social distancing** - maintain 6 ft social distance; work remotely where possible.
- **Sanitation and hygiene strengthening** - wash/sanitize hands; use respiratory etiquette; sanitize equipment and work areas.
- **Personal Protective Equipment** - use masks, gloves, and other PPE as indicated.
- **Contact Tracing and Isolation** - trace positive cases and provide supportive measures.

### **Definitions:**

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

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

- Area Superintendents, School Leaders, and staff should be familiar with this plan and be able to answer questions from their students and their families.
- All employees are responsible for reporting symptoms to their supervisor, human resources, or their designees, practicing good personal hygiene and housekeeping for their assigned areas, using PPE, and screening visitors.
- All students are responsible for reporting symptoms to their teachers and school leaders, practicing good personal hygiene and housekeeping for their classrooms, and using PPE when indicated.
- The Occupational Safety and Health Administration (OSHA) and the Center for Disease Control and Prevention (CDC) have provided the following control and preventive guidance to everyone, regardless of exposure risk:
  - Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand sanitizer with at least 60% alcohol.
  - Avoid touching your eyes, nose, or mouth with unwashed hands.
  - Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
  - Avoid close contact with people who are sick.
- Staff and students must familiarize themselves with the symptoms of COVID-19 listed above. If anyone develops a fever and symptoms of respiratory illness, such as cough or shortness of breath, OR if they come into close contact (within 6 feet for 15 minutes or more) with someone showing these symptoms, they should NOT COME TO SCHOOL and contact their healthcare provider right away.
- Cross training of critical tasks should be considered by staff to continue necessary work in case an employee is sick.
- Within two weeks of return to in-school operations, staff must attend training on: infection control practices (hand washing, sanitizing, etc.), the proper use of PPE, steps staff must take to notify their school leader of any symptoms of covid-19 or suspected case, and how to report unsafe work conditions. This training will be provided by Human Resources and your supervisor. Per state executive order HR will keep a record of this training.

### **Monitoring and Updating:**

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

## **Procedures:**

### Access Control

- Everyone entering a school building will need to be screened prior to access, through verbal or electronic self reporting. Per state order, records are to be kept on the conducting of the screening for staff and contractors.
  - Visitors, delivery personnel, etc. will be screened by the front office staff. The doors will be locked and visitors will need to call in to be screened over the phone.
  - Staff will be screened and cleared by their direct supervisor or designee, via the Crisis Go Safety Check-In app. If the app is not available, staff should be asked to respond to the questions below before entering the building. (*Employees are required to take their temperature before reporting to their work site. At no time will an employee's temperature be recorded.*)
  - Students will be screened by their parents or guardians prior to arriving at school including taking temperatures and monitoring for symptoms. The presence of any symptoms should prompt the family to keep their student home and follow up with a primary care physician.
- Everyone entering a building must self-report in the affirmative to the following indicators. If they are not able to do so, then they are to be excluded from the building and referred to necessary supports during the exclusion (please see Contact Tracing and Isolation). Parents and guardians are encouraged to use these questions at home prior to coming to school.
  - Their temperature is not elevated >100.4.
  - They are not currently experiencing, or recently experienced within the last 24 hours, any acute respiratory illness symptoms such as fever, cough, or shortness of breath.
  - They have not had close contact (within 6 feet for 15 minutes) in the last 10 days with someone with a diagnosis of COVID-19.
  - They have not been confirmed positive for COVID-19 in the last 10 days.
  - They are being monitored by their parents/guardians if they have traveled Internationally or to known pandemic hot spots within the U.S. in the last 10 days.
- Approved screened visitors, showing no symptoms, are limited to the use of the front lobby, conference rooms, training room, visitor bathrooms (if available on site), and other school areas as approved by the school leader. Visitors will be asked to wear a mask and wash/sanitize their hands prior to entering.
- Only those visitors absolutely necessary for school operations will be permitted to enter and will be limited to only those areas necessary to accomplish the task. Family members or other guests are not allowed in the school building except under extenuating circumstances determined by the school leader.
- Students with pre-existing conditions that may compromise their immune systems are at high risk and may need to be considered receiving instruction online as much as possible.

- No employee will be discharged, disciplined, or retaliated against if they stay home or leave work when they are at particular risk of infecting others with COVID-19. Employees should communicate that concern with their direct supervisor and Chief Human Resources Officer.

### Social Distancing

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

- Reduce the frequency of large gatherings and limit the number of attendees per gathering.
- Alter schedules to reduce mixing and congestion.
- Eat meals in classrooms or other locations so as to not congest the lunchroom.
- Adjust sport competitions within CDC and MHSAA guidelines.
- Drop off and pickup of students should be modified, staggered, and with much separation is possible to provide for social distancing.
- Students at increased risk of severe illness should be considered for blended learning plans or increased online learning.
- Bus transportation social distancing and cleaning plans should be modified:
  - Staggered scheduling, disembarking strategies, dropoff and pickup locations separate from car drop off and pick up areas
  - The use of hand sanitizer will be required before entering the bus. Hand sanitizer will be supplied on the bus.
  - The bus driver, staff, and all students in grades preK-12, if medically feasible, must wear facial coverings while on the bus.
  - Vehicles will be cleaned and disinfected vehicles before and after every transit route. Children must not be present when a vehicle is being cleaned.
  - Frequently touched surfaces in the vehicle will be cleaned and disinfected (e.g., surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes and prior to afternoon routes.
  - If a student becomes sick during the day, they will not be permitted to use group transportation to return home. If a driver becomes sick during the day, they must follow protocols for sick staff and must not return to drive students.
  - Weather permitting, keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
  - Weather permitting, consider keeping windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe.
- Visitors will not be allowed in personal offices.
- Staff members may not work in other staff members' offices or use their equipment.
- Meetings:
  - All in person meetings will be limited and conducted by phone or conference call where possible.
  - Those in attendance at meetings will be tracked in a google doc or sheet created by one designated person. No paper sign in sheets will be shared. In person meetings will be limited to those necessary for social distancing.
- Travel - Non-essential travel is banned; necessary travel must be approved in advance by the School Leader. [CDC guidelines on travel](#) must be followed to meet the same goals as all of the risk mitigating measures mentioned in these guidelines.

- If someone must travel, they should travel alone and sanitize their vehicle before and after the trip. Ride sharing should be minimized. Adequate ventilation should be ensured.

### Sanitation and Hygiene Strengthening

- Hand washing instructions and everyday protective measures will be posted everywhere there is a sink (see resources below). When school is in session, teachers should establish regular hand washing, or hand sanitizing, routines in their classrooms.
- Hand sanitizers should be provided at building entrances and at various locations within the building where shared equipment is located.
- Employees should wash or sanitize their hands before starting, periodically throughout, and after completing their day.
- Tissue and touchless trash receptacles should be provided to all office and classroom areas and shall be emptied daily, and bags changed, by the occupant of each office into the main building trash that will then be removed daily by someone who is wearing nitrile, latex, or vinyl gloves.
- Single-use gloves will be provided to all staff sharing office equipment and shall be discarded in appropriate trash receptacles after each use.
- Everyone will be coached to use respiratory etiquette, including covering coughs and sneezes. Tissues are located throughout the building.
- Each staff member will be given supplies and will be asked to sanitize their work area upon arrival and before leaving for the day.
- Frequently touched surfaces including light switches, doors, benches, bathrooms, must undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.
- Libraries, computer labs, arts, and other hands-on classrooms must undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.
- Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.
- Playground structures must continue to undergo normal routine cleaning, but using an EPA-approved disinfectant is unnecessary.
- Staff must wear gloves, surgical masks, and face shields when performing all cleaning activities.
- [Custodial staff will sanitize the offices](#) each Friday (or at least weekly), classrooms and high touch student areas should be cleaned daily if possible, where possible exposure to COVID-19 occurs. When school is in session, custodial staff should implement deep sanitizing and cleaning during the natural calendar breaks (Teacher PD, holidays, etc.). A cleaning plan for play equipment and buses should also be created.
- A cleaning plan for items touched by the students should be created. Avoid sharing of equipment by students.

- Student belongings should be stored separately and properly labeled. Items brought from home should be limited. Preschool students should consider bringing shoes to wear and leave at school.
- Preschool - remove toys/objects which cannot be easily cleaned/sanitized between use (e.g. stuffed animals, etc.) Personal blankets, etc. should be kept in the cubbie area between use.
- Sanitizing supplies will include: [common EPA-registered household disinfectant, alcohol solution with at least 60% alcohol, or diluted household bleach solutions](#) (as appropriate for the surface). Safety data sheets will be maintained on site for all disinfectants.
- When someone is diagnosed with COVID-19, or is symptomatic of COVID-19, that area, or office, will be closed until proper sanitizing can occur. (*Although OSHA has indicated that there is typically no need to perform special cleaning of these areas unless they are visibly contaminated with blood or other bodily fluids, we will be taking extra precautions.*)
- Individual water bottles should be used only. Water fountains should be turned off.
- Water faucets should be flushed before opening the school building to remove possible lead and copper sediment.
- Break or lunch rooms should be cleaned once per day by employees who are issued proper personal protection equipment.
- Schools and offices should create a cleaning and sanitation plan consistent with [CDC guidance for reopening schools and communities](#).
- Ventilation systems should be analyzed for proper functioning and activated to allow for increased air flow as much as possible. Windows should be opened, where possible and feasible, to increase ventilation.

#### Personal Protective Equipment

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

### Contact Tracing and Isolation

- Visitors, students, and staff, are to be excluded from the building if they exhibit or report any of the following:
  - Elevated temperature  $>100.4$ , or they are experiencing, or recently experienced within the last 24 hours, any acute respiratory illness symptoms such as fever, cough, or shortness of breath.
  - They have been confirmed positive for COVID-19 in the last 10 days.
  - They have had close contact in the last 10 days with someone with a diagnosis of COVID-19. Close contact is defined as being less than 6 feet close for 15 minutes or more to the diagnosed person.
- *If visitors, students, or staff exhibit COVID-19 symptoms*, they must remain home until they are symptom free for at least 24 hours (that is one full day of no fever without the use of medicine that reduces fevers or other symptoms). Students and staff will be required to obtain a doctor's note clearing them to return.
- *If visitors, students, or staff test positive for COVID-19*, they will be directed to self quarantine away from the building. They may return after 10 days with a physician's note and have been symptom free for the last 24 hours. Anyone hospitalized with COVID-19 may return to work/school when directed to do so by their medical care provider. Documentation to return to school or work will be requested from those who have tested positive. Confirmed cases of COVID-19 in staff or students must be reported to the local public health department immediately. General exposure information must be reported to any students, co-workers, contractors, or suppliers that may have come in contact with the confirmed person, within 24 hours, following local public health guidance.
- PTO, or work from home arrangements for staff, will be made with their supervisor.
- Contact tracing, notification, and investigation - If the school learns that a staff or student has tested positive, they will contact their local public health department immediately and cooperate with them in conducting an investigation into others in the school community that may have had close contact with the confirmed-positive person two days before they showed symptoms to the time they were last present in school. The individuals who had contact with the carrier will be directed, within 24 hours of the identification of the confirmed case, to self-quarantine for 10 days from the last date of close contact with the carrier. If a student or staff learns that he or she has come into close contact with a confirmed-positive individual outside of the school, he/she must alert the school leader of the close contact and also self-quarantine for 10 days from the last date of close contact with the carrier.
- Isolation - students or staff who have the aforementioned symptoms or report testing positive for COVID-19, and obtain access to the school building, will be directed to wear a mask and isolate in an area with closable doors until they can be transported home or to a physician by their parent/guardian. Students who develop symptoms should not go home on a school bus.

### Mental Health Needs

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

### Notification/Confidentiality/Privacy

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

### OSHA Recordkeeping

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



3662 Poinsettia Ave SE, Grand Rapids, MI 49508

Tel: 616-243-6221 • Fax: 616-243-0305

[NewBranches.org](http://NewBranches.org) • CONNECT WITH US 

## **References and Resources**

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

[CDC Signage and Print Resources](#)

[Choice Schools Signage Resources](#)

[CDC COVID-19 Considerations for Schools](#)

[CDC K-12 School Considerations FAQ for COVID-19](#)

[Return to School Roadmap - Opportunities Lab](#)

[MI-OSHA COVID-19 Workplace Guidelines](#)

[OSHA Guidance on Preparing Workplaces for COVID-19](#)

[CDC - COVID-19 Response and President's Plan to Open Up America](#)

[CDC - Guidance for Cleaning and Disinfecting Public Spaces](#)

[CDC Guideline for Reopening Schools - Decision Tree](#)

[Checklist for Preparing School Buildings for Reopening after COVID-19 NCSI](#)

[Reopening Schools Checklist - Safe Six - NCSI](#)

[EPA Approved products for use against COVID-19](#)

[CDC Cleaning Plan](#)

[Executive Order 2020-147 Masks](#)

[Guidelines for Safe Child Care Operations During COVID-19](#)

[Executive Order 2020-114 Safeguards to Protect Michigan Workers](#)

[Executive Order 2020-36 Staying Home When Infected](#)

## **APPENDIX**

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



## **Parent Notification**

DATE: [DATE]

TO: [Parent]

FROM: [School Leader]

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

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

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

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

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

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

For more information about COVID-19, please visit the CDC website at:

<http://www.cdc.gov/coronavirus/2019-ncov/index.html>

Sincerely,

School Leader

## COVID-19 Checklist

### Know the Symptoms of COVID-19

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

### School Responsibilities

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

### Staff Responsibilities

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

### Cleaning/Disinfecting Worksites and Other Protective Measures

- Clean and disinfect frequently used tools, equipment, and assigned work areas, at the beginning and end of the work day. To disinfect, use [products that meet EPA's criteria for use against SARS-CoV-2](#), (the cause of COVID-19), and are appropriate for the surface.
- Clean shared spaces such as break/lunchrooms/restrooms at least once per day.
- Disinfect shared surfaces (machinery controls, etc.) after each use.

- Avoid using other employees' phones, desks, offices, or other work equipment, when possible. If not, disinfect before and after each use.
- Everyone should empty their own trash from their office or classroom into larger trash bins. Trash collected from these bins must be changed daily by custodial staff wearing gloves.

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

- Wear the proper PPE.

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

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

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

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

According to the U.S. Department of Health and Human Services/Centers for Disease Control and Prevention ("CDC"), Chinese authorities identified an outbreak caused by a novel—or new—coronavirus. The virus can cause mild to severe respiratory illness. The outbreak began in Wuhan, Hubei Province, China, and has spread to a growing number of other countries—including the United States.

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

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

In assessing potential hazards, employers should consider whether their workers may encounter someone infected with COVID-19 in the course of their duties. Employers should also

determine if workers could be exposed to environments (e.g., worksites) or materials (e.g., laboratory samples, waste) contaminated with the virus.

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

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

**Sample Supplies/Equipment Procurement Plan**

Needs	Quantity Needed	Vendor	Notes	Completed
Gloves (nitrile, latex, or vinyl)				
Tissues				
Disinfecting Cleaner				
Disinfecting Wipes				
Hand Sanitizer				
Hand Sanitizer for Stations				
Signs for how to wash hands				
Signs posted to summarize overview of these rules and space usage rules				
Max occupancy signs for common rooms				

Signs for front office to how far to stand in front of desk				
Safety data sheets for cleaning chemicals				
Trash bags				
Gowns				
Disposal Face mask				
Cloth Face Masks				
Eye wear				
Touchless Thermometer				
Vehicle COVID Kit: masks, gloves, hand sanitizer, cleaning supplies, tissue, garbage bag, etc.				
Physical shielding or barrier where 6 feet distancing can't be accomplished				