

WWH Safe Start Plan 2020

Date Submitted: July 30, 2020

Name of District: Westwood Heights Schools

Address of District: 3400 N. Jennings Rd. Flint, MI 48504

District Code Number: 25210

Email Address of the District Superintendent: ptoal@hamadyhawks.net

Name of Intermediate School District: Genesee ISD

Name of Authorizing Body (if applicable):

DRAFT

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.
- ✓

A. Phase 1,2,3 policies and procedures the district will follow

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.

In accordance with Executive Order 2020-35 a Plan must include all of the following parts:

1. Please describe the methods the district will use to provide alternative modes of instruction other than in-person instruction and a summary of materials each pupil and the pupil's parents or guardians will need to access meaningfully the alternative modes of instruction included in the Plan. If the Plan relies on electronic instruction, the Plan must ensure to the extent feasible that pupils have access to a connected device capable of accessing the electronic instruction and must not penalize a pupil for the pupil's inability to fully participate.

"Alternative modes of instruction" means modes of pupil instruction, other than in-person instruction, that may include, without limitation, partnerships with other districts or intermediate districts or community colleges or institutions of higher education, use of vendors, use of online learning, telephone communications, email, virtual instruction, videos,

slideshows, project-based learning, use of instructional packets, or a hybrid of multiple modes of learning that still promote recommended practices for social distancing to mitigate the spread of COVID- .

District/PSA Response:

Technology Availability: The district has over 1800 chromebooks and Ipads for student use. Chromebooks and Ipads will be distributed from the main office at the school each day between 9:00 AM and 1:00 PM. Families without reliable internet access are encouraged to contact Comcast/Spectrum/Charter for their 60 day free offer. When the free offer does not apply or available, the district will provide Hotspots to families.

Grades K-6 will be provided a combination of on-line direct instruction and instructional core packets as an alternative mode of instruction. The online modes of instruction and educational enrichment opportunities will take on the following forms:

- SeeSaw format
- Class DoJo
- Reading Theory
- Splash Math
- Successmaker

- Readworks
- Google Classroom formats
- Imagine Math
- Razzkids

Several of the above enrichment and online learning programs were utilized during the regular school term at McMonagle Elementary and students/parents are very familiar with those tools.

The blended learning process will continue by sending Instructional packets home bi-weekly to include all core instructional resources and materials to maintain academic learning. Materials needed will be a computing device (chromebook or Ipad), reliable internet access, art materials and supplies, books, learning packets, and software programs.

Students will have access to their teachers, including their teachers who teach specials each day between 9:00 AM and 1:00 PM. Many teachers will use either Class Dojo or SeeSaw formats to provide real time feedback to students. In addition, teachers will be available through texts, zoom, phone calls, and emails.

Grades 7-12

Teachers will utilize a combination of online courses through Edmentum, google classroom, paper and pencil assignments, Zoom, Teams, Google meets, and the following websites (among others): Explore learning.com, phet.colorado.edu, Newsela.com, ptable.com, Khanacademy.org, and Commonlit.org, The instructional packets, when utilized, will cover the same content standards as the online resources.

Students will have access to their classroom teachers at designated times for up to four hours a day, including at least one hour of open “office hours”. Some classrooms will convert to a blended approach incorporating the classroom instructor assisting in the delivery of an online course. Additional remedial online courses will be assigned to students needing to improve specific skills.

Students will need a chromebook, reliable internet access, and general school supplies. The district also intends to deliver grade level reading materials twice a month to support overall learning.

Seniors will be informed of their individual graduation status by phone or email in the coming weeks. Seniors who were on track to graduate and passing all their classes will receive credit for those classes, and can only improve their grade through continued coursework. Potential graduates, and other students failing a class will be allowed the opportunity to make up class work and/or pass a culminating assessment to recover and pass the class.

The Special Education Department acknowledges to an extent practicable the Westwood Heights Schools District will in good faith provide each student with IEPs/Section 504 Plans and the opportunity to participate in a learning process consistent with their existing IEP or 504 plans. Every student will have a "Contingency Learning Plan". No special education student will be penalized for their inability to participate fully in the learning plans.

2. Please describe the methods the district will use to keep pupils at the center of educational activities, including outreach to continue building relationships and maintain connections, and to help pupils feel safe and valued.

District/ PSA Response:

1. Teachers will maintain weekly contact/availability with all students Monday-Thursday for a minimum of 4 hours a day. Students will be provided means of communication through phone, email, Class Dojo, and Zoom conferences with teachers to support academic and social emotional needs.

2. New materials will be available weekly via online delivery, bus delivery, or parent pick-up.

3. Food delivery will be maintained along with delivering lessons via the buses.

4. Rewards and recognition for student performance will be encouraged and supported.

5. Cards, notes, and books will be mailed to students to maintain school contact.

6. Social media and other advertising media will be deployed to celebrate learning milestones.

7. The district will be offering social worker access and other family supports to address the critical needs of the families. Student support staff will communicate with students and their families to provide wellness checks weekly.

8. Advertisements congratulating our graduates, including yard signs, TV, online and billboard advertising.

The Special Education Department will provide the highest quality special education programs and services, in light of the current circumstances, making positive relational deposits with families and students.

We will ensure the following:

1. Ensure social-emotional needs of the student are considered and met

2. Continue to meet timelines for annual IEPs

3. Complete IEPs as if the student would be attending a brick and mortar setting

4. A Contingency Learning Plan is in development and will be required for each student with an IEP.

5. Focused Individual Learning Plan: Be Responsive to student's needs in light of the circumstances

6. To the greatest extent possible, keep equity at the center of the work to develop the individual contingency learning plans

7. Document great faith efforts to reach out to students

3. Describe the district's plans to deliver content in multiple ways so that all pupils can access learning.

Students will be provided a mixed mode of learning through on-line access and instructional core packets containing paper learning. Core packages will maintain equity among students that might not have access to on-line forums. Also, K-2 motor and foundational skills are still being developed and pencil to paper will be a critical element of distance learning for this population.

Students will be offered chromebooks and iPads to check out for the remainder of the school year. The curriculum will be made available electronically through Google Classroom and

Edmentum. Students who are unable to access the material electronically, or prefer an alternative, will be able to obtain the physical copies of the materials from the school building at pre-arranged times or during meal delivery.

Any instructional packets utilized will mirror the content standards being taught in an online format.

4. Please describe the district's plans to manage and monitor learning by pupils.

District/ PSA Response:

Grades K-6 - Teachers will be required to monitor student learning Monday-Thursday for a minimum of four hours a day, or 20 hours per week. They will communicate with students and families through phone, email, class dojo, Remind101, Zoom conferences and any other form necessary to communicate and monitor student learning. Teachers will utilize 4 hours every Friday to create lesson plans and collect and distribute learning materials and resources. Kindergarten -2nd grade - 90 minutes daily learning. 3-6th grade 120 minutes daily learning. We will encourage family participation in monitoring progress with logs and charts provided by the district.

Grades 7-12- Pupil learning will be monitored and managed through Google Classroom, calls, texts, and Edmentum software. Assignments will be submitted and reviewed for progress as well as areas of need to develop feedback for students. Grades and skill mastery will be recorded and used to determine grades for assigned courses. A team of Edmentum support

personnel will assure coverage each day from 9 to 4 to support Plato students with their online classes. Teachers will be required to monitor student learning Monday-Thursday for a minimum of four hours a day. They will communicate with students and families through phone, email, Remind101, Zoom conferences and any other form necessary to communicate and monitor student learning. Teachers will utilize 2 hours every Friday to create lesson plans and collect and distribute learning materials and resources.

The Special Education Department- This department will keep logs of communications in EdPlan that detail interaction with students and families. The case providers and ancillary staff will communicate via telephone, US Postal service, email and Zoom. The special ed department will send home progress reports along with the general education progress reports.

The teaching staff has been surveyed regarding PD related to the delivery of online instruction. In many cases the other staff members are helping them learn new methods, but we may also be providing access to webinars and other resources to train the staff. Each building will have a team conference each week, as well as grade level and department meetings on a weekly basis.

5. Please attach a budget outline estimating additional expenditures associated with the Plan and sources of revenue to pay for those expenditures.

District/ PSA Response:

\$12,000 for McMonagle Learning- Learning supplies - crayons, pencils, glue sticks, scissors, writing journals, books. (re-allocation of 31A funds)

\$5000 for printing and mailing costs for distribution of instructional packets, resources and supplies. (re-allocation of 31A funds)

\$24,000 for Academy West/Hamady would come from student needs; mainly devices and hotspots. We have ordered 60 new chromebooks and 30 hotspots as well as 20 document cameras for teacher use at home. We will use some re-allocation of 31A funding to cover some of this expense, the remainder from general funds.

\$24,000 for gas cards for essential personnel and family distribution. (re-allocation of 31A funds/ general funds)

\$8,000 for gift cards to reward student performance. (re-allocation of 31A funds/ general funds)

\$50,000-Teacher devices and professional development aimed at improving online techniques. (re-allocation of Title IIa grant funds)

6. Please describe the manner in which district administrators, board members, teachers, and any representatives of teachers collaborated in development of the Plan.

District/ PSA Response:

Board members were asked for input and approval of new graduation requirements as well as guidelines for grade promotion. College preparatory activities were also discussed with administrators. The superintendent asked the building administrators to develop individual plans for their buildings to comply with the state recommendations. They were asked to seek out the input of the instructional and support staff in developing these plans. The superintendent reached out directly to the EA and WHESPA to ensure that the plans were compliant with the existing contracts. Administrators conducted numerous conference calls between March 11 and April 9 to help develop the plan. Finally, student and family input were received through surveys and phone calls to determine the most effective practices.

The WWH district convened for several virtual "Teams" meetings in order to devise a plan that met the needs of all students and their families. The district leadership team (Superintendent, Building Admin., Special Education Admin., Technology Admin, etc.) and school board members met initially to ensure that the district infrastructure was maintained throughout the process. Each administrator then met with their staff and addressed the specifics for their building or department. The leadership team then reconvened to develop the plan for the district.

Throughout this process we also received valuable input from students and families about ways in which to support learning and social emotional needs. The district incorporated many of these ideas into the building plans.

7. Please describe the methods the district will use to notify pupils and parents or guardians of the Plan.

District/ PSA Response: Updates will be published on our district and building web pages as well as our social media sites. Synervoice messages will direct parents and students to these resources. Teachers and administrators will use direct phone calls, texts, S'mores, and mailings to maintain contact.

K-6 teachers will be contacting families to hold conferences and surveying to determine the mode of instruction that will be provided to students. Communication with families will also take the form of phone and email contact to share the plan.

Grades 7-12 students and families will be contacted through Synervoice calls, district and building web pages, facebook pages and other social media platforms as well as personal phone calls and texts. District staff will also communicate information and distribute learning materials through the meal delivery program.

8. Please provide an estimate of the date on which the district will begin implementation of the Plan, which must be no later than April 28.

District/ PSA response: April 13, 2020-subject to ISD approval

9. Please describe the assistance, to the extent feasible, to pupils enrolled in any postsecondary dual enrollment courses under Public Act of , as amended, MCL . to . , and Career and Technical Preparation Act, PA , as amended, in completing the courses during the - school year.

District/ PSA Response: The district counseling staff is in touch with the institutions involved and students will be required to follow the guidelines set forth by those institutions. CTE students will be graded as per state guidelines, including the interns, who have had their work hours eliminated.

10. Please describe how the district will continue to provide or arrange for continuation of food distribution to eligible pupils.

Nutrition Services will continue to provide meals for children until June 15, 2021. This would be the end of the 2020/2021 school year. We currently have 4 bus routes with 6 to 8 stops per route. On Mondays we will deliver breakfast and lunch which covers Monday and Tuesday. On Wednesday we will deliver breakfast and lunch for Wednesday, Thursday and Friday.. All meals meet USDA nutritional standards.

We will continue this process until we no longer have access to necessary food items or until instructed otherwise.

Through our relationship with the Food Bank of Eastern Michigan, we will continue to send home weekend backpacks food items and maintain our pantries for student access.

11. Please confirm that the district will continue to pay school employees while redeploying staff to provide meaningful work in the context of the Plan, subject to any applicable requirements of a collective bargaining agreement.

District/ PSA Response:

We will honor the pay of teachers and the WHESPA support workers contracts. All district employees must be available for work and may be assigned to new roles in order to meet their work requirements. Employees unwilling to report for work, either in person or remotely will be required to use accrued personal/sick/vacation days in order to get paid. Paraprofessionals will be assigned the task of making home contacts and assisting struggling learners. The behavior staff will work with the attendance team to monitor student participation and assist with the social emotional needs of the students. Security staff will assist the custodial and maintenance team on repair projects and with the distribution of food.

12. Describe how the district will evaluate and monitor the participation of pupils in the plan.

District/ PSA Response:

The district will use multiple methods to monitor and record participation. Calls will be made to K-6 students at least weekly and we will ask those parents to track student progress on school supplied logs. At the middle/high schools, student participation will be logged into synergy notes

and online work on Edmentum courses tracked on a separate google sheets document. The district attendance team will respond to students who fail to participate in order to encourage them to stay engaged. We will also be providing self-

monitoring log sheets to students and families so that they can track their own participation and milestones.

Graduating seniors will have the opportunity to improve their grades and GPA, or they may select a pass/fail option. In no case will their grade fall below the March 11 posted grade.

13. Please describe how the district will provide mental health supports to pupils affected by a state of emergency or state of disaster prompted by COVID-19.

District/ PSA Response:

Hamady Middle/High School will provide mental health supports to students regarding dealing with stress and anxiety, healthy coping strategies, and self-care. This information will be shared with the English teachers to disseminate to their students along with their assignments. Since all students have English, this should be accessible to every student. The district will also provide referrals to appropriate mental health and social services providers.

Efforts to establish and maintain contact with students that were previously meeting with the social workers prior to the closure of school will be made. This will just be a check in and not an attempt to provide any teletherapy. Teachers and staff will also continue to inform the appropriate staff when there is a concern for the mental well-being of a student.

Resources that may benefit students and/or their families will be shared on the district's website and/or school social media sites.

14. Please describe how the district will support the efforts of the intermediate district in which the district is located to mobilize disaster relief childcare centers as described in the Executive Order - or any executive order that follow it.

District/ PSA Response:

The district made available its GSRP classrooms, managed by the Genesee ISD, as well as its Headstart rooms managed by GCCARD. At this time, those facilities have not been required for use.

15. Does the District adopt a balanced calendar instructional program for the remainder of the school year? Does the District plan to adopt a balanced calendar instructional program for the - school year?

District/ PSA Response: No. Although allowances will be made to allow students to finish coursework over the summer.

B. Phase 4 policies and procedures

1. Face Covering (pg.22)

*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.*
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- i) All staff and all students in grades preK-12 when in indoor hallways and common areas.
 - ii) All staff when in classrooms.
 - iii) All students in grades 6 and up when in classrooms.
 - iv) 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.

District and Building Implementation Plan:

- The expectations for the wearing of face coverings and how to obtain clean face coverings will be included in all district to parent communications, all handbooks, all student orientations, and all staff orientations. (Aug. 1 - Aug. 30)
- Students and staff will be required to watch a safety video on the wearing of and expectations for maintenance of face coverings. Students and parents will sign-off on their awareness of these policies before the students are permitted to enter the classroom on the first day of school. (Aug. 1 - Aug. 30)
- Building, grounds, and transportation signage will be prominent throughout all school facilities and clearly identify who is required to wear face coverings in each designated area of the building, grounds, or bus. (Completed by Aug. 15)
- Face coverings will be ordered and provided to every student and staff member on a daily basis as needed. These will be placed on busses and in the classrooms every evening by the custodial and transportation staff. (Delivery taken by Aug. 15)
- Fabric and clear face coverings will be provided to preK-6 teachers with the

requirement to wear the clear mask during instruction. Any other teacher at any grade level may also request a clear face covering if they so choose.

- Reusable face coverings will be turned in at the end of the day (in some cases these will need to be collected by bus monitors as students exit the bus.) (Daily beginning on the 1st day of school)
- Reusable face coverings will be washed by the custodial staff and stored appropriately for distribution.
- Individuals (staff or students) who claim medical exemption will need to meet with their building principal to provide rationale and documentation.
- PreK-5 students will not be required to wear a face covering once they are situated in the classroom unless the classroom activity places them in close (2 feet or less) proximity to other students.
- Students who are capable of wearing a face covering and refuse to do so in an area where a face covering is required will be issued a face covering by a school official (teacher, paraprofessional, administrator, school safety staff, playground aid, etc.) and asked to put the face covering on.
- Students showing patterns of non-compliance will be removed from the school building and placed into remote instruction until the student agrees to comply with this safety protocol.
- Continued removals from the school building will result in permanent placement into remote instruction with the student being banned from coming to the school site.
- Staff who are capable of wearing a face covering and refuse to do so will be addressed by the school administrator and could face progressive disciplinary measures up to and including termination.
- Guests to the school building (presenters, substitute teachers, etc) will be issued a disposable face covering upon signing in at the main office and will be instructed to wear the face covering at all times. Instances of non-compliance will result in the guest being escorted from the building by the school safety officer or building administrator.
- In instances of uncertainty about individuals not wearing face coverings, these matters will be relayed to the building administration for review and decisive action.

2. Hygiene

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

District and Building Implementation Plan:

- Supplies (paper towels, soap, hand sanitizer, tissues, trash receptacles) will be checked daily and restocked in the classroom.
- Teachers will contact the office immediately if supplies run out during the school day.
- Each classroom will have a hygiene protocol with timelines that are posted and communicated via newsletters, web pages, bulletin boards, and the like. It will include
 - Hand-washing schedule
 - Room and materials cleaning schedule
- Teacher will teach students the following to students on the first day of school and reinforce weekly or more often as needed (this may be done via video)

- proper handwashing on the first day of school and reinforce weekly or more often if needed
- how to cough and sneeze into their elbows, or to cover with a tissue and dispose of it in the trash
- Proper mitigation strategies including hand washing and sneezing will be communicated to families via newsletters, web pages, bulletin boards, and the like. Parents and caregivers will be asked to review and reinforce with their students.
- Custodial staff will
 - Procure adequate soap, hand sanitizer, paper towels, tissues by August 1, November 20, February 20, and May 20
 - Post signage related to cleaning and hygiene strategies in each room, restroom, throughout the hallways by August 20
 - Monitor hygiene supplies and refill as needed three times daily
 - Procure hand sanitizing stations as deemed necessary during walk-through with building leader by August 1
- Sharing school supplies will be limited, and each student will have their own supply box/bag for materials.

3. Cleaning

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

District and Building Implementation Plan:

- District Level Administrators and Building Operations will meet to review all guidance related to cleaning and disinfecting of buildings and to review the Building Operations the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap.
- An inventory related to all cleaning supplies that are in compliance with the EPA-approved related to COVID will be taken and orders will be made to address increased cleaning protocols.
- All classrooms will be provided spray bottles with EPA-approved disinfectant, paper towels, face shield and gloves in order to address new cleaning protocols. Staff must wear gloves, a mask and face shield when cleaning.
- Each building custodial team and administrator will tour their building and identify

areas of frequent usage throughout the building. A map will be created and kept secure in the head custodian room and office to ensure compliance when custodial substitutes are in the building.

- Custodial/Security staff will walk the building wiping all high frequency usage areas several times a day and following any evening activities in the building.
- All special classrooms i.e. art, music, gym and media centers will have EPA-approved cleaning supplies stored in the classroom away from students. The teacher of record for the area will wipe down all frequently used materials after each class has exited with EPA-approved disinfectant. This will occur prior to the entrance of the next class.
- Playground equipment will be cleaned twice a week.
- A training on cleaning materials and protocols will be provided to the staff through a virtual meeting the first week of school. This training will show the use of PPE when cleaning, protocols for the classroom and storage of cleaning materials.

4. Spacing, Movement and Access

- Desks will be arranged to account for physical distancing in all classrooms. Where tables are shared, efforts will be made to separate students.
- Teachers will be cognizant of social distancing within the classroom.
- Students in the elementary building will be cohorted for purposes of passage to the rest rooms or lunch.
- All specials at the elementary school will push in to the classrooms.
- Students will use water bottles or paper cups when accessing the drinking fountains.

5. Athletics

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

District and Building Implementation Plan:

- The district will follow all rules outlined in the MHSAA Guidelines Issued in July, 2020.

6. Screening

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

District and Building Implementation Plan:

- A copy of our screening and exposure plan will be submitted to the County Health Department. This plan will be reviewed monthly with the District Leadership Team and the Health Department along with the status of any referrals from the prior month.
- Students will be screened upon boarding the bus or entering the building with no touch temperature checks. Parents will be strongly advised to monitor their children prior to sending them to school.
- Staff will self-monitor their temperature and health indicators daily and report on the Misymptoms application.
- Each school building will identify a remote and secluded room, no smaller than 100 square feet to serve as an isolation area. This room will be outfitted with appropriate PPE including gowns, face shields, N95 Masks, gloves, sanitizing wipes, portable two-way radios, an internet-connected computer, log sheets, and video surveillance.
- Each building will have an identified and trained staff person to serve as the “quarantine officer”. These duties will take precedence over any other responsibilities and therefore this individual must have the flexibility to leave their regular assignment at a moment’s notice.
- From the time of identification of potential infection, the student will not be left unattended by the quarantine officer and a log sheet of activity will be maintained at 5-minute intervals until the student or staff member is safely removed from the building.
- Parent communication will be made immediately with clear and concise directions on where and how to pick up the student and where to report for testing.
- A designated person (office staff) will contact the student/family after removal until test results are provided and verified before the student can return to school.
- During the time of quarantine, the student will be asked to self identify the location and individuals they came into contact with for the past 48 hours to the best of their recollection. Priority will be placed on those individuals that they were in contact with for a sustained 15 minutes or more.
- The health department will be contacted after parents have been contacted to assist in contact tracing and notification of vulnerable individuals.
- All school staff will be required to conduct a health safety self assessment at home prior to coming to work and verifying through a Google form that they are safe to work. This will include taking their temperature and reporting this daily on the Google form.
- Staff who are unable to work due to displaying COVID-19 symptoms will be required to report this to the school through the Google form as well as through AESOP. The school health official or Human Resources will monitor this form daily and follow up with any symptomatic person to direct where, when, and how to get tested and to report those results back to the school as soon as available.
- Positive tests for staff members will result in a required quarantine away from school for 14 days.

7. Testing

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

District and Building Implementation Plan:

- The district will follow the direction of the County Board of Health to determine who may require testing.

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).

District and Building Implementation Plan:

- A weekly meeting will be held with district transportation supervisors or contracted transportation departments to review the criteria required for level IV and discuss concerns or issues arising.
- A breakdown of the aforementioned items will be presented in all RFP's to the contracting companies to ensure that they can comply with the items required.
- Contracts are being altered to address the cleaning, sanitizing and professional development that is needed for the fleet.
- Signage will be added to each bus to address the use of face masking of all students and drivers, use of hand sanitizers and cleaning protocols.
- Busses will be properly cleaned after the departure of the last child from each run once the bus has returned to the transportation garage. Logs and video will be maintained for a period of 90 days.
- Face masks will be available at the entrance of the bus in the event that a student does not come to the bus equipped with the necessary item.
- An assigned adult bus aide, trained in student management techniques and implicit bias training will be assigned to each bus run in addition to the driver. This bus aide will sit in the front of the bus facing toward the passengers to monitor behavior.
- Communication documents will be developed to enable the drivers of the buses to know what the safety plans are for any specific students and who for medical reasons will not be wearing a face mask.
- Professional development will be required for all bus drivers related to the changes including the appropriate usage of face masks and policies regarding the requirement of their usage on the bus, hand sanitizing, and cleaning protocols to address the cleaning and disinfecting of the bus before and after every route. A check sheet with time and date of each cleaning will be provided to staff to complete each time the bus is cleaned.
- Bus drivers, weather permitting, will keep windows open on the bus both in route and when stopped.
- On those buses with specialized transportation and equipment needs, bus aides or drivers will wipe down the equipment upon entrance to the bus. This will be noted in the cleaning log.

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.

Suggested to develop in consultation with your legal counsel if this varies from your Phase IV plan.

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*.

Suggested to develop in consultation with your legal counsel if this varies from your Phase IV plan.

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*.

Suggested to develop in consultation with your legal counsel if this varies from your Phase IV plan.

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**.

(Indicate Yes or No here) Suggested to develop in consultation with your legal counsel.

C. Phase 5

1. Highly recommended protocols the district plans to include

- i) Facial coverings will be worn by staff and students in common areas
- ii) Hand sanitizing stations will be installed throughout all buildings. Custodial staff will routinely check and refill stations throughout the school day.
- iii) Staff will integrate good hygiene practices into instruction and classroom expectations.
- iv) Staff and students will wash and sanitize hands frequently throughout the school day.
- v) The schools will provide adequate school supplies to avoid sharing of personal items and school supplies.
- vi) Desks will be arranged to account for physical distancing in all classrooms. Classrooms with tables will distance students accordingly.
- vii) Teachers will be cognizant of social distancing themselves within the classroom.
- viii) Signage and floor markings will be posted throughout buildings for social distancing.
- iv) Classroom windows will be open when possible.
- v) Students will be cohorted with passing schedules to bathrooms and lunchrooms.
- vi) All Specials classes will push into classrooms at the elementary.

- vii) Scheduled arrival and departure times to discourage congregating and ensure social distancing guidelines.
- viii) Routine temperature checks and completion of monitoring form (electronic) will be completed by all staff members upon entering buildings.
- iv) Isolation and screening rooms identified in all buildings for staff and students who exhibit any symptoms of COVID-19. .
- v) Plans in school buildings are implemented for procedures to follow when a student or staff member becomes sick and exhibits symptoms.
- vi) All students will be screened upon entering the building with temperature checks at all entrances.
- vii) Scheduled visitation will take place at a minimum, and anyone entering the building will go through screening protocol.
- viii) Staff and families will be educated about good hygiene, physical distancing, symptoms of COVID-19 and when to stay home due to illness.
- xiv) Regular communication will take place with parents, students, and staff regarding the presence of any laboratory positive or clinically diagnosed cases of COVID-19. .
- xv) The Westwood Heights School District will coordinate with the local public health department in following guidance regarding implementing protocols for screening staff and students.
- xvi) Staff and students becoming ill at school will be isolated in the assigned quarantine room with a face mask until transported off-site for testing. They will not return until they test negative for COVID-19.
- xvii) Communicate with families the importance of daily temperature checks of students, and monitoring for any symptoms.
- xviii) Families will be strongly encouraged to report positive COVID-19 cases to school buildings.
- xix) Positive diagnosis will result in contacting families and closely monitoring those who may have been exposed.
- xx) Barrier protections, face mask and glove use protocols will take place while serving in the cafeteria.
- xxi) Staff and students will wash hands before and after every meal.
- xxii) All gatherings will comply with current and future guidelines and executive orders.
- xxiii) Field trips will comply with current and future guidelines and executive orders.
- xxiv) Indoor sporting events will be limited to 50 people. Outdoor sporting events will be limited to 250 people.
- xxv) All staff and students must use proper hand hygiene techniques before and after every practice or athletic event. Participants will confirm they are healthy with no symptoms prior to events.
- xxvi) All equipment will be disinfected before and after use.
- xxvii) Buses will be disinfected before and after use during all athletic events requiring busing.
- xxviii) All participants will use their own individual water bottle.
- xxix) Frequently touched surfaces, desks, computer labs, playground equipment, athletic equipment and bathrooms will undergo cleaning and sanitizing after every class and/or every four hours.
- xxx) All students will use hand sanitizer before entering the bus.

- xxxi) All staff and students will wear face covering while riding the bus.
- xxxii) Clean buses and equipment before and after every route.
- xxxiii) All bus monitors will have a plan in place if a student is unable to board the bus.
- xxxiv) Same protocols will be used with staff and students on the bus as outlined for building staff - quarantine and no return until a negative test result is present.
- xxxv) Continuous review will take place to review all student individual health plans and accommodations put in place to meet healthcare needs.
- xxxvi) Families will undergo training on identifying illness and alternative education plans will be put in place for students needing remote learning.

D. Include the highly recommended protocols from phase 4 the district plans to exclude

- i) Custodial staff will wear face shield, face mask and gloves. WWH custodial staff will only wear face covering and gloves.

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: August 3, 2020

Link to the Board Meeting Minutes or Signature of Board President, or signature of nonpublic school chief/designated school administrator: [Google.doc Link]

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

www.pleasantvilleschools.org

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: John Q. Superintendent

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

Administrator: August 3, 2020

Date Submitted to State Superintendent and State Treasurer: To be completed by
ISD Superintendent

DRAFT