

COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Revised 7:00AM
08/12/20

Name of District: Academic and Career Education Academy

Address of District: 884 E. Isabella Road, Midland, MI 48640

District Code Number: 56903

Web Address of the District: aceaofmidland.com

Name of Intermediate School District: Midland County ESA

Name of Authorizing Body (if applicable): Midland County ESA

Preparedness Plan Introduction

Governor Whitmer's [Executive Order 2020-142](#) "provides a structure to support all schools in Michigan as they plan for a return of pre-K-12 education in the fall. Under the order, school districts must adopt a COVID-19 Preparedness and Response Plan laying out how they will cope with the disease across the various phases of the [Michigan Safe Start Plan](#). In turn, the accompanying Michigan Return to School Roadmap offers a guide to the types of safety protocols appropriate during each phase. There's no one-size-fits-all solution: What works in Lansing may not work in Sault Sainte Marie. Districts will retain the flexibility to tailor their instruction to their particular needs and to the disease conditions present in their regions." (EO-2020-142)

Each district (public, public school academy (PSA), nonpublic, and intermediate school district (ISD) that educates pre-K-12 students) shall submit a single completed Assurance Document and Preparedness Plan to its Board in time for approval by August 15 or seven days before the first day of school, whichever comes first. This template, when completed, serves as a single Assurance Document and Preparedness Plan.

The Preparedness Plan will be collected by the Intermediate School District for public school districts, the authorizing body for public school academies, or the chief/designated school administrator for nonpublic schools for transmission to the State Superintendent of Public Instruction and State Treasurer by August 17, 2020. Additionally, this Preparedness Plan must be posted on the district's/PSA's, or nonpublic school's public website home page no later than August 17, 2020. A single application should be filed by the district rather than multiple applications for individual schools within a district.

Preparedness Plan Assurances

The District agrees to meet all of the following requirements of Executive Order 2020-142

- ✓ The District assures that when it provides in-person instruction to its students without disabilities, the district must also provide in-person instruction to its students with disabilities, consistent with their individualized education programs (IEPs).
- ✓ The District assures that when schools are closed to in-person instruction, districts must strive in good faith and to the extent practicable, based upon available resources, technology, training, and curriculum, as well as the circumstances presented by COVID-19, to provide equal access to any alternative modes of instruction to students with disabilities from birth through age 26. This assurance includes the provision of auxiliary services under section 1296 of the Revised School Code, MCL 380.1296.
- ✓ The District assures that while any state of emergency or disaster related to the COVID-19 pandemic continues, it shall 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 District assures that it shall, to the extent practicable and necessary, make individualized determinations whether and to what extent compensatory services may be needed for students with disabilities in light of the school closures during the 2019–2020 school year.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will close its buildings to anyone except: (a) District employees or contractors necessary to conduct minimum basic school operations consistent with a Preparedness Plan, including those employers or contractors necessary to facilitate alternative modes of instruction, such as distributing materials and equipment or performing other necessary in-person functions. (b) Food-service workers preparing food for distribution to students or their families. (c) Licensed child-care providers and the families that they serve, if providers follow all emergency protocols identified by the state.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will suspend athletics, after-school activities, inter-school activities, and busing.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continued pay of school employees while redeploying staff to provide meaningful work in the context of the Preparedness Plan, subject to any applicable requirements of a collective bargaining agreement.
- ✓ The District assures that in **Phases 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continuation of food distribution to eligible students.
- ✓ The District assures that during **Phase 4** of the *Michigan Safe Start Plan* it will prohibit indoor assemblies that bring together students from more than one classroom.
- ✓ The District assures cooperation with the local public health department if a confirmed case of COVID-19 is identified, and agrees to collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present in school.

Preparedness Plan

Every district must develop and adopt a COVID-19 Preparedness and Response Plan (“Preparedness Plan”) that is informed by [Michigan’s 2020-21 Return to School Roadmap](#) (“Return to School Roadmap”) from the COVID-19 Task Force on Education and Return to School Advisory Council.

In accordance with Executive Order 2020-142 a plan must include all the following parts:

- A. The policies and procedures that the District will follow when the region in which the district is located is in **Phase 1, 2, or 3** of the *Michigan Safe Start Plan*.
 - 1. Describe how the district will offer alternative modes of instruction other than in-person instruction and a summary of materials each student and the student’s parents or guardians will need to meaningfully access the alternative modes of instruction included in the Preparedness Plan. If the Preparedness Plan relies on electronic instruction, the Preparedness Plan must consider how the district will aid students who lack access to computers or to the internet. This is also in the Continuity of Learning and COVID-19 Response Plan submitted in April. You may want to update and link to this plan in your response below.

When the region in which Academic and Career Education Academy (ACEA) is located is in either a phase one, two or three, the district will offer a full range of academic services to our students. With the school closures last March, students were offered a district laptop with which to access the internet and maintain virtual communication with the school staff. Some students have retained possession of these devices and will once again be asked to utilize these devices to complete academic work. With regards to wifi connectivity, our district has purchased hot spots so we can provide this as an option for students without Internet capability.

The virtual learning will, however, differ in several ways from the Spring. Work will be more rigorous, with new concepts being taught, teachers will be available more hours per day, and the work will have an expectation that it is completed and will be assessed. As a district we have chosen to rely on the same uniform platform of Google Classroom. This will enable parents with students in a variety of grade levels and schools to easily follow along with the assignments and lessons of the students. Additionally, our teachers (in phase 3) will be available by phone or email throughout the school day and beyond some hours. In Phase 3, ACEA will continue to work with local agencies and food pantries to provide a food distribution on the campus of ACEA where families can pick up several bags of food on a bi-weekly basis. Staff delivers to families who are unable to pick up food. We also share community food distributions times and locations as well as all of the grab and go locations around Midland County with updates as needed. This information is communicated with families on several social media platforms, email and Remind.

Phase 4: In an effort to provide parents and students with choices depending on their comfort level to return to face to face instruction, ACEA is offering both a blended learning approach (with four days of instruction) as well as offering a virtual learning option for students. Families will be asked in August to declare their preference for the learning mode for their student.

Phase 5: In-person instruction will resume full-time with modifications to accommodate safety protocols

- B. The policies and procedures that the District will follow when the region in which the District is located is in **Phase 4** of the *Michigan Safe Start Plan*. Those policies and procedures must, at a minimum, include:
 - 1. **Face coverings** (p. 22)
 - a. Please describe how the district will implement **requirements** for facial coverings that at a minimum require the wearing of face coverings, except during meals and unless face coverings cannot be medically tolerated, for:
 - i) All staff and all students in grades preK-12 when on a school bus.
 - ii) All staff and all students in grades preK-12 when in indoor hallways and common areas.
 - iii) All staff when in classrooms.
 - iv) All students in grades 6 and up when in classrooms.

- v) All students in grades kindergarten through grade 5 unless students remain with their classes throughout the school day and do not come into close contact with students in another class.

Face Coverings -

School Bus: All students and staff will be made aware of the requirement that facial coverings must be worn on the school bus. This information will be made available through district, school and transportation correspondence over the summer months. The transportation department has procured several boxes of facial coverings that can be provided to students upon entering the bus. One fabric, washable mask will be provided to each student and staff member as well. Additionally, we are asking that persons living in the same household on the school bus sit by each other, so as to limit the number of students that will be interacting with those who are outside of their living environment. Parents will be asked to do a preliminary screening of their children prior to getting on the school bus in an effort to detect symptoms of infection.

Hallways: The school district has obtained facial masks for every student in the district. The expectation will be that the students, and staff, wear the facial covering in the hallways, while using the bathroom, and in any other common area of the school. Teachers and paraprofessionals will monitor and remind students to use facial coverings when it is time to leave the classroom environment. Students will be expected (and provided with) to use a mask during the duration of the school day - with the exception of eating periods.

The expectation will be that ACEA staff will wear facial coverings throughout the school day. Staff members will be provided with masks and face shields and it is the expectation of the district administration that these will be worn at all times, with the exception of during meal times. For staff that can not medically tolerate a mask, the facial shield will be required at all times.

The expectation is that students will adhere to the facial masking requirements while in the classroom as well. This will be monitored by the classroom teacher, and supported by district administration.

2. Hygiene

Please describe how you will implement the **requirements** for hygiene protocols from the *Return to School Roadmap* (p. 22-23).

Hygiene will be addressed in a number of different ways in the plan.

Hand Sanitizer - Hand sanitizer will be freely available throughout the school buildings as well as on the school buses. Staff and students will be asked to use the sanitizer frequently. Students will be taught that hand sanitizer is not a replacement for washing hands when a student may have dirt on their hands or after using the bathroom.

Hand Washing - Immediately, upon returning to school, teachers will instruct students as to the proper method for hand washing and share with them the requirement to do so frequently throughout the school day. Specific attention will be made to hand washing prior to lunch.

Maintenance staff will routinely, and frequently, check the status of soap, hand sanitizer, and paper towel stations throughout the school day. Special attention will be made to address and clean frequent touch points throughout the day (toilets, sinks, door handles, etc.) School drinking fountains will be shut off and individual water bottles will be provided to each student as needed.

Instructional staff have been asked to have students maintain and use their own personal school supply items.

3. Cleaning

Please describe how you will implement the cleaning **requirements** for cleaning protocols from the *Return to School Roadmap* (p. 27).

Frequently touched surfaces (light switches, doors, benches, bathrooms, etc.) will undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution. Classrooms such as computer labs, art rooms, and other hands-on classrooms will undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution. Computers and Laptops will be cleaned after each use. Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period. Staff members who are cleaning desks will be provided with gloves, mask and facial shield for cleaning. Adequate training for storing and using the cleaning materials will be provided to all staff members.

4. Athletics

Please describe how you will implement the **requirements** for athletics protocols from the *Return to School Roadmap* (p. 27).

If ACEA determines it is safe to participate in Michigan Alternative Athletic Association (MAAA) sports, we will to the following guidelines to keep student athletes and coaches safe. Coaches will conduct daily temperature checks and health screening for any athlete participating in a practice or contest. Athletes will be expected to abide by social distancing guidelines and this will be monitored by the coaching staff to ensure compliance. All athletes and coaching staff will be required to use hand sanitizer before engaging in a practice or contest and again during any break. Coaches will design practices with social distancing in mind and focus on limiting student contact when possible. All athletic equipment will be sanitized before and after use. Sanitization will be done using CDC approved, alcohol-based sanitizer. Spectator attendance will be limited to adhere to social distancing guidelines. ACEA will continue to follow all CDC, health department and MAAA guidelines. The district will continue to implement the most up-to-date safety guidelines as the CDC and health department provide updated protocols.

5. Screening

Please describe how you will implement the **requirements** for screening protocols from the *Return to School Roadmap* (p. 24).

The school district has purchased temperature monitoring units that will be used at the school entry point of the building. These units will be monitored by school staff. Students with a temperature at or above 100.4 will be brought to the school office for additional screening, isolation, and contact with parents to make arrangements for medical treatment or follow up care at home. Staff members, upon entering the building each day, will also be temperature screened. In addition, the staff member's temperature will be recorded as well as answer some additional screening questions related to COVID 19 symptoms. This will be maintained by the district should it be necessary for such logs to be examined. Parents will be asked to monitor their child's temperature and symptoms prior to entering the school bus or driving to school. As mentioned previously, the students will again have their temperature monitored at school via the temperature station at each school building. Symptomatic students will be sent home from school and will be kept home until they have tested negative or have completely recovered according to CDC and local health department guidelines. Students who are exhibiting signs of illness will be asked to maintain their presence in the "sick" room until they are picked up by their parents or another responsible party.

6. Testing

Please describe how you will implement the **requirements** for testing protocols from the *Return to School Roadmap* (p. 25).

ACEA will cooperate with the Midland County Health Department and implement

any screening protocols that may be recommended and are not currently reflected in our plan. Students and staff that develop symptoms will be immediately masked and will be sent to seek treatment. Symptomatic students and staff sent home from school will be kept home until they have tested negative for COVID-19, have been cleared by a licensed physician to return, or have been released from isolation according to CDC guidelines (At least 10 days since symptoms first appeared and at least 24 hours with no fever without fever-reducing medication and symptoms have improved).

Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home. In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts will be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. Students and staff will be closely monitored for any symptoms of COVID-19 both by school personnel and by parents at home.

7. Busing and Student Transportation

Please describe how you will implement the **requirements** for busing and student transportation protocols from the *Return to School Roadmap* (p. 28).

Transportation on ETC busses will have the following safety protocols:

1. Hand Sanitizer will be stationed within each bus for student and to staff use prior to boarding the bus;
2. All riders must wear a mask while riding the school bus;
3. Busses will be cleaned and sanitized after each run
4. Drivers will take temperatures of students upon entrance of the bus using a digital infrared thermometer.
5. Doors and windows will be kept open when the bus is being cleaned in between stops
6. Students who become ill will not be permitted to ride the school bus. Each school will isolate the child in the sick room within the school and a phone call will be made to the student's contact asking for the child to be picked up from school;
7. Staff members who are ill will not be allowed to ride the bus and will comply with health department guidance regarding when to return to work.

C. Describe the policies and procedures that the district will follow when the region in which the district is located is in Phase 5 of the Michigan Safe Start Plan.

ACEA is committed to helping in the fight of Covid 19, as well as doing our part to make sure our students can attend school safely, every day. In that spirit, we will adopt the highly recommended guidelines for the schools in Phase 5 of the Return to School Roadmap in an effort to maintain the safety of students and staff alike. The plan naturally reflects the gradual loosening of restrictions that come with less community spread of the Covid 19 virus. It is the intent of ACEA to comply with the Highly Recommended guidance from the State's Return to Learn committee until an adequate vaccine or other treatment is developed.

1. Indicate which highly recommended protocols from the *Return to School Roadmap* the district will include in its Preparedness Plan when the region in which the district is located is in **Phase 5** of the *Michigan Safe Start Plan*.

At this time, it is our intent to implement all of the highly recommended suggestions from the Return to School Roadmap.

2. Indicate which highly recommended protocols from the *Return to School Roadmap* the district will not include in its Preparedness Plan when the region in which the district is located is in **Phase 5** of the *Michigan Safe Start Plan*.

At this time, there are currently no Highly Recommended protocols in the Return to School Roadmap that ACEA does not intend to implement. As stated previously, it is our intent to maintain a safe school environment for our students that these guidelines provide clear guidance for our district.

D. After considering all the protocols that are highly recommended in the *Return to School Roadmap*, please indicate if a school plans to exclude protocols that are highly recommended for any of the categories above in **Phase 4**.

No

Final Steps for Submission

Each district shall submit a single completed Assurance Document and Preparedness Plan to its Board of Education (in the case of a PSA, the Academy Board of Directors; in the case of a nonpublic school, the chief or designated school administrator) in time for approval by August 15 or seven days before the first day of school, whichever comes first.

Date of Approval by the District Board of Education, PSA Board of Directors, or nonpublic school chief/designated school administrator:

Link to the Board Meeting Minutes or Signature of Board President, or signature of nonpublic school chief/designated school administrator:

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

The Preparedness Plan will be collected by the Intermediate School District for public school districts, the authorizing body for public school academies, or the chief/designated school administrator for nonpublic schools for transmission to the State Superintendent of Public Instruction and State Treasurer by August 17, 2020. Additionally, this Preparedness Plan must be posted on the district's/PSA's, or nonpublic school's public website home page no later than August 17, 2020.

Name of District/PSA/Nonpublic Leader Submitting Plan:

Date Received by the ISD/Authorizing Body/Chief or designated School Administrator:

Date Submitted to State Superintendent and State Treasurer: